

# Conference Bulletin

## Community Conference and Seminar 2020

September 2019

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This bulletin contains the timetable and information for  
**2020 Community Service Group Conference and Seminar**

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

The Community Service Group Conference and Seminar will be held at the Cardiff City Hall, from 12noon on Friday 28 February until 12noon on Sunday 1 March 2020.

The motions-based conference will take place on the Saturday afternoon and Sunday morning. All delegates are also automatically invited to the annual seminar on Friday afternoon and Saturday morning.

Cardiff City Hall  
Cathays Park  
Cardiff CF10 3ND  
Tel: 029 2087 1736

Email: [cityhall@cardiff.gov.uk](mailto:cityhall@cardiff.gov.uk)

### Timetable

Deadline for Submission of Motions	12noon	Thursday 7 November 2019
Publication of Preliminary Agenda		Friday 29 November 2019
Deadline for Submission of Delegates	5.00pm	Monday 16 December 2019
Deadline for Submission of Amendments	12noon	Friday 3 January 2020
Deadline for babysitting and crèche places	5.00pm	Monday 6 January 2020
Deadline for reasonable adjustment requests for access	5.00pm	Thursday 16 January 2020
Publication of Final Agenda	-	Friday 31 January 2020
Deadline for Emergency Motions	5.00pm	Friday 21 February 2020
Deadline for Submitting Change of Delegates on the OCS	5.00pm	Monday 24 February 2020

Enclosed with this Conference Bulletin, and available for download on the conference webpage <https://www.unison.org.uk/events/2020-community-conference/> are:

Delegate Travel Form  
Visitor Travel Form

## **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 Chair or Branch Secretary. 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 their photograph, to 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](http://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 href="mailto:a.tickner@unison.co.uk">a.tickner@unison.co.uk</a>
East Midlands	Colleen Forrest (Tues & Fri only)	0115 847 5468	<a href="mailto:c.forrest@unison.co.uk">c.forrest@unison.co.uk</a>
	Katrina Grace (Mon & Tues only)	0115 847 5417	<a href="mailto:k.grace@unison.co.uk">k.grace@unison.co.uk</a>
Greater London	Shelley Davey Lorraine Tant Cally Thompson	0207 535 6648	<a href="mailto:glrconference@unison.co.uk">glrconference@unison.co.uk</a>
Northern	Allison Jackson	0191 245 0805	<a href="mailto:a.jackson2@unison.co.uk">a.jackson2@unison.co.uk</a>
Northern Ireland	Elizabeth Robinson	02890 270190	<a href="mailto:e.robinson@unison.co.uk">e.robinson@unison.co.uk</a>
North West	Kim Scott	0161 661 6777	<a href="mailto:k.scott@unison.co.uk">k.scott@unison.co.uk</a>
	Gillian Gorman	0161 661 6743	<a href="mailto:g.gorman@unison.co.uk">g.gorman@unison.co.uk</a>
Scotland	Rosaleen Rodgers	0141 342 2816	<a href="mailto:r.rodgers@unison.co.uk">r.rodgers@unison.co.uk</a>
	Jean Fraser	0141 342 2880	<a href="mailto:j.fraser@unison.co.uk">j.fraser@unison.co.uk</a>
South East	Catherine Still	01634 285708	<a href="mailto:c.still@unison.co.uk">c.still@unison.co.uk</a>
	Kieran Pearson	01483 406510	<a href="mailto:k.pearson@unison.co.uk">k.pearson@unison.co.uk</a>
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	<a href="mailto:j.gollings@unison.co.uk">j.gollings@unison.co.uk</a>
Cymru/Wales	Beverley Powell	02920 729475	<a href="mailto:b.powell@unison.co.uk">b.powell@unison.co.uk</a>
West Midlands	Claire Kenny	0121 685 3174	<a href="mailto:c.kenny@unison.co.uk">c.kenny@unison.co.uk</a>
Yorkshire & Humberside	Laraine Senior	0113 218 2333	<a href="mailto:l.senior@unison.co.uk">l.senior@unison.co.uk</a>
	Joanne Turnbull	0113 218 2322	<a href="mailto:t.turnbull@unison.co.uk">t.turnbull@unison.co.uk</a>

**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 to vote:

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

Delegates must be members of branches in the Community Service Group.

