

Conference Bulletin

Lesbian, Gay, Bisexual, Transgender Plus Conference 2019 June 2019

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This bulletin contains the timetable for 2019 LGBT+ Conference

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

UNISON's Lesbian, Gay, Bisexual and Transgender Plus Conference 2019 will be held at the Bournemouth International Centre, from 1.30pm Friday 15 November to 1.20pm Sunday 17 November 2019. This conference is organised under UNISON's rules on self-organisation. All delegates and visitors to LGBT+ Conference must themselves be lesbian, gay, bisexual or transgender plus UNISON members.

Bournemouth International Centre
 Exeter Road
 Bournemouth BH2 5BH

Tel: 01202 055555 Email: enquiries@bhlive.org.uk

Timetable

Deadline for Submission of Motions	12 noon	Friday 26 July 2019
Publication of Preliminary Agenda		Friday 16 August 2019
Deadline for Submission of Delegates	5.00pm	Friday 20 September 2019
Deadline for Submission of Amendments	12 noon	Friday 20 September 2019
Deadline for proposals for motions/ amendments to rule for 2020 National Delegate and Service Group Conferences	12 noon	Friday 20 September 2019
Deadline for Submission for LGBT+ Recruitment and Organising Awards	12 noon	Friday 20 September 2019
Deadline for Nominations	12 noon	Friday 20 September 2019
Deadline for submitting crèche places	5.00pm	Friday 4 October 2019
Deadline for submitting reasonable adjustment requests for access	5.00pm	Friday 4 October 2019
Publication of Final Agenda		Friday 18 October 2019
Deadline for emergency motions/ priorities	12 noon	Friday 8 November 2019
Deadline for Submitting Change of Delegates on the OCS	5.00pm	Tuesday 12 November 2019

Enclosed with this Conference Bulletin are the following forms and documents which are also available to download from the UNISON Conference website at:

<https://www.unison.org.uk/events/2019-lgbt-conference/>

Delegate Travel Form

Visitor Travel Form

National LGBT+ Standing Orders

Guidelines on Submitting Motions and Amendments

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

Which branch officers can use the OCS? Motions can be submitted at branch level by the Branch Secretary, the Branch Equality Officer or the Branch LGBT+ Officer. Branch employed staff are also able to enter motions but do not have authority to submit them on behalf of a branch. Delegates can be submitted at branch level by either the Branch Secretary or the Branch Chair.

At regional level, the regional secretary is authorised to submit the motion/delegation, with the regional convenors 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 their photograph, to make online requests for reasonable adjustments, crèche places and babysitting, 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 LGBT+ 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 on '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	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 Davey Lorraine Tant Cally Thompson	0207 535 6648	glrconference@unison.co.uk
Northern	Linda Smith	0191 245 0852	l.smith@unison.co.uk
	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

National and Regional Representation

The following bodies are eligible to send two delegates (at least one of whom must be female): Regional LGBT+ Groups, National Black Members' SOG, National Women's SOG, National Disabled Members' SOG, National Retired Members' Organisation and National Young Members' Forum.

Branch Representation

Any lesbian, gay, bisexual or transgender plus full member of UNISON may apply to their branch for a delegate place. Branches should make every effort to encourage members' attendance. Each branch may send ten delegates to this conference.

Proportionality and Fair Representation

In line with all other UNISON conferences, the principles of proportionality and fair representation contained in the NEC's Scheme of Branch Representation will be applied to encourage participation of groups such as young and low paid members in particular.

The thresholds for the low paid female seat and young member seat for this conference are:

The 4th seat must be a low paid female.

The 5th seat must be a young member.

If these seats are not filled, no further delegates may be submitted.

The OCS will not flag up this requirement at the start of the registration process, but will make checks before the delegation is submitted.

We will review the impact this has on branches' ability to send delegations.

- 1) The gender make up of the delegation must be based on the gender make up of the branch.
- 2) If the delegation only comprises one full delegate, then this delegate may be of any gender.
- 3) Branches sending 4 delegates must include one low paid female member in the delegation.
- 4) Branches sending 5 delegates must include one young member in the delegation (i.e. age 26 or under at end of conference).

Branches should also seek to include Black, disabled, part-time and manual LGBT+ members. Low paid, part-time and manual workers have been under-represented at previous conferences so their attendance is particularly welcomed. Members do not apply direct to UNISON nationally, but should apply via their branch.

Members who are not out in their branch

Members who are not out to their branch secretary should contact their regional LGBT+ officer if they wish to attend, who will act as an intermediary between the branch and the member. The regional officer will discuss their attendance with the branch, while protecting the member's confidentiality. Branches must be aware that they have LGBT+ members wishing to be involved in self-organisation. The rules on fair representation still apply and the branch will still pay the member's expenses for attending the Conference, but via the regional officer.

