

Gary Williams – weekend content/young members policy
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To: Regional Young Members' Contacts
cc: OCS contacts
Regional Secretaries (for information)
11 January 2016

Dear colleague,

National Young Members' Weekend, Leicester, 13 – 15 May 2016

Please note registration arrangements shown below

SUMMARY INFORMATION

- The Weekend takes place from 3pm Friday 13 May to 12.30pm Sunday 15 May 2016 at the Holiday Inn, Leicester.
- Regions must register members via the Online Conference System (OCS) by 5pm, Tuesday 5 April 2016.
- National Young Members Forum (and their job shares) are booked centrally and must not be included in regional delegations
- All fees (members and any partners etc.) are payable through the BACS system in advance, and must be received by UNISON by noon, Tuesday 12 April 2016.
- Fees: £280 per member – held at 2014 rates - and up to £91.90 for a partner (see below for breakdown of partner rate costs). Registration will not be completed until payment is received. Fees are forfeited if attendance is cancelled after Tuesday 26 April 2016.
- Members must be under 27 on Sunday 15 May 2016.
- Regional groups must be at least 50% women. Regions are also encouraged to give priority
- to first time attendees and members from under-represented groups. Members will be emailed information about booking travel via Stewart Corporate Travel and how to book reasonable adjustments and crèche etc when their registration is completed. Deadline for return of this information is 5pm, Monday 25 April 2016. It is essential that members' email addresses are current.
- Members will be sent credentials and the event guide in the week commencing 2 May.

UNISON's National Young Members' Weekend 2016 will be held at the Holiday Inn Leicester, 129 St. Nicholas Circle, Leicester, LE15 5LX. It starts at 3pm on Friday 13 May and ends at 12.30pm on Sunday 15 May.

(Check-in time at the Holiday Inn is from 2pm on the Friday and check-out is by 12noon on Sunday.)

Registration arrangements

Regions are responsible for registering their young members via the online conference system (OCS). See *Appendix 1* for details of registering on the OCS.

For each young member the regional OCS contact will need to enter their name and membership number and branch number on the OCS by 5pm 5 April. Branches will be advised in eFocus to send any nominations to you by 29 March to allow you time to review and process them. Please note that nominations may also come to you via the young members email service.

Once members have been registered on the OCS, they will be held as pending, and will only be completed when payment is received from you clearly identifying who the payment is for (see below).

Who can attend?

Any young member (under the age of 27 as at 15 May 2016) who is interested in getting actively involved in organising and campaigning in UNISON.

Each region is strongly encouraged to send its full entitlement of 10 young members, at least 50% of whom must be women. Regions are also encouraged to give priority to those who would be attending for the first time or are from an under-represented group.

N.B. Representatives from the National Young Members' Forum (including job sharers) will attend in their own right, so must not be included as part of the regional group. They will be registered separately.

What is on offer?

The weekend includes plenary sessions, education and training, campaigning exercises, discussions, and social activities. It's a great way to network and find out how to get active.

What does it cost?

£280 per young member (no increase on rates for 2 years now). This rate includes accommodation for Friday and Saturday nights, dinner on Friday, breakfast, lunch and dinner on Saturday, and breakfast and lunch on Sunday.

Payment arrangements – NOW VIA BACS SYSTEM

Regions must send a single cheque made payable to UNISON or a BACS transfer to Account no: 33015774, Sort code: 60-83-01 quoting your region and NYMW to cover all delegates and any payment for partners.

You also need to send in a completed form (attached as Appendix 2) showing all those covered by the payment no later than noon on 12 April.

Please ensure this is marked for Conference Office and which region the payment is from. Members' registration cannot be completed without the required payment in full.

Please note that the whole fee for any member will be forfeited unless cancelled on or before 26 April.

Travel costs and reasonable adjustments (including crèche)

Travel costs are met centrally. Members are expected to use Stewart Corporate Travel to travel to and from this event. This is in order to control costs but also as part of our policy to support public transport and our commitment to the green agenda.

Details about how members can book travel (through Stewart Corporate Travel), and register for **reasonable adjustments**, including **dietary adjustments**, and for **crèche services** will be emailed to members immediately their registration for the weekend is confirmed, along with the deadline for return (5pm 25 April). *Please ensure your members are aware they need to check their email and respond promptly to that communication.*

Members who wish to bring partners

We have negotiated a rate of an additional £10 per night for the weekend for members who wish to bring a partner (this rate is for bed and breakfast only). To book for dinner as well it is an additional £20.00 per night, and for lunches on the Saturday and Sunday a further £15.95 per meal. If all meals are taken, therefore, a total of £91.90 is payable. Payment must be made in advance and all payments must clearly identify who the payments relate to using the form at Appendix 2. Partners cannot be registered on the OCS.