## **Branch Representation**

Branch representation levels are as defined by the Community Service Group. The requirements for ensuring proportionality and fair representation of branch delegations is in line with the NDC Scheme of Branch Representation which applies to all service groups.

- 1) All delegates to the Community Service Group Conference must be members of the Community Service Group.
- 2) Branches shall be entitled to one delegate for the first 250 Community service group members within the branch, a second delegate for the next 250 members or part thereof, and one further delegate per subsequent 500 Community service group members or part thereof (based on branch membership at 30 September of the year before the conference).
- 3) If a branch has only one delegate, that delegate may be female or male, but these branches must consider the gender split of their Community service group membership, and in particular, branches whose Community service group membership is more than 50% female should strive to ensure that their one delegate is a woman. The gender make up of the delegation must be based on the gender make up of the Community service group membership within the branch.
- 4) Branches must include Black members in their delegation in proportion to the workforce profile of all the Community employers covered by the branch.
- 5) Branches with 3 or more delegates must include one low paid, female member in the delegation. Low paid members are those with a basic hourly rate of £10.20 or less (this rate to be amended in line with Rule Q of the UNISON rulebook).
- 6) Branches with 4 or more delegates must include one young member in the delegation (i.e. Age 26 or under at end of conference).
- 7) Branches can send two people to share one of the delegate places. However:
  - a. If they are sharing the female low paid seat, both sharers must be female low paid;
  - b. 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.*
- 8) 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, and different occupations and skills.

Representation is based on membership as at **30 September 2018**.

**30 September 2019 membership figures will be available from the RMS in early January 2020. 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.**

### **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 Community Conference as a woman, but still be attending work as a man. Members will be registered for Community 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.

### **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 Community 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 Tracey Ayton Harding, Head of Conferences and Designated Health & Safety Manager, in advance of the conference. This information will be treated with confidence.

### **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.

### **Please help us to help the environment**

We're doing our best to reduce the environmental impact of our conferences. This year, 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 'Extras' screen options on the Online Conference System (OCS). If you do not opt out, you will be sent all documentation in hard copy form.

## Language

The language we use is important and reflects deep-rooted and long-standing power structures and beliefs. Racist, disablist, sexist, transphobic, ageist, biphobic or homophobic language will not be tolerated. Generalisations are seldom helpful and seldom true: please avoid making them. Jokes or comments based on sexist, racist, disablist, ageist, homophobic, biphobic or transphobic ideas should not be made. Remember that some of us do not identify on the gender binary, so expressions such as 'sisters and brother' do not include us all.

## Conduct of delegates

All delegates, visitors, staff and facilitators are expected to behave in a courteous manner. Aggressive, offensive, intimidatory, disrespectful or unacceptable behaviour will not be tolerated. This applies to all aspects of communication, at or in connection with the conference, including postings on social media. Complaints will be treated seriously.

## Accommodation

Branches are encouraged to arrange accommodation through the booking service that is available via Visit Cardiff. This 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: <https://book.passkey.com/event/49999805/owner/9557225/home>

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

## Extras **\*\*\*IMPORTANT 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 **5pm, Thursday 16 January 2020**.

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, Thursday 16 January 2020**. 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 Cardiff City Hall, please ask them to indicate this online.

### **Crèche and Babysitting**

Please note that crèche provision is available **for delegates only** for children up to, and including, 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 **Monday 6 January 2020**. Delegates and visitors 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 **Monday 16 December 2019**. Any changes must be in accordance with the Scheme of Branch Representation.

After **5.00pm, Monday 24 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 24 February and will also be available from the Conference Desk at Cardiff.

### **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 collected from the nearest train station. 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.*

Branches are responsible for funding their delegates' and visitors' attendance at conference. Subsistence should cover the cost of accommodation, meals, childcare, dependent care and facilitation.

