



UNISON Conference Bulletin

September 2016

Higher Education Conference 2017

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This bulletin contains the timetable and information for
2017 Higher Education Service Group Conference.

**Please note that both motions and delegations can only be submitted online.
There are no paper forms.**

The Higher Education Service Group Conference will be held at the Bournemouth International Centre, from 9.30am until 5pm on Thursday 2 March 2017

Bournemouth International Centre
Exeter Road
Bournemouth
BH2 5BH

Tel: 01202 456000

Fax: 01202 456500

Website: www.bic.co.uk

Timetable

Deadline for Submission of Motions	12noon	Thursday 10 November 2016
Publication of Preliminary Agenda	-	Thursday 1 December 2016
Deadline for Submission of Delegates,	5.00pm	Friday 23 December 2016
Deadline for Submission of Amendments	12noon	Thursday 5 January 2017
Deadline for Babysitting and crèche places	5.00pm	Friday 13 January 2017
Deadline for reasonable adjustment requests for access	5.00pm	Friday 20 January 2017
Publication of Final Agenda	-	Thursday 2 February 2017
Deadline for Emergency Motions	12noon	Thursday 23 February 2017
Deadline for Submitting Change of Delegates on the OCS	5.00pm	Monday 27 February 2017

Enclosed with this Conference Bulletin, and available for download on the conference webpage <https://www.unison.org.uk/events/2017-higher-education-conference/> are

Delegate Travel Form
Visitor Travel Form

**There are NO paper forms for motion or delegation submission. You must use the Online Conference System (OCS) instead.
See next section for full information.**

Information on how to submit motions and delegations using UNISON's Online Conference System (OCS)

Which branch officers can use the OCS? Motions and delegations can be submitted at branch level by either the Branch Secretary or Branch Chair. The other will receive e-mail copies of the motion or delegation submission as soon as it is submitted. Branch employed staff 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/delegation, with the chair of the regional committee receiving an instant e-mail copy. This process is replicated at national level for national bodies and their relevant chairs and secretaries.

Which members can use the OCS? When a member is registered as a delegate to a conference, they will receive an e-mail informing them of this as long as their e-mail address is listed on the RMS. They can then also access the OCS to upload a photograph, make online requests for services such as reasonable adjustments and crèche places, which should be made by the deadline stated.

How will these people access the OCS? Users access the OCS via the UNISON website at www.unison.org.uk and clicking on 'My UNISON' - which is located at the top of the front page. Using your UNISON membership number and surname, register once and you will be issued with a password. For subsequent access, simply click on 'My UNISON' and then 'Sign-in now' and you will need your membership number and the password you were issued. Branch employed staff should call their regional contact.

What if the correct branch people have accessed 'My UNISON' but then 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 Branch 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 call their regional contact.

What else needs to happen? It will help the system to function if these key branch people also have an e-mail address stored on their RMS records. Please contact your branch or regional RMS team urgently, to make this happen. Each delegate within a delegation should also have their date of birth stored on the RMS.

Delegates and Visitors to Conference: It is important that we collect e-mail addresses for those members wishing to participate in any way in the conference. The e-mail address can be any one that you have easy access to e.g. your personal e-mail, branch e-mail or that of a friend or relative.

- If you already have an e-mail address and access to the UNISON website, the quickest way to update your details is to go to the UNISON website and click 'My UNISON' – you will need your UNISON membership number.

- If you don't have an e-mail address or don't have access to the UNISON webpage, you can contact UNISONdirect on 0800-0-857 857 and provide them with the details of your preferred e-mail address to update your UNISON Membership records – you will need your UNISON membership number.
- Or, you can contact your local UNISON branch and provide them with the details of your preferred e-mail address to update your UNISON membership records – you will need your UNISON membership number.

Key contacts:

If you have a 'My UNISON' registration issue: UNISONdirect on 0800-0-857 857

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	Kim Scott	0161 661 6777	k.scott@unison.co.uk
	Gillian Gorman	0161 661 6743	g.gorman@unison.co.uk
Scotland	Rosaleen Rodgers	0141 342 2816	r.rodgers@unison.co.uk
	Jean Fraser	0141 342 2880	j.fraser@unison.co.uk
South East	Catherine Still	01634 285708	c.still@unison.co.uk
	Kieran Pearson	01483 406510	k.pearson@unison.co.uk
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	j.gollings@unison.co.uk
Cymru/Wales	Rosa Pickavance	01792 483910	r.pickavance@unison.co.uk
West Midlands	Claire Kenny	0121 685 3174	c.kenny@unison.co.uk
Yorkshire & Humberside	Laraine Senior	0113 218 2333	l.senior@unison.co.uk
	Tracy Shearon	0113 218 2349	t.shearon@unison.co.uk

Disenfranchised Branches

Branches are reminded that under Rule D.1.3.3.1 you will be disenfranchised from sending delegates to attend National Delegate Conference and Service Group Conferences for the remainder of the financial year following the year to which the financial return applies, if you did not submit your annual financial returns (Rule G.10.1) to your UNISON regional office by no later than **15 March each year**.

