

Nona Buckley –Irvine – weekend content/young members’ policy officer

Tel: 020 7121 3829 Email: n.buckley-irvine@unison.co.uk

Raj Vekaria – registration, accommodation and access

Tel: 020 7121 5573 Email: r.vekaria@unison.co.uk

To: Regional Young Members’ Contacts

cc: OCS contacts

 Regional Secretaries (for information)

November 2019

**2019 National Young Members’ Weekend**

**Belfast , 10th – 12th May**

UNISON’s 2019 National Young Members’ Weekend will be held at the Hilton Hotel, Belfast. It starts at 3pm on Friday 10th May and ends 12:30pm on Sunday 12th May.

**Please note registration arrangements and key dates shown below as the deadlines are earlier than in previous years**

**Timetable**

|  |  |  |
| --- | --- | --- |
| Branches will be advised in eFocus to send any nominations to regions by  |  | **Monday 8 February 2019** |
| Regions must register members via the Online Conference System (Members must be under 27 on Sunday 12 May 2019) | 5pm | **Monday 13 February 2019** |
| **Fees are forfeited if attendance is cancelled after** |  | **Friday 15February 2019** |
| reasonable adjustments via OCS  |  | **Friday 29 March 2019** |
| Crèche via OCS |  | **Friday 29 March 2019** |
| Payment for partners | 5pm | **Friday 12 April 2019** |
| Members will be sent credentials and the event guide  |  | **Monday 29April 2019** |

**Additional Information**

**National Young Members’ Forum** (and their job shares) are booked centrally and **must not** be included in regional delegations

**Fees**: £300 per member (same as last year) and £111 for a partner (includes accommodation, breakfasts, lunches, and dinners). Note that payments will be deducted direct from regional lay accounts in respect of delegates.

**Proportionality** 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.

**Email details** Members will be emailed information on how to book. It is essential that members’ email addresses are current.

**Check-in time** at the Hilton is from 3pm on the Friday and check-out time is by 11am on the 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, membership number and branch number on the OCS by 5pm, Monday 11 February 2019. Branches will be advised in eFocus to send any nominations to you by Monday 4 February to allow you time to review and process them. Please note that nominations may also come to you via the young members’ email service.

**Who can attend?**

Any young member (under the age of 27 on Sunday, 12th May 2019), 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 your group.

**What is on offer?**

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

**What does it cost?**

£300 per young member (the same price as last year). 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**

Registration (apart from partner rate) will be done through the Online Conference System (OCS) and payment will be taken direct from regional lay accounts.

**IMPORTANT:** please note that regions registering delegates on the OCS, are agreeing to the costs being recovered directly from their regional funding.  Deadline for cancellations is 15 February 2019. After this period your region will be charged for non- attendance, therefore no refunds will be given if your delegate cancels after 15 February 2019. Acceptance of late replacement delegates will be at the discretion of the Conference Office.

**Travel costs**

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 part of our policy to support public transport and our commitment to the green agenda.

Delegates should only book travel once confirmation of registration has been received.

Members should contact Stewart Travel using the contact details below.

Tel: 0800 091 4272 email: **unison@stewarttravelmanagement.com**

**Many delegates will be expected to travel by air to reach Belfast. Flights are largely not refundable.**

**Given the additional costs involved in travel on this occasion, we will recharge the region the travel costs if delegates book travel, but cancel after the cancellation deadline, or no show.  It will be up to the region to decide if they pass this cost on to the branch, depending on how the regional funding has been arranged.**

**But we will cover the cost nationally for amending travel bookings if delegate names change after the cancellation date and they pick up the existing travel arrangements.**

**Reasonable adjustments**

Members will receive an automated email from the Online Conference System once registration has been completed. This email contains instructions for booking reasonable adjustments (including food allergies) and facilitators. Please ensure your members are aware they need to check their email and carry out instruction promptly before the deadline of 29 March 2019.

**Crèche**

Crèche provision is available to delegates for children up to the age of 16 years. This must be requested on the OCS by the deadline of 29 March 2019. Lunch and refreshments will be provided for children in the crèche.

**Members who wish to bring their partners**

We have negotiated a rate of £111 for the weekend for partners. This includes accommodation with the partner for Friday and Saturday night, dinner on Friday and Saturday night, breakfast on Saturday and Sunday, and lunch on Saturday and Sunday. Payment must be made in advance and all payments must clearly identify who the payments relate to (using the Appendix 2 form). Partners cannot be registered on the OCS.

**Members who wish to bring their children**

Children up to 10 years old are charged an additional £30 in total for dinner on the Friday and Saturday night. Children over the age of 11 are charged an additional £45 in total for dinner on the Friday and Saturday night. Lunch is provided as part of any crèches provision. Please use the form on Appendix 2 to register children. Delegates should register on the OCS children who will be accompanying them.

**What happens next?**

In the week commencing 29 April 2019, 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 bulletins and at other UNISON events.

Please do not hesitate to contact the conference office or myself if you have any

queries.

Yours sincerely,

Nona Buckley-Irvine

UNISON Assistant National Officer for Young Members

**APPENDIX 1**

**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 they will receive an email informing them of this. They can then access the OCS to make online requests for services such as **reasonable adjustments** and **crèche places** which must be completed by 29 March 2019.

**How will these people access the OCS?**

Current and new users will continue to gain access to the OCS via an 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Region** | **Contact** | **Tel** | **E-mail** |
| Eastern | Amanda Tickner | 01245 608909    | a.tickner@unison.co.uk |
| East Midlands | Colleen Forrest(Tues & Fri only) | 0115 847 5468    | c.forrest@unison.co.uk |
| Katrina Grace(Mon & Tues only) | 0115 847 5417 | k.grace@unison.co.uk |
| Greater London | Shelley DaveyLorraine TantCally 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 | Beverley Powell | 02920 729475 | b.powell@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 |

**APPENDIX 2**

**PAYMENT FOR PARTNERS AND/OR CHILDREN FOR UNISON NATIONAL YOUNG MEMBERS WEEKEND**

Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of regional contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I enclose total payment of £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cheque made payable to ‘UNISON’) made up of £111 for each partner attending and **£30 for** **each child under 10** of a delegate attending **/ £45 for each child over 11** (as detailed in the letter to regional contacts).

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF YOUNG MEMBER** | **RMS 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 Office, UNISON, 130 Euston Road, London, NW1 2AY to be received by 5pm Friday 12th April.**