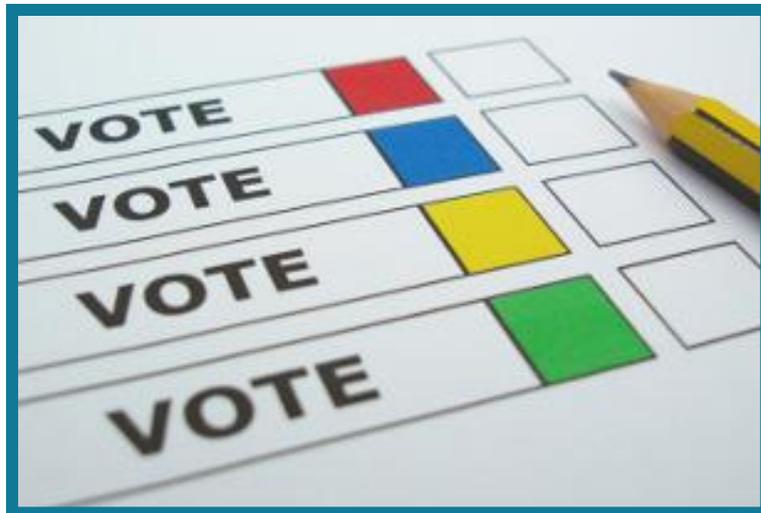




Elections 2020



Aim	To focus on the key points to be considered to ensure the efficient and effective organisation of elections in May 2020.
Objectives	<ol style="list-style-type: none">1. To define the legal requirements that govern election administration and the duties of the different types of Returning Officer.2. To outline the framework governing both by-elections and scheduled polls, including timetables, nominations, poll cards and absent votes.3. To consider other aspects of an election such as polling day organisation, the count and post-election procedures.4. To explore good practice relating to all aspects of election management.
Audience	This course is designed for experienced administrators who want to refresh their knowledge and exchange good practice and inexperienced staff, including managers, who would benefit from a good overview of election organisation.

Course Overview	<p>All main election procedures will be covered in addition to any new or topical arrangements. The course provides guidance across all election elements allowing new staff an overview and provide a refresher for experienced staff to identify efficient and effective organisation and exchange good practise examples.</p> <p>The Course will be delivered using a mixture of presentational material, practical exercises and reference to example documentation and official guidance.</p> <p>Group discussion will also take place during the day to enable 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.</p> <p>Each course runs from 10.00 until 16.00 with breaks for lunch as well as tea and coffee.</p>	
Dates and Venues	14 February 2020	York
Dates and Venues	17 February 2020	Camden – Crowndale Centre
Dates and Venues	25 February 2020	Andover
Dates and Venues	27 February 2020	Preston
Cost of Attendance	First delegate	AEA member – £275 (plus vat) With Member support fund discount £200 (plus vat)
Cost of Attendance	Second Delegate from the same Authority	AEA member – £138 (plus vat) With Member Support Fund Discount £100 (plus vat)
Cost of Attendance	Subsequent delegates from the same Authority*	AEA member - £138 (plus vat) With member support Fund Discount £50 (plus vat)
Cost of Attendance	Non-member	Non-member – £358 (plus vat)
<p>Non-members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join</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"> • Less than two weeks before the event 100%. • Less than four weeks before the event 60% • More than four weeks before the event £20. <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>		