



# Electoral Administration



<b>Aim</b>	To provide delegates with a comprehensive understanding of electoral administration including electoral registration and election management, to include the legislative framework and areas of good practice.
<b>Objectives</b>	<ol style="list-style-type: none"><li>1. To define the legal requirements that governs election administration and the duties of the Returning Officer and Electoral Registration Officer.</li><li>2. To outline the framework governing elections and electoral registration.</li><li>3. To consider the annual canvass and year-round registrations as well as the inspection and supply of electoral registers and absent vote applications.</li><li>4. To consider nominations, poll cards, postal votes, polling day organisation, the count and post-election procedures.</li><li>5. To explore good practice relating to all aspects of electoral administration.</li></ol>
<b>Audience</b>	This course is designed for those who have a good knowledge of electoral administration but are looking for a more comprehensive understanding behind processes and want to identify ways of improving service delivery. It is recommended as a revision tool for those undertaking the Certificate in Electoral Administration.

<b>Course Overview</b>	<p>This course follows a comprehensive manual which guides delegates through all key aspects of electoral administration.</p> <p>Using practical exercises to facilitate learning, this residential course engages attendees in exchanging knowledge, experience and ideas.</p> <p>The course starts at 11.30 on day one, finishing at 15.00 on day four. The remaining days run from 9.00 – 17.00. During the course all accommodation and meals are included.</p> <p>The Course will be delivered using a mixture of presentational material and practical exercises, and with reference to example documentation and official guidance.</p> <p>Group discussion will also take place during the day to facilitate the exchange of knowledge, experience and ideas.</p> <p>Attendees will be provided with a pack on arrival at the course, containing course notes, guidance documents and example materials as well a comprehensive manual.</p>				
<b>Dates and Venues</b>	<b>20-23 January 2020</b>	<p style="text-align: center;"><b><u><a href="#">Nottingham Double Tree Hotel</a></u></b></p> <p style="text-align: center;">Nottingham - Gateway Nuthall Road, Nottingham, NG8 6AZ</p>			
<b>Cost of Attendance</b>	<b>Delegate fee</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> <b>AEA member – £1210 (plus vat)</b>            With Member support fund discount <b>£1000 (plus vat)</b> </td> </tr> <tr> <td style="text-align: center;"> <b>Non-member – £1573 (plus vat)</b> </td> </tr> <tr> <td style="text-align: center;"> <b>AEA member taking Qualification – £1089 (plus vat)</b>            With Member support fund discount <b>£900 (plus vat)</b> </td> </tr> </table>	<b>AEA member – £1210 (plus vat)</b> With Member support fund discount <b>£1000 (plus vat)</b>	<b>Non-member – £1573 (plus vat)</b>	<b>AEA member taking Qualification – £1089 (plus vat)</b> With Member support fund discount <b>£900 (plus vat)</b>
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<p>Non-members wishing to join the Association may download a membership application at <a href="http://www.aea-elections.co.uk/join">www.aea-elections.co.uk/join</a></p>					
<p>*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.</p>					
<p>If you cannot attend a substitute may attend in your place, otherwise the following cancellation charges apply:</p> <ul style="list-style-type: none"> <li>• Less than two weeks before the event 100%.</li> <li>• Less than four weeks before the event 60%</li> <li>• More than four weeks before the event £20.</li> </ul> <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>					