National and Regional Representation

The following bodies are eligible to send two delegates (at least one of whom should be female) who shall be entitled to speak but not vote:

- National Self-Organised Groups
- Regional Service Groups
- National Sector Committees
- National Young Members' Forum

Delegates must be members of branches in the Higher Education Service Group.

Branch Representation

Branches are entitled to send one delegate for every 150 members or part thereof. Representation is based on membership as at **30 September 2015**.

30 September 2016 membership figures will be available from the RMS in early January 2017. At this point the Conference Office will run a check to see if any branches are entitled to more or fewer delegates and action this as necessary.

Proportionality and Fair Representation

Proportionality and Fair Representation rules are based on the NEC's Scheme of Branch Representation for National Delegate Conference.

- If the delegation only comprises one full delegate, then this delegate may be male or female.
- The gender make up of the delegation is based on the gender make up of the branch.
- UNISON's proportionality rules mean that the total branch delegation, including any sharers, must be made up from the same proportion of women and men as there are in the membership of the branch.
- When calculating proportionality, each sharer counts as one delegate.
- If a branch is unable to elect enough women delegates to meet proportionality, then the women's places on the delegation must remain unfilled. This is consistent with the approach to proportionality taken elsewhere in the union.
- Branches with over 300 members must include one low paid woman member in the delegation (low pay seat rate is £9.24 per hour at 20 June 2015)
- Branches with over 450 members must include one young member in the delegation (i.e. Age 26 or under at end of conference).
- 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.

- Branches must include Black members in their delegation in proportion to the workforce profile of the employers covered by the branch.
- Branches should endeavour to include disabled members and LGBT (lesbian, gay, bisexual and transgender) members in the delegation.
- 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 the Higher Education Conference as a woman, but still be attending work as a man. Members will be registered for the 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 contact the Conference Office on 020-7121 5123 with information on any delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

Data Protection

Delegates should be aware that the information collected via the online conference system, 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.

Fitness to Attend Conference

With the introduction of Fitness to Work sick notes are slightly different now. Members who are off sick from work may have an illness/condition which means they can't perform some tasks but can perform others. They may have a fitness to work certificate which means they return to work with certain caveats – e.g. places limits on the types of tasks they can perform at work and duration.

So if a member is not at work and off sick and wants to attend the Higher Education Conference they need to ask for a note from their GP indicating they are fit to attend the conference (travel/sitting for long periods). We also advise them to get a note from their employer agreeing to their attendance at conference, as this may be a different activity from those at work which they are not able to do.

Members should send a copy of the Fitness to Attend note to Stephanie Grant, Conference & Events Manager and Designated Health & Safety Manager, in advance of the conference. This information will be treated with confidentiality.

Appeals

Regions monitor the delegations submitted by branches to ensure compliance with the scheme. Branches have a right of appeal against a decision by their region that their proposed branch delegation is not in line with this scheme.

Extras ***IMPORTANT NEW INFORMATION***

From now on, requesting 'Extras' such as Childcare, Reasonable Adjustments or Facilitators on the Online Conference System (OCS) can only be done by the registered delegate themselves. Once a delegate is registered, the OCS will automatically send out an e-mail to the person with a web link which they can click on to access the OCS and input the Extras they require. For any assistance please contact your regional conference contact from the list in this bulletin.

Reasonable Adjustments

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **Friday 20 January 2017**.

For any reasonable adjustments required, please complete the request online by the stated deadline. Authorisation for personal assistance/facilitation is required from your Branch Secretary that this expenditure will be approved.

Please remember that BSL Interpreters will only be available if requested in advance.

While we work within the context of the social model of disability this does not mean that UNISON can automatically provide all resources that are requested as adjustments. We have to consider the finite resources available both in terms of space and finances in order that we can balance our commitment to the social model with the resources available, and channel them to where they are needed most.