Details of regional officers are on the web at www.unison.org.uk/out or are available from Carola Towle or Susan Mawhood, UNISON LGBT+ officers – contact details above.

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 LGBT+ Conference as a woman, but still be attending work as a man. Transgender members will be registered for LGBT+ Conference as the gender in which they will attend the Conference, irrespective of the gender recorded on the UNISON membership system (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 online delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference. If transgender members have any questions about the practicalities of Conference, please encourage them to contact Carola Towle or Susan Mawhood, UNISON LGBT+ officers – contact details above.

Funding of Places

Branches (or regions for regional delegates) are responsible for funding their delegates' subsistence and the costs of any dependant care (including babysitting whilst at conference) and personal assistance costs. Only travel costs will be reimbursed to branches from central funds.

Branches are reminded that the National LGBT+ Conference is an integral part of UNISON's decision-making structure and should make every effort to support members' attendance. Branches are encouraged to make expenses available to delegates in advance of conference.

Any branch which might suffer financial difficulties as a result of sending delegates to the Conference may apply in writing to the Finance Officer for additional branch funding. Further advice about applying for additional funding is available from Tim Bertuchi on 020 7121 5467.

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 LGBT+ 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 the conference team in advance of Conference. This information will be treated with confidentiality.

Delegate Registration

Late delegate registrations will not be accepted. There will be no exceptions to this.

Visitors: Members

Any UNISON members who are themselves LGBT+ are welcome to attend Conference as a visitor. Visitors observe Conference and are welcome to join in discussion groups and caucus meetings, but may not speak or vote in the debate on motions. Branches can register visitors via the Online Conference System up until the start of conference. Visitors are reminded that the deadline for requests for reasonable adjustments is **Friday 4 October 2019**.

Please help us to help the environment

We're doing our best to reduce the environmental impact of our conferences. We are providing all delegates with the chance to opt out of being sent paper copies of our conference materials as part of the delegates' despatch. All these documents will be available online via the conference app, and on the UNISON website. You can then download them onto your laptop or tablet to view online while you are at conference. If you wish to opt out please indicate this on the 'My Requirements' screen options on the Online Conference System (OCS). If you do not opt out, you will be sent all documentation in hard copy form.

My Requirements *IMPORTANT INFORMATION*****

Requesting 'extras' such as 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 **5pm, Friday 4 October 2019**.

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. Where resources are allocated, this is done on the understanding that the member will use the resources at all times that they are in the conference hall. Failure to do so may result in the resources being reallocated.

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 **5pm, Friday 4 October 2019**. 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 with their online request.

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 **5pm, Friday 4 October 2019**. 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 20 September 2019**. Any changes must be in accordance with the Scheme of Branch Representation.

After **5.00pm Tuesday 12 November**, no more changes can be made on 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 **Wednesday 13 November** and will also be available from the conference desk at Bournemouth.

Travel Arrangements

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Travel application forms are attached to this bulletin. 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. *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/unisonlgbt19>

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.

Prepaid Cards

Union Income Ltd have agreed to provide a corporate version of its prepaid card still with the UNISON branding. If your branch requires a prepaid card then this is the card that is the preferred option above others generally available.

An application will normally take about 14 working days to turnaround and you can request an information pack and application form by contacting:

UNISON Prepaid Plus Customer Services, 39-51 Highgate Road. London NW5 1RT or email customerservices@unisonprepaid.com

Credit Cards

If your branch does not specifically require a prepaid card the other best option is a credit card from Unity Trust Bank called Unity Corporate MultiPay Card. It is more flexible and is linked to branch current account. Details of the Corporate MultiPay card and further information on how to apply are available from their website at www.unity.co.uk/multipay. To help branches switch to this Unity Trust credit card, the bank has agreed to waive the one off administration fee of £50 for all current ALTO card customers who apply for a Multipay card.

Data Protection

The information you provide via the OCS, in addition to your information held on UNISON's membership database, will be used for the organisation and administration of Conference. It may also be used for statistical purposes as this helps us plan future conferences. We will process your personal data in compliance with the requirements of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation 2016 (GDPR). You can find out more about how UNISON processes your personal data by going to unison.org.uk/privacy-policy or emailing dataprotection@unison.co.uk.

Motions, Amendments, Emergency Motions

The following standing order applies to motions, amendments and emergency motions to 2019 LGBT+ Conference:

- “3.5 Each motion shall contain no more than 500 words (except composites) and each amendment shall contain no more than 250 words.”

