



UNISON Conference Bulletin

**BULLETIN 07/10
August 2010**

Higher Education Conference 2011

Conference Team	020 7551 1123
Denise Bertuchi (policy)	020 7551 1323
Jennifer Mitchell (standing orders)	020 7551 1485

This bulletin contains information about the
2011 Higher Education Service Group Conference

It includes details of registration and forms for submitting motions and amendments.

The Higher Education Service Group Conference will be held at the **Harrogate International Centre** from 9.30am until 4pm on **Wednesday 16 February 2011**.

Harrogate International Centre
Kings Road
Harrogate
North Yorkshire
HG1 5LA
Tel: 01423 500 500
www.harrogateinternationalcentre.co.uk

Conference Timetable

Deadline for Submission of Motions	5.00pm	Wednesday 27 October 2010
Publication of Preliminary Agenda		Wednesday 17 November 2010
Deadline for Submission of Delegates		Wednesday 24 November 2010
Deadline for Submission of Amendments	5.00pm	Wednesday 22 December 2010
Publication of Final Agenda		Wednesday 19 January 2011
Deadline for Emergency Motions	9.00am	Wednesday 9 February 2011

Enclosed with this Conference Bulletin are the following forms which can also be downloaded from the UNISON Conference website at:
www.unison.org.uk/conference/highereducation.asp

	Document	Deadline for Return
Form HE1 (yellow)	Delegate Registration	Wednesday 24 November 2010
Form HE 2 (yellow)	Visitor Application (members and non members)	No deadline
Form HE 3 (yellow)	Crèche Facilities	Wednesday 24 November 2010
Form HE 4 (yellow)	Baby-Sitting	Wednesday 24 November 2010
Form HE 5 (yellow)	Facilitation Form	Wednesday 24 November 2010
Via Online Conference System	Motions	5.00 pm Wednesday 27 October 2010
Via Online Conference System	Amendments to Motions	5.00 pm Wednesday 22 December 2010
Via Online Conference System	Emergency Motions	9.00 am Wednesday 9 February 2011
Form HE 9 (yellow)	Change of Delegate	Up to start of conference
Delegate Travel Forms		
Visitor Travel Forms		
Advice from Standing Orders Committee		

Motions, Amendments to Rule, Amendments and Emergency Motions will be submitted online for 2011 Higher Education Conference. Important advice on how to do this is enclosed. There will be no paper forms.

Disenfranchised Branches

Branches are reminded that under Rule D.1.3.3.1 you will be disenfranchised from sending delegates to Conferences if you did not submit your annual financial returns (Rule G.9.1) to your UNISON regional office by no later than **15 March 2011**.

Branch Representation

Branches are entitled to send one delegate for every 150 members or part thereof.

To promote fair representation and proportionality, branches may elect two delegates to share one delegate seat on a job share basis. Out of these two sharers, at least one must be a woman. A special seating area will be reserved for sharers in addition to those seats in the body of conference. Sharers can alternate as they choose during conference.

Branches should seek to ensure that fair representation is provided for groups of members such as manual, non-manual and part-timers.

Representation is based on membership as at **30 September 2009**.

Proportionality and Fair Representation

The NEC's Development & Organisation Committee (D & O) has reviewed the Scheme of Branch Representation for National Delegate Conference (NDC) and agreed the Scheme for 2010. The Committee has also stated that the NDC Scheme should in future apply to all Service Group conferences, as there remains an ongoing concern about the under-participation of groups such as young and low paid members and women and Black members in particular.

The branch representation levels remain unchanged (see above). Below are the requirements for ensuring proportionality and fair representation of branch delegations to Higher Education Service Group Conference 2010.

