



# Two Day Elections 2021

## Aim

To provide delegates with a comprehensive understanding of managing an election, including the legislative framework and good practice.

## Objectives

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 for both by-elections and scheduled polls, including timetables, nominations, poll cards and postal voting.
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.

## Skill level

This course is designed for people with a good knowledge of election administration, but who are looking for a more comprehensive understanding of processes and want to identify ways to improve service delivery. This course is also recommended as a revision tool for candidates studying for our Certificate in Electoral Administration.

## Course overview

You will follow a comprehensive manual guiding you through all key aspects of election management.

The course will be delivered using a mixture of presentation material and practical exercises, with reference to example documentation and official guidance.

Group discussion will take place during each day to enable you to exchange knowledge, experience and ideas.

You will be provided with a course pack prior to arrival, containing notes, guidance documents and example materials. The course starts at 10:00 on day one, finishing at 4:00 on day two.

## Dates and venues

24 – 25 June 2021

Online via Microsoft Teams

## Cost

<b>AEA member</b>	AEA member – £711 (plus vat) With member support fund discount <b>£550 (plus vat)</b>
<b>AEA member taking qualifications</b>	AEA member – £640 (plus vat) With member support fund discount <b>£500 (plus vat)</b>
<b>Non-member</b>	Non-member - £924 (plus vat)

Non-members who would like to join the Association can apply for membership online at [www.aea-elections.co.uk/join](http://www.aea-elections.co.uk/join)

## Terms and Conditions

### Cancellation

If you cannot attend, a substitute may attend in your place. Otherwise the following charges will apply:

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four weeks before the event £20.

If for any reason a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

### Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk) to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)