The process for managing requests that we adopted at 2016 National Delegate Conference has shown that with better information from members we can better address individual needs, allocate resources fairly, retain the ability to respond flexibly at conference and reduce the impact on other members.

Members requesting seating, tables, footrests, which impact on the space available on the floor of conference, will be asked what barriers they face that require this adjustment for their participation.

While not requesting detailed personal information, UNISON will require sufficient information in order to understand the barriers faced to get the right resources to the right people for this Conference. This will assist us in making adjustments that are meaningful and appropriate to the individual.

The union will determine the allocation of limited resources. If necessary, this may include reserving the right to seek additional information.

We will apply a necessary cut off point for requests, as close as possible to the conference while not impacting on the requirements to produce regional seating plans in good time for advance circulation. The deadline is **Friday 20 January 2017**.

We will retain a limited ability to respond to unexpected circumstances that affect a delegate at short notice prior to the conference.

Personal Emergency Evacuation Plan (PEEP)

If a delegate or visitor from your branch requires a PEEP for the Bournemouth International Centre, please ask them to indicate this online

Crèche and Babysitting

Please note that crèche provision is available **for delegates only** for children up to the age of 16 years. Arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide babysitting. Should you require this service please complete the request online by **Friday 13 January 2017**. Delegates 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.

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 for registration of delegates **Friday 23 December 2016**. Any changes must be in accordance with the Scheme of Branch Representation.

After **5.00pm, Monday 27 February** no more changes can be made on the OCS. If a branch needs to make an emergency change to its delegation after this date then an 'Emergency Change of Delegate' form will need to be completed.

This form will be available on the UNISON website from Tuesday 28 February and will also be available from the Conference Desk at Bournemouth.

Conference Budget and Expenses

The conference budget covers travel costs for branch delegates and regional and national representatives to conferences. Branches cover subsistence and accommodation for branch delegates, plus incidental travel.

Travel Arrangements

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Travel application forms are attached to this bulletin. Wherever possible, please ensure train tickets are delivered to you directly as collecting them from stations incurs an extra charge. Branches are reminded that:

- Travel costs for **Delegates and Sharer 1's only** will be funded from National Office.
- Travel costs for **Visitors and Sharer 2's** must be paid for by the branch. **This is in line with Rule D.1.6 on shared delegates.**

Please note that a booking fee is applicable – further details from Stewart Corporate Travel.

Accommodation

Branches are encouraged to arrange accommodation through Delegate Reservations, the accommodation service at Bournemouth Tourism. Using Bournemouth Tourism 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. For full details of current availability and for bookings please go to:

<http://www.bebres.org.uk/unison/index.html>

or you can telephone on 01202 816147 or e-mail info@bebres.org.uk

Please ensure that members have written confirmation of any booked and paid for accommodation.

Submitting Motions, Amendments, Emergency Motions

Motions should be submitted via UNISON's Online Conference System (OCS). The Preliminary Agenda will be published on **Thursday 1 December 2016**. The Final Agenda will be published on **Thursday 2 February 2017**.

Annual Report

The Annual Report of the Higher Education Service Group Executive will be published by **Thursday 2 February 2017**. If your branch wishes to raise questions on the Annual Report, these must be submitted in writing and received by **5pm, Thursday 23 February 2017**. If you have not received an acknowledgement of receipt of your question within 5 working days, you should contact Jennifer Mitchell on 020-7121 5485 or e-mail: j.mitchell@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 Jennifer Mitchell, Assistant National Officer, UNISON, 130 Euston Road, London NW1 2AY.

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 Wednesday 1 March 2017 or during the conference itself. The card vote collection point will be located near the conference enquiry desk in the venue.

**UNISON Higher Education Conference,
Thursday 2 March 2017, Bournemouth International Centre
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 Flexible Fixed

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: **0800 091 4272**

Fax: **0141 226 2960**

E-mail: unison@stewarttravelmanagement.com

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. Wherever possible, please ensure train tickets are delivered to you directly as collecting them from stations incurs an extra charge. 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 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 Travel Management address is:

3rd Floor, Sterling House
20 Renfield Street
Glasgow
G2 5AP

**UNISON Higher Education Conference,
Thursday 2 March 2017, Bournemouth International Centre
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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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 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.
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.
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 - Departure and destination Airports
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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 Flexible Fixed

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	_____

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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.
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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:

Name _____	
Address _____	

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