- 1) If the delegation only comprises one full delegate, then this delegate may be male or female.
- 2) The gender make up of the delegation must be based on the gender make up of the branch.
- 3) Branches with over 2,000 members must include one low paid woman member in the delegation (low pay seat rate is £8.75 per hour at 18 June 2010)
- 4) Branches with over 3,000 members must include one young member in the delegation (i.e. Age 26 or under at end of conference).
- 5) Branches can send two people, in any gender combination, to share one of the delegate places. However:
 - a. If the entire delegation entitlement comprises of just the two sharers, then at least one must be female.
 - b. if they are sharing the low paid seat, both sharers must be low paid;
 - c. if they are sharing the young members' seat, both sharers must be young members.

i.e. sending one sharer to meet either the low paid or young member requirement is not sufficient.
- 7) Branches must include black members in their delegation in proportion to the workforce profile of the employers covered by the branch.
- 8) Branches should endeavour to include disabled members and LGBT (lesbian, gay, bisexual and transgender) members in the delegation.
- 9) Overall, branches should also consider factors such as the balance between full time and part time workers, manual and non-manual workers, different occupations and skills.

Transgender Members

UNISON applies strict rules on proportionality in branch conference delegations, to ensure proper representation of women. Members who are in the process of transitioning gender may not yet have changed their UNISON membership details. For example, a member may wish to attend Higher Education Conference as a woman, but still be attending work as a man. Members will be registered for Higher Education Conference as the gender in which they will attend the Conference, irrespective of their gender recorded on the RMS.

To ensure that branch delegations including transgender members are not rejected on grounds of proportionality, please send a cover note with any delegate forms which include

members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

Registration forms must be sent to your regional office and the regions will consider any appeals concerning the composition of the delegation.

Regional Delegates

Regional delegates may attend as follows:

- 2 delegates may attend per region (may speak but not vote)
- Proportionality and fair representation to apply
- Regional delegates must be registered using Form HE1 and deleting as appropriate.

National Representation

Self-organised groups and the National Young Members' Forum may send two delegates with speaking but not voting rights. Delegates must be members of branches in the Higher Education Service Group. The National Young Members' Forum may also submit motions and amendments to the Service Group Conference, and each national self-organised group may submit up to two motions

Form HE1 – Delegates' Registration

Please note that all delegate registration forms for service group conferences should now be sent to your regional office.

Please ensure that delegates' information is completed fully including branch membership numbers. All **three** copies should then be **sent to your regional office** which will check them before forwarding them to the Conference Office. The addresses of regional offices are on page 9.

Delegates should be aware that the information collected on Form HE1, in addition to information held on UNISON's membership database, will be used for statistical purposes and for the organising and administration of Conference in compliance with the requirements of the Data Protection Act 1998.

Late delegate registrations will not be accepted. There will be no exceptions to this. The appeals mechanism in the regions is for the composition of delegations, not for late submissions. Regions have to apply the deadlines strictly.

All other forms should be sent direct to the Conference Office at Mabledon Place.

Form HE2 – Visitors UNISON Members / Non-Members

This form has been separated out to include a section each for members and non-members. For members, please ensure that their membership number is included.

Form HE3 – Creche

All crèche places must be registered by **Wednesday 24 November 2010**. No requests can be accepted after this date.

Form HE4 – Evening Childcare

Arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide evening childcare. Should you require this service please complete Form HE4 and return UNISON Conference Office, by **Wednesday 24 November 2010**. Delegates and visitors are reminded that the cost for babysitting is borne by the branch so authorisation is required from your branch secretary that this expenditure will be approved.

Form HE5 – Facilitation

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Disability Discrimination Act. The success of our arrangements is always reliant upon members and branches providing adequate information about the facilities you require. We recognise members' access needs may change and invite you to advise about requirements for each event. **Please remember that sign language interpreters will only be available if requested in advance.**

Information should be sent to the Conference Office using Conference Form HE5. It is also important that the Conference Office is advised if any facilities are no longer required.

Personal Emergency Evacuation Plan (PEEP): if a delegate or visitor from your branch requires a PEEP for Harrogate International Centre, please ask them to indicate this on Form HE5.

Information should be sent to the conference office using Form HE5. It is also important that the conference office is advised if any facilities are no longer required.

Form HE9 - Change of Delegate

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date or registration of delegates. Any changes must be in accordance with Proportionality and Fair Representation.