### **Submitting Motions, Amendments, Emergency Motions**

Motions should be submitted via UNISON's Online Conference System (OCS). The Preliminary Agenda will be published on **Friday 29 November 2019**. The Final Agenda will be published on **Friday 31 January 2020**.

### **Annual Report**

The Annual Report of the Community Service Group Executive will be published by **Thursday 23 January 2020**. If your branch wishes to raise questions on the Annual Report, these must be submitted in writing and received by **5pm, Thursday 13 February 2020**. If you have not received an acknowledgement of receipt of your question within 5 working days, you should contact Gavin Edwards, National Officer, on 020-7121 5402 or [g.edwards@unison.co.uk](mailto:g.edwards@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 Gavin Edwards, National Officer, UNISON, 130 Euston Road, London NW1 2AY, or emailed to [g.edwards@unison.co.uk](mailto:g.edwards@unison.co.uk).

### **Arrangements for Distribution of Card Voting Booklet**

Your branch will be issued with your voting booklet at the venue. The card vote collection point will be located near the conference enquiry desk in the venue.

### **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](mailto: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](http://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](http://unison.org.uk/privacy-policy) or emailing [dataprotection@unison.co.uk](mailto:dataprotection@unison.co.uk).



**UNISON Community Conference**  
**Friday 28 to Sunday 1 March 2020, Cardiff City Hall**  
**DELEGATE RAIL TRAVEL APPLICATION FORM**

**Please read the guidelines overleaf before completing this form.**

Delegate Name \_\_\_\_\_ A/C Code. 0-15-63-01

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 email address tickets should be sent to:

Name _____	
Membership Number _____	
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](mailto: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. Ticket codes will be sent via email with the delegate collecting from the nearest available train station. A credit/debit card will be needed for this, but will not be charged.
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: 3rd Floor, Sterling House, 20 Renfield Street, Glasgow, G2 5AP

12. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking rail travel only.

**UNISON Community Conference**  
**Friday 28 to Sunday 1 March 2020, Cardiff City Hall**  
**DELEGATE AIR TRAVEL APPLICATION FORM**

**Please read the guidelines overleaf before completing this form.**

Delegate Name \_\_\_\_\_ A/C Code 0-15-63-01  
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** \_\_\_\_\_  
**Membership Number** \_\_\_\_\_  
**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](mailto:unison@stewarttravelmanagement.com)

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

## GUIDELINES: DELEGATE 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. 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 Travel Management address is: 3rd Floor, Sterling House, 20 Renfield Street Glasgow, G2 5AP.
11. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking air travel only.

**UNISON Community Conference**  
**Friday 28 to Sunday 1 March 2020, Cardiff City Hall**  
**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 email address tickets should be sent to:

<b>Name</b> _____  <b>Membership Number (if applicable)</b> _____  <b>Tel No.</b> _____ <b>E-mail</b> _____
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Listed below are contact details for STEWART CORPORATE TRAVEL:

**Tel No: 0800 091 4272**

**Fax: 0141 226 2960**

**E-mail: [unison@stewarttravelmanagement.com](mailto:unison@stewarttravelmanagement.com)**

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

## 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. Ticket codes will be sent via email with the delegate collecting from the nearest available train station. A credit/debit card will be needed for this, but will not be charged.
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.
10. 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
11. **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.
12. Stewart Travel Management address is: 3rd Floor, Sterling House, 20 Renfield Street Glasgow, G2 5AP.



13. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking rail travel only.

**UNISON Community Conference**  
**Friday 28 to Sunday 1 March 2020, Cardiff City Hall**  
**VISITORS 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** \_\_\_\_\_

**Membership Number (if applicable)** \_\_\_\_\_

**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](mailto:unison@stewarttravelmanagement.com)**

All forms must be returned to Stewart Corporate Travel at the address overleaf.

# 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.**
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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
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11. Stewart Travel Management address is: 3rd Floor, Sterling House, 20 Renfield Street Glasgow, G2 5AP.
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