The LGBT+ Conference Standing Orders Committee has issued the following advice on this:

1. The title is not included in the word count.
2. Where abbreviated terms/acronyms are used, the full wording must be used initially e.g. ‘National Executive Council (NEC)’ which would count as four words, followed subsequently by ‘NEC’, which would count as one word; or ‘National Lesbian, Gay, Bisexual and Transgender Plus (LGBT+) Committee’ which would count as nine words followed subsequently by ‘National LGBT+ Committee’ which would count as three words.

Please refer to the advice from the Standing Orders Committee on the wording of motions and amendments enclosed with this Conference Bulletin. The Preliminary Agenda will be published on **Friday 16 August 2019**. The Final Agenda will be published on **Friday 18 October 2019**.

Proposals for Motions to National Delegate Conference/Service Group Conferences

LGBT+ Conference agrees two motions to UNISON's National Delegate Conference and to each National Service Group Conference in 2020. Proposals for motions to National Delegate Conference are invited from branch and regional LGBT+ groups, the National LGBT+ Committee, and the national network meetings of bisexual members, transgender members and of Black and disabled LGBT+ members. Proposals for motions to service group conferences are invited from branch LGBT+ groups and regional meetings of LGBT+ members in that service group.

Nominations

A number of elections take place during the Conference:

- service group meetings elect two delegates to each **Service Group Conference**;
- Conference elects two delegates to **National Delegate Conference**;
- Conference elects six members (at least three women) to the general seats for the 2020 National LGBT+ Conference **Standing Orders Committee**;
- Conference elects four members (at least three women) to the regional seats on the UNISON delegation to the **2020 TUC LGBT+ Conference**.

Branch and regional LGBT+ groups are invited to nominate members for these positions. The nomination form is available online at: <https://www.unison.org.uk/events/2019-lgbt-conference/>

National Network Meetings for bisexual, transgender, Black and disabled LGBT+ members

Leading up to conference, there are separate national meetings for bisexual members, transgender members, disabled LGBT+ members and Black LGBT+ members. Part of the purpose of these meetings is to agree motions from these groups to LGBT+ Conference. All members of the groups are encouraged to attend. There will also be meetings at conference itself. The network meetings take place as follows:

Bisexual members	London	Friday 12 July 2019, 10:30am–1.00pm
Transgender members	London	Friday 12 July 2019, 2.00pm–4.30pm
Black LGBT+ members	London	Thursday 12 September 2019, 10:30am–1.00pm
Disabled LGBT+ members	London	Thursday 12 September 2019, 2.00pm–4.30pm

Attendance costs will be met from national funds and lunch will be provided. Information has been circulated to branches but further details on how to attend the Network Meetings can be obtained as follows:

Web: www.unison.org.uk/out

Email: out@unison.co.uk

Call in confidence: 0207 121 5241 or 0207 121 5799

LGBT+ Recruitment and Organising Awards

UNISON's presidential team will be presenting awards for the best LGBT+ recruitment and organising effort at our conference in November.

We are looking for great organising – encouraging members to get involved – as well as success in bringing new members to the union. As in previous years, the judges will be particularly impressed by new ways to reach potential members and those that have reached groups of LGBT+ workers that we've not been so successful with before.

We hope to receive applications from branch LGBT+ groups as well as regional LGBT+ groups and caucuses.

For more details on the awards, including the judges' criteria, please contact out@unison.co.uk.

The deadline for the submission of LGBT+ Recruitment and Organising Awards is **12 noon, Friday 20 September 2019**.

UNISON LGBT+ Conference
 Friday 15 November – Sunday 17 November 2019, Bournemouth
DELEGATE RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-22-15-30

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 collected from the station you are departing from.
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 Corporate Travel Address:
3rd Floor
Sterling House
20 Renfield Street
Glasgow G2 5AP

UNISON LGBT+ Conference
Friday 15 November – Sunday 17 November 2019, Bournemouth
DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-22-15-30

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** _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: **0800 091 4272** **Fax:** **0141 226 2960**

E-mail: unison@stewarttravelmanagement.com

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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.
8. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Departure and destination Airports
9. **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.
10. Stewart Corporate Travel address:

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

UNISON LGBT+ Conference
 Friday 15 November – Sunday 17 November 2019, Bournemouth
VISITOR 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 _____

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. *Please note – a booking fee is applicable.*

GUIDELINES: VISITOR 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. 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.
8. Wherever possible, please ensure train tickets are collected from the station you are departing from.
9. 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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 - 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
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20 Renfield Street
Glasgow G2 5AP

UNISON LGBT+ Conference
Friday 15 November – Sunday 17 November 2019, Bournemouth
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:

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. *Please note – a booking fee is applicable.*

GUIDELINES: VISITOR AIR 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. 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 the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
8. 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.
9. Journey details must be as precise and clear as possible indicating:
 - Date of travel, both outward and return
 - Preferred time of travel
 - Departure and destination Airports
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:

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