Submitting Motions, Amendments, Emergency Motions

Motions should be submitted via UNISON's Online Conference System (OCS). For further information please refer to the advice from the Standing Orders Committee about submission of motions, enclosed with this Conference Bulletin.

The Preliminary Agenda will be published on Wednesday 17 November 2010. The Final Agenda will be published on Wednesday 19 January 2011.

Important Travel Arrangements

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Travel application forms are attached to this circular. Branches are reminded that:

- Travel costs for **delegates only** will be funded from National Office.
- Travel costs for visitors must be paid for by the branch.

Accommodation

Branches are encouraged to arrange accommodation through the Harrogate International Centre / Accommodation Service. Using the Booking Service supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure preferential rates for our conference venues.

The dedicated webpage for UNISON Higher Education Conference is:

<https://www.conferencebookings.co.uk/delegate/HGTHIGHHEREDUC2011>

Delegates who wish to speak to an assistant, for example to check availability of accessible bedrooms, can contact the accommodation service team:

Telephone: 01423 537304

Email: reservations@harrogate.gov.uk

The deadline to make a reservation online is 14 January 2011. Once the deadline has been reached, delegates can still contact the accommodation service on the details above to make a reservation.

The Booking Service will issue invoices for payment and these can be paid by BACS, cheque or credit/debit card (by telephone and giving details over the phone). So please liaise with your branch to arrange payment.

Arrangements for Distribution of Card Voting Booklet

Your branch will be issued with your voting booklet at the venue. It can be collected on the afternoon of 15 February 2011 or during the conference itself. The card vote collection point will be located near the conference enquiry desk in the venue.

Annual Report

The Annual Report of the Higher Education Service Group Executive will be published by **10 January 2011**. If your branch wishes to raise questions on the Annual Report, these must be submitted in writing and received by **Wednesday 9 February 2011**. If you have not received an acknowledgement of receipt of your question within 5 working days, you should contact Denise Bertuchi on 020 7551 1323 or d.bertuchi@unison.co.uk

If any branches have supplementary questions to their original written question then it would be helpful if advance written notice could be given of this, so that any additional information requested can be sought prior to the start of Conference. This process should enable Conference to deal with the Annual Report simply and quickly and leave more time for the discussion of motions.

Any questions on the Annual Report should be addressed to Denise Bertuchi, Assistant National Officer, Education Services, UNISON, 1 Mabledon Place, London WC1H 9AJ.

Advice on submitting motions via UNISON's Online Conference System (OCS)

Motions, Amendments and Emergency Motions will be submitted online for 2011 Higher Education Service Group Conference. There will be no paper forms.

Why an online system? UNISON is making efforts to reduce its carbon footprint, so it makes sense to eventually replace the numerous conference forms with an online system. The system will ultimately allow both registration of delegates and submission of motions. The OCS has been piloted at previous Higher Education and Local Government conferences. The motion submissions part of the system was piloted for NDC 2010 and proved successful and we are now rolling it out to all other service group conferences. It will give branches and regions the ability to track their conference submissions – no more worrying about forms getting lost in the post! It will also time and date stamp all submissions, to avoid disagreements about deadlines, and generally provide more transparency about the submissions process.

Who can use the OCS? Using the OCS, motions can be authorised at branch level by either the branch secretary or chair. The other person will receive email copies of the motion as soon as it is submitted. Branch administrators will also be able to enter motions but will not have authority to submit them on behalf of a branch.

At regional level, the regional head of the service group will be authorised to submit the motion, with the chair of the regional committee receiving an instant email copy. This process is replicated at national level for national bodies and their relevant chairs and secretaries.

How will these people access the OCS? The connection to the OCS is through an online UNISON portal branded *My.UNISON*, which the union will use to enable branches to access this and other future products and services. You need to register with *My.UNISON* before you can access OCS – once registered you will be able to use OCS to submit items to relevant future conferences. [i.e if registered to submit items to Higher Education Conference you will be able to use OCS again without re-registering]

Currently, two important letters are being sent to branch secretaries, chairs and administrators. These letters contain information about how to register with *My.UNISON* and then access the OCS. The second letter contains a unique registration ID. Further details are available once they have logged on to the system. Please note – if you registered to use the system for submitting motions to National Delegate Conference 2010, you do not need to re-register.

Regional and national users will receive separate communications about accessing the system.

To register for the first time, branch users should use the information sent to them in these letters and go to: <https://registration.unison.org.uk>

Once registered, branch users should always log on at: <https://my.unison.org.uk>

What if the correct branch people cannot access the OCS? Key to accessing the OCS is ensuring that the data held on UNISON's membership system, the RMS, is correct. It records which members hold the key positions of branch secretary and chair. If this information is incorrect, or if it changes, the branch needs to ensure that the RMS records are updated immediately. Then the individual should contact UNISONdirect on 0845 355 0845 and request access to the OCS. Once their details have been confirmed they will be sent new registration details by post.

What if a branch secretary/chair/administrator loses their registration details? They should contact UNISONdirect on 0845 355 0845 and request new registration details.

What else needs to happen? It will help the system function if these key branch people also have an email address stored on their RMS records. Please contact your branch and regional RMS team urgently, to make this happen. Advice on how to create an email address is available on the UNISON website at: www.unison.org.uk/conference/email_setup.asp

What if our branch does not have computer access? If you are concerned that your branch does not have access to a computer, an email address or the internet, you are advised to contact your Regional Organiser or another regional member of staff as soon as possible. They can ensure that your submissions are made and can also advise you of training and funding available for IT development.

Who do I contact if I have queries about the registration? Contact UNISONdirect on 0845 355 0845

Who do I contact if I have queries about the Online Conference System? General queries should be directed to your regional contact in the first instance.

Regional Office Contacts

Eastern	Amanda Tickner	01245 608909
East Midlands	Mark Ward	0115 847 5408
Greater London	Shelley Davey	0207 535 6649
Northern	Allison Jackson	0191 245 0805
Northern Ireland	Elizabeth Robinson	028 90 270190
North West	Susan Cahal	0161 661 6741
Scotland	Helen Stewart	0131 226 0075
	Rosaleen Rogers	0141 342 2816
South East	Stephen Loweth	01483 406510
South West	Marilyn Crawley	01823 285327
Cymru/Wales	Sarah Evans	01792 483923
	Sian Philpott	01792 483908
West Midlands	Claire Kenny	0121 685 3174
Yorkshire & Humberside	Laraine Senior	0113 218 2333

The address of each of UNISON's regional offices is on the following page.

REGIONAL OFFICES

Set out below are the addresses of UNISON's 12 regional offices,
to which delegate registration forms should be sent.

