**EMERGENCY CHANGE OF DELEGATE FORM**

Change of delegates to be submitted via OCS until **5pm, Wednesday 30 October 2019**. This form is only for use after that time.

**Delegates may not be changed after the start of conference.**

Branch name: ……………………………………………………………….....

Branch address: …………………………………………………………………….....................

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Branch Number: ……………………………………………………………................................

Name of Delegate to be changed:…………………………………………...

Name of New Delegate:…………………………………………………….....

Membership No. of New Delegate: ………………………………………….

Is this member currently attending in a different capacity? yes no

If yes, current capacity of new delegate: ……………………………………….

This form must be signed by your Branch Secretary/Branch Chair and taken to the conference enquiry desk at Brighton where the change will be made subject to proportionality and fair representation being met.

**DO NOT send this form to the UNISON Centre.**

*UNISON is the data controller for the information you provide on this form. The information will be used for emergency changes of delegates only.*

Signed: …………………………………Date: .......................................................

Branch Secretary/Branch Chair

Print Name............................................................................................................

For office use only: Conference Staff Signature/Action/Date: