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Date: 13 April 2010  
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To: All Health Branches  
All Local Government Branches

Dear Colleague,

**BAOT/UNISON NATIONAL OCCUPATIONAL THERAPY STEWARDS' SEMINAR  
20 & 21 OCTOBER 2010, BRISTOL**

Please find attached an application form for the above seminar.

**Please note that the deadline for applications is Wednesday 1 September 2010.**

This seminar is held annually and provides an opportunity for OT stewards from both health and local government to discuss key employment relations and professional issues, to network with colleagues and take part in workshops on a range of topics.

Applications are particularly welcome from new stewards. However, please note that this seminar does not include training on the stewards' role and all BAOT workplace representatives should be encouraged to complete the three day foundation course for new UNISON stewards.

The seminar begins at lunchtime on Wednesday 20 October and will finish at 3.15pm on Thursday 21 October 2010.

The programme will include a presentation from Julia Scott, Chief Executive, College of Occupational Therapy; a range of practical workshops on topics such as handling disciplinaries and supporting members; updates on the latest national policy issues in health and local government and a chance to network with fellow stewards and meet in regional groups to plan local OT steward activities over the coming year.

Branches are asked to nominate their BAOT/UNISON OT steward/s for attendance. The cost of the venue and all materials will be met centrally. Branches are asked to cover the registration fee for each delegate's accommodation and food costs.

The registration fees are as follows:

Full (seminar and overnight accommodation on 20 October) £150.00

Day delegate (seminar only) £50.00

Extra accommodation on 19 and/or 21 October £95.00 per night

Branches are also requested to fund travel and any additional subsistence costs for those attending. If your branch is not able to meet these additional costs for OT stewards attending the seminar, please let us know and we will make alternative arrangements.

Application forms and cheques should be sent to national office **before Wednesday 1 September 2010**. Please note this early deadline. Payment is required to secure a place, so please ensure that a cheque is enclosed with each application.

For further information please contact the seminar administrator Angela Thomson on 020 7551 1418 or email [a.thomson@unison.co.uk](mailto:a.thomson@unison.co.uk)

Yours sincerely



Karen Jennings  
**National Secretary**  
Health Group  
UNISON



British  
Association of  
Occupational  
Therapists



## BAOT/UNISON National Occupational Therapy Stewards' Training Seminar, 20 & 21 October 2010, Bristol

### APPLICATION FORM

**DEADLINE FOR APPLICATIONS IS WEDNESDAY 1 SEPTEMBER 2010**

I wish to nominate the following OT steward to attend the seminar:

<b>NAME OF OT STEWARD</b>	
<b>BRANCH</b>	
<b>BRANCH SECRETARY NAME</b>	
<b>SIGNATURE OF BRANCH SECRETARY OR OFFICIAL</b>	
<b>UNISON REGION</b>	

Details for the OT Steward attending:

<b>Postal address for OT Steward attending this event:</b>	
<b>Daytime Telephone No:</b>	
<b>Mobile Number:</b>	
<b>Details of a contact in the event of an emergency.</b> <b>Name:</b> <b>Telephone number:</b>	

I work in:  Health  Social Services  Community & Voluntary  Other

Have you completed the foundation course for new stewards? Yes  No

Have you attended the national OT training seminar before? Yes  No

Have you got a copy of the OT Stewards' Induction Pack? Yes  No \*

\*if you don't have a copy, please download one from [www.unison.org.uk/healthcare/baot](http://www.unison.org.uk/healthcare/baot)

#### DIETARY REQUIREMENTS

Vegetarian  Vegan  Other (please specify) \_\_\_\_\_

## CHILD CARE

If you require child care at the seminar, please specify dates: 19 Oct  20 Oct

We will contact you directly to discuss your requirements.

## ACCESS REQUIREMENTS

Please indicate if any of the following facilities are required:

- Braille  Lip Speaker  Speech to text  
 Wheelchair access/space  Large Print  Space for facilitator  
 Other (please specify) \_\_\_\_\_

<b>REGISTRATION FEE</b> (please (✓) relevant box and enter payment amount)	<b>Fee</b>	<b>Payment</b>
FULL (includes overnight accommodation on 20 October)	<input type="checkbox"/> £150	
DAY DELEGATE (seminar only, no accommodation)	<input type="checkbox"/> £50	
If you require accommodation for additional nights at the conference venue please indicate below. Extra accommodation must be agreed and paid for by the Branch.		
Tuesday 19 October 2010	<input type="checkbox"/> £95	
Thursday 21 October 2010	<input type="checkbox"/> £95	
	<b>Total Due:</b>	

**I have enclosed a cheque from my Branch to ensure my place at the seminar**

Please make sure a cheque is enclosed. Your place at the seminar will not be guaranteed until payment is received.

### Accommodation for partners (optional)

Partners (sharing room accommodation) are required to pay £10 per night, including breakfast - and an additional £30 if they would like to attend the conference dinner. Delegates should send a personal cheque to cover these additional costs.

I have enclosed a personal cheque to cover expenses for my partner

### Cancellation Policy

We will try to identify someone to fill a cancelled place but if this is not possible there will be no refund for any places cancelled after 7 September 2010 due to the hotel's cancellation terms and conditions. You can send a substitute delegate at any time. All substitutions and cancellations must be notified using the contact details below.

### Please return this form with payment by **WEDNESDAY 1 SEPTEMBER 2010**

Cheques should be made out to UNISON and sent together with the application form to: OT Seminar, c/o Angela Thomson, UNISON, 1 Mabledon Place, London, WC1H 9AJ. Tel: 020 75511418, Fax: 0207 5511354, Email: [a.thomson@unison.co.uk](mailto:a.thomson@unison.co.uk)  
Confirmation of registration will be sent to all delegates.

For further assistance, please contact seminar administrator Angela Thomson at the details above. Thank you.