Eastern Region

Amanda Tickner

UNISON, Church Lane House
Church Lane
Chelmsford
Essex CM1 1NH

East Midlands Region

Mark Ward

UNISON
UNISON Regional Centre
Vivian Avenue
Nottingham NG5 1AF

Greater London Region

Shelley Davey

UNISON
First Floor
Congress House
Great Russell Street
London WC1B 3LS

Northern Region

Allison Jackson

UNISON
140-150 Pilgrim Street
Newcastle upon Tyne
NE1 6TH

Northern Ireland Region

Elizabeth Robinson

UNISON, Galway House
165 York Street
Belfast BT15 1AL

North West Regional Centre

Susan Cahal

UNISON
Arena Point
1 Hunts Bank
Manchester M3 1UN

Scotland Region

Helen Stewart

UNISON
Douglas House
60 Belford Road
Edinburgh EH4 3UQ

South East Region

Stephen Loweth

UNISON
Ranger House
Walnut Tree Close
Guildford GU1 4UL

South West Region

Marilyn Crawley

UNISON, UNISON House
The Crescent
Taunton
Somerset TA1 4DU

Cymru/Wales Region

Sarah Evans & Sian Philpott

UNISON,
Suite A The Courtyard,
Wind Street
Swansea SA1 1DP

West Midlands Region

Claire Kenny

UNISON
24 Livery Street
Birmingham
B3 2PA

Yorkshire & Humberside Region

Laraine Senior

UNISON
Commerce House
Wade Lane
Leeds LS2 8NJ



**Higher Education
Service Group Conference**
Wednesday 16 February 2011,
Harrogate International Centre



APPOINTMENT OF DELEGATES

NAME AND ADDRESS FOR RETURN OF RECEIPT			DELEGATES APPOINTED BY THE			
Name			*Branch Name			
Address			Branch Code			
Postcode			Branch Delegate <input type="checkbox"/>			
Daytime Tel. No.			Regional Rep <input type="checkbox"/>			
Mobile			Young Members' Rep <input type="checkbox"/>			
			SOG Rep <input type="checkbox"/>			
			* Please complete as appropriate			

Branch or Home address	Full name (please print)	Male or Female	Please tick if first time delegate	Membership number (Must be inserted)	Are you under 27 at 26 Feb 2010?	Type of delegate seat (please tick)
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 1/ Sharer 1 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
	E-mail address:					
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 2 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
	E-mail address:					
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 3 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
	E-mail address:					

ONLY COMPLETE BOX BELOW IF YOU ARE ELECTING TWO MEMBERS TO SHARE ONE DELEGATE SEAT

B <input type="checkbox"/> H <input type="checkbox"/>	Sharer 2 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
	E-mail address:					

We hereby certify that the above delegates are members of UNISON; that their subscriptions to the union are not three months in arrears; that they are the duly elected delegates and meet the criteria of proportionality and fair representation as set out in rules D1. 4-6.

.....
Signed (two signatures required) (Chairperson) (Secretary)

All three copies must be returned to your **REGIONAL OFFICE** by **WEDNESDAY 24 NOVEMBER 2010**.
The Branch copy will be stamped with the date it is received and returned to the person whose name and address appears at the top of this form.
IF NO ACKNOWLEDGEMENT IS RECEIVED WITHIN FIVE WORKING DAYS, PLEASE CONTACT YOUR REGIONAL OFFICE IMMEDIATELY.



**Higher Education
Service Group Conference**
Wednesday 16 February 2011,
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APPOINTMENT OF DELEGATES Regional copy

NAME AND ADDRESS FOR RETURN OF RECEIPT Name Address Postcode Daytime Tel. No. Mobile	DELEGATES APPOINTED BY THE *Branch Name Branch Code Branch Delegate <input type="checkbox"/> Regional Rep <input type="checkbox"/> Young Members' Rep <input type="checkbox"/> SOG Rep <input type="checkbox"/> <i>* Please complete as appropriate</i>
--	---

Branch or Home address	Full name (please print)	Male or Female	Please tick if first time delegate	Membership number (Must be inserted)	Are you under 27 at 26 Feb 2010?	Type of delegate seat (please tick)
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 1/ Sharer 1 _____ E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 2 _____ E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 3 _____ E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?

ONLY COMPLETE BOX BELOW IF YOU ARE ELECTING TWO MEMBERS TO SHARE ONE DELEGATE SEAT

B <input type="checkbox"/> H <input type="checkbox"/>	Sharer 2 _____ E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
--	---	--	--------------------------	--	--	--

We hereby certify that the above delegates are members of UNISON; that their subscriptions to the union are not three months in arrears; that they are the duly elected delegates and meet the criteria of proportionality and fair representation as set out in rules D1. 4-6.

.....
 Signed (two signatures required) (Chairperson) (Secretary)

*All three copies must be returned to your REGIONAL OFFICE by WEDNESDAY 24 NOVEMBER 2010.
 The Branch copy will be stamped with the date it is received and returned to the person whose name and address appears at the top of this form.
 IF NO ACKNOWLEDGEMENT IS RECEIVED WITHIN FIVE WORKING DAYS, PLEASE CONTACT YOUR REGIONAL OFFICE IMMEDIATELY.*

Yellow



**Higher Education
Service Group Conference**
Wednesday 16 February 2011,
Harrogate International Centre



VISITOR APPLICATION: MEMBERS

Visitor seats are available on a first come, first served basis.

