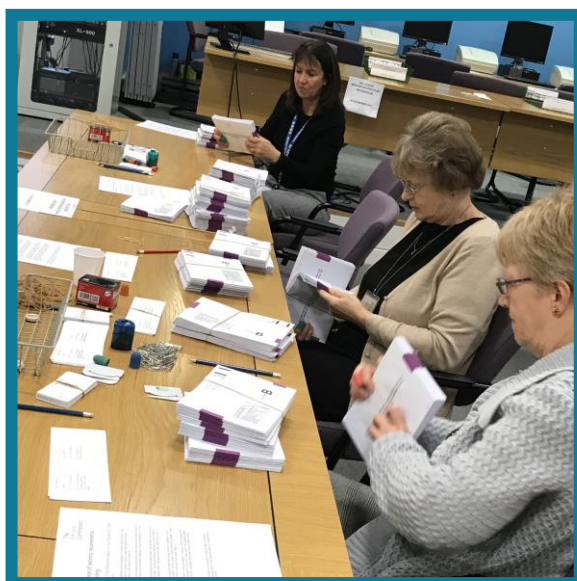




Absent Voting



Aim	<p>To outline the steps EROs and ROs are required to take to ensure the smooth running of their absent voting process including the legislative framework and areas of good practice.</p> <p>This course will cover all types of absent voting and will consider the year-round process, as well as election specific tasks.</p>
Objectives	<ol style="list-style-type: none">1. To clearly define the legal requirements governing the absent voting process and the duties of the Electoral Registration Officer and the Returning Officer.2. To examine the requirements of all types of absent voting applications, including postal, proxy, proxy postal and emergency proxies.3. To consider the process required in the issue of postal votes at election time and to identify good practice. This will also include the re-issue of lost and spoilt ballot papers.4. To consider the opening of postal votes at election time and identify good practice.
Audience	<p>This course is designed for anyone involved with administering absent votes including processing applications as well as the issue and opening of postal votes.</p>

Course Overview	<p>Key topics include – Absent vote applications, Election time proxy voting, the issue of postal votes, cancelled, lost and spoilt postal votes, the opening of postal votes and post-election requirements.</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>Course notes will be provided.</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	10 February 2020	Coventry
Dates and Venues	18 February 2020	York
Dates and Venues	26 February 2020	Andover
Dates and Venues	2 March 2020	Blaby
Dates and Venues	12 March 2020	Preston
Dates and Venues	20 March 2020	Camden – Crowndale Centre
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>		