Members who wish to bring their child(ren)

Children under 2 are given bed and breakfast, lunches and dinners free. Children over 2 and under 12 are charged at an additional £10 per night for bed and breakfast, £8.00 for lunch per meal and £10 for dinner per meal. Lunches taken in the crèche are free. For children over 12 are charged as per at the adult rate (see Members who wish to bring partners). Please use the form at Appendix 2 to register children. Delegates should register on the OCS children who will be accompanying them.

What happens next?

In the week commencing 2 May, registered members will be mailed with credentials and a guide including the programme for the weekend, and travel directions.

This event is being publicised through young members' communication channels, eFocus bulletin, and at other UNISON events.

Please do not hesitate to contact the Conference Office or myself if you have any queries.

Yours sincerely,



Gary Williams

UNISON Young Members' Officer

Information on how to register members using Online Conference System (OCS)

For National Young Members Weekend all members must be registered via the OCS.

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. This gives regions the ability to track their delegations and also times and date stamps all submissions, to avoid disagreements about deadlines, and generally provides more transparency about the submissions process.

Which regional officers can use the OCS? Using the OCS, delegations can be submitted by the regional OCS contacts (see below). The process is replicated at national level for national bodies.

Which members can use the OCS? When a member is registered as attending the weekend, and payment has been received, they will receive an email informing them of this along with details of how to book their travel. They can then also access the OCS to make online requests for services such as **reasonable adjustments**, **crèche places** which must be completed by 5pm 25 April.

How will these people access the OCS? Current and new users will continue to gain access to the OCS via a new online portal called 'My.UNISON' by registering once at <https://registration.unison.org.uk> and then subsequently logging on at <https://my.unison.org.uk> My.UNISON offers all members access to new services such as their membership details ('My.Details') and protected content on a new UNISON web site.

Key contacts:

If you have a 'My UNISON' registration issue: UNISONdirect on 0800 0857 857

If you have an OCS issue, please contact your relevant regional contact. Listed below are the Conference contacts for each region, who can also assist with online conference registration:

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	a.tickner@unison.co.uk
East Midlands	Mark Ward	0115 847 5408	m.ward@unison.co.uk
	Colleen Forrest (Thurs & Fri only)	0115 847 5468	c.forrest@unison.co.uk
Greater London	Shelley Davey Lorraine Tant Cally Thompson	0207 535 6648	glrconference@unison.co.uk
Northern	Allison Jackson	0191 245 0805	a.jackson2@unison.co.uk
Northern Ireland	Elizabeth Robinson	02890 270190	e.robinson@unison.co.uk
North West	Val Rothwell	0161 661 6701	v.rothwell@unison.co.uk
Scotland	Rosaleen Rodgers	0141 342 2816	r.rodgers@unison.co.uk
	Caroline Philip	0131 226 0075	c.philip@unison.co.uk
South East	Kieran Pearson	01483 406510	k.pearson@unison.co.uk
	SE Communications Team	01634 285719	communicationsteam@unison.co.uk
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	j.gollings@unison.co.uk
Cymru/Wales	Sarah Evans	01792 483923	s.evans@unison.co.uk
West Midlands	Claire Kenny	0121 685 3174	c.kenny@unison.co.uk
Yorkshire & Humberside	Laraine Senior Tracy Shearon	0113 218 2333 0113 218 2349	l.senior@unison.co.uk t.shearon@unison.co.uk

PAYMENT FOR UNISON NATIONAL YOUNG MEMBERS WEEKEND

Region _____

Name of regional contact _____

A total of £_____ has been paid via BACS to UNISON in respect of the members below and any partner fees made up of £280 for each member attending and additional payments for any partners or children attending (as detailed in the letter to regional contacts sent 11 January 2016).

FULL NAME OF YOUNG MEMBER	UNISON MEMBERSHIP NUMBER	NAME OF PARTNER (if attending)	NAME(S) OF CHILDREN (if attending)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Please send this form with a cheque made payable to 'UNISON' to Conference Department, UNISON, 130 Euston Road, London, NW1 2AY to be received by noon 12 April 2016.