(PLEASE PRINT IN BLOCK CAPITALS)

BRANCH NAME:	BRANCH CODE (RMS)										
.....										
BRANCH ADDRESS:											
.....											
.....											
TEL NO:	MEMBERSHIP NO:										
NAME(S) OF VISITOR(S) WISHING TO ATTEND											
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VISITOR APPLICATION: NON MEMBERS

NAME	ADDRESS (INCL POSTCODE)	DATE OF BIRTH	NATIONAL INSURANCE NO:
.....
.....

Have you been a member of UNISON in the past? If yes please print your branch name/membership number if you have it

SIGNED	DATE
.....
Branch secretary's signature	

All visitors' credentials will be despatched direct to the visitor. It is therefore essential that the visitor's name and membership number are completed as requested. Without the membership number the visitor(s) cannot be registered.

Visitors' credentials do not automatically guarantee admittance to the conference proceedings. UNISON reserves the right to withdraw credentials should it be deemed necessary.

Please note that crèche facilities are not available for visitors. Members with disabilities are reminded that the deadline for requests for reasonable adjustments is Wednesday 24 November 2010.

***Please return this form to: The Conference Office, 1 Mabledon Place, London WC1H 9AJ.
Fax: 020 7551 1192***



**CRÈCHE FACILITIES – REQUEST FORM
DELEGATES ONLY**

PLEASE PRINT ALL DETAILS

Crèche facilities are required as follows:

Branch:

Region:

Name and address of delegate:

.....
.....

E-mail address:

.....

Membership No. (without this completed membership number we cannot register you for the crèche):

Phone no:

Work: Home:

Mobile:

Name(s) of child/children:	Date of Birth:	Age at date of Conference	Boy / Girl
.....
.....
.....

Specific dietary requirements:

Specific needs (additional information that may help us care for your child):
Please indicate if your child is not in mainstream a setting at school or nursery

.....
.....

Date crèche is required: **Wednesday 16th February 2011**

**NB: Only children up to the age of 16 can be eligible for childcare.
Childcare is only available for delegates' children.**

I confirm that I am the parent / legal guardian of the above child/children:

Signed

Dated

*Please return to: Conference Department, UNISON, 1 Mabledon Place, London WC1H 9AJ
by **Wednesday 24 November 2010**. Tel: 020 7551 1123 Fax: 020 7551 1192.*



**Higher Education
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EVENING CHILDCARE REQUEST FORM

PLEASE PRINT ALL DETAILS

Evening childcare as follows:

Name:

Membership Number:..... Branch:

Telephone No: Work: Home:

Mobile No:

E-mail:

Address at conference:

.....
.....

Child/Children's details:

Name(s) of child/children:	Date of Birth:	Age:	Boy / Girl
.....
.....
.....

Specific needs (additional information that may help us care for your child):

.....
.....

Dates and time babysitting required (not before 7pm or after midnight)

Date	Starting time	Expected return
.....
.....
.....

***Please note that branches are responsible for babysitting costs which are currently £24 per hour.
I authorise this expenditure, on behalf of the branch.***

Signed: Branch:
Branch Secretary

Please return to: Conference Department, UNISON, 1 Mabledon Place, London WC1H 9AJ
by **Wednesday 24 November 2010**. Tel: 020 7551 1509 Fax: 020 7551 1192.



**Higher Education
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APPLICATION FOR REASONABLE ADJUSTMENTS

A new application must be made for each conference, based on your current requirements.

DELEGATE DETAILS:		FACILITATOR DETAILS:	
Name	Name
Address	Address
.....
.....
Membership no: <input type="text"/>	<input type="text"/>	Membership no: <input type="text"/>	<input type="text"/>
Branch	Tel.no: (daytime)
Region	(voice/text)
Tel.no: (daytime)	(email)
(voice/text)	If Facilitator is required to accompany Delegate in the conference hall, and they require a seating space next to Delegate please tick box <input type="checkbox"/>	
(email)		

Please indicate if any of the following facilities are required for your personal use

SPACE FOR WORKING DOG <input type="checkbox"/>	AUDIO CASSETTE TAPE <input type="checkbox"/>	LARGE PRINT - AT CONFERENCE <input type="checkbox"/>	-SPECIFY FONT SIZE BELOW
BRaille <input type="checkbox"/>	AUDIO CD <input type="checkbox"/>		
DOCUMENTS ON MEMORY STICK <input type="checkbox"/>	WHEELCHAIR ACCESS/SPACE <input type="checkbox"/>	BSL/ENGLISH INTERPRETER <input type="checkbox"/>	
SPEECH TO TEXT <input type="checkbox"/>	LARGE PRINT - DELEGATES' DESPATCH <input type="checkbox"/>	PARKING SPACE AT VENUE (CANNOT BE GUARANTEED) <input type="checkbox"/>	
	-SPECIFY FONT SIZE BELOW		
MOBILITY SCOOTER <input type="checkbox"/>			

If you require a Personal Emergency Evacuation Plan from the venue please indicate:

All conference documents will be issued in 12pt Arial. If you require documents in a different font or print size please specify above.

List any other adjustments or requests here:

.....

.....

PLEASE NOTE each request for reasonable adjustments will be acknowledged by the Conference Office. If you have not had a response within 3 weeks of sending in the form you should contact the telephone number below.

Should we have difficulty securing the facilities requested we will contact members direct for advice for alternative reasonable adjustments.

Please return this form to: the Conference Office, UNISON, 1 Mabledon Place, London WC1H 9AJ by **Wednesday 24 November 2010**. Tel: 020 7551 1123, Fax: 020 7551 1192.

UNISON HE Conference, 16 February 2011, Harrogate

DELEGATE RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-15-40-01

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

	Date	Time of Travel	From	To	Sleeper Y/N
Outbound					
Return					

Please tick the appropriate boxes

Ticket Type Single Return **Class** Standard Saver

Do you require any special Requirements, i.e. seating preference? **Y/N** If yes, please give details below

Do you hold a Travel Discount Card? Y/N

If the answer is yes, which card do you hold? _____

Please fill in the Name and Address tickets should be sent to:

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 0845 872 4432 **Fax:** 01294 605246

E-mail: unison@stewartcorporatetravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals.
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. If you hold a Travel Discount Card such as the Young Persons/Student or Disabled, Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
9. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Whether a seat reservation is required
 - Departure and destination stations
 - If you require a sleeper ticket
10. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Air fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Corporate Travel Address:

48 Hamilton Street
Saltcoats
Ayrshire
KA21 5DS
12. **Please remember that whether you contact Stewart Corporate Travel by telephone or fax, the original booking form must be sent to them as authorisation of your attendance.**

UNISON HE Conference, 16 February 2011, Harrogate
DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-15-40-01

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

IF YOU HAVE ANY SPECIAL REQUIREMENTS - DIET, SEATING PREFERENCE, ETC. PLEASE GIVE DETAILS BELOW

Please fill in The Name and Address tickets should be sent to:

Name _____	
Address _____	

Tel No. _____	E-mail _____

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5. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
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UNISON HE Conference, 16 February 2011, Harrogate

VISITORS RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

	Date	Time of Travel	From	To	Sleeper Y/N
Outbound					
Return					

Please tick the appropriate boxes

Ticket Type Single Return **Class** Standard Saver

Do you require any special Requirements, i.e. seating preference? **Y/N** If yes please give details below.

Do you hold a Travel Discount Card? Y/N

If the answer is yes, which card do you hold? _____

Please fill in the Name and Address tickets should be sent to:

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

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E-mail: unison@stewartcorporatetravel.co.uk

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GUIDELINES: VISITOR RAIL TRAVEL APPLICATION FORM

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3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per Visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. If you hold a Travel Discount Card such as the Young Persons/Student, Disabled or Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
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UNISON HE Conference, 16 February 2011, Harrogate
VISITOR AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE : _____ TIME OF FLIGHT : _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

IF YOU HAVE ANY SPECIAL REQUIREMENTS - DIET, SEATING PREFERENCE, ETC. PLEASE GIVE DETAILS BELOW.

Please fill in The Name and Address tickets should be sent to:

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