



College Staff Professional Development Seminar

20–21 March 2020, UNISON Centre, London



Do you want your college members to meet colleagues from across the UK and discuss how we can build the union, while supporting their professional development at the same time?

Applications are now open for our **College Staff Professional Development Seminar** and we are especially keen to welcome some new faces this time round. We know that attending UNISON workshops and learning events is one of the best ways of getting members more involved in the union and more active in their workplaces.

In order to get those new faces along, it's really important members know that their branch supports their attendance, including financially.

We're offering members a jam-packed agenda. Our one-and-a-half-day programme of events includes engaging workshops to aid their professional development and nurture new activists, including:

- Pay bargaining
- Developing activists
- Dealing with organisational change
- Making the most of development opportunities
- Menopause policies

The seminar will also feature stimulating panel discussions and informal networking opportunities, intended to help new members mix with more seasoned activists and learn about the union.

When is it?

Friday 20 March: Seminar 1pm–5.30pm, evening meal and quiz 7.30–10.30pm

Saturday 21 March: Seminar 9.30am–3.30pm

When does booking open?

It's open now on the Online Conference System (OCS). Online booking will close at 5pm on 20 February 2020.



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How do I book my members on?

Members have been asked to contact their branch secretary or chair to express their interest and gain authorisation to attend the seminar. You'll need to log onto the UNISON Online Conferencing System (OCS) with their membership number and follow the instructions to book a place.

How much does it cost?

Hurry! – there's an early bird 20% discount available for branches booking before Christmas. The discounted rate is **£277.14** (which includes one night's accommodation on Friday 20 March and breakfast at the Premier Inn London Euston).

The full delegate price, if booked after Christmas, is **£346.42**.

The day delegate rate with evening meal and quiz (no accommodation) is £216.92.

The day delegate rate with no evening meal or accommodation is £200.

The partner rate is £10.50 and partners should pay the hotel directly.

If delegates need to stay longer (i.e. before or after the seminar) they will have to pay this extra charge themselves directly to the hotel when they check in/out.

How does the branch pay the delegate's costs?

Branches registering delegates on the OCS are agreeing to funding being recovered directly from their branch funding – so there will be no need to wait on cheques or BACS receipts for confirmation. Please note:

- Once made, bookings are non-refundable, but they are transferable to another branch member
- Branches are responsible for all travel costs

What happens next?

Once registered, members will be sent an email to the address which is listed on their RMS membership system (emails will not be sent to the branch). Members can then:

- Add any reasonable adjustments that they require on the OCS
- Upload their photograph for the delegate badge (optional)
- Make online facilitation requests for reasonable adjustments and childcare support. The deadline for this is 20 February 2020 by 5pm.

How will delegates get more details about the seminar?

The programme of the day, workshop details and timetable for the seminar will be sent out to registered delegates as soon as possible. For any queries relating to this, please email education@unison.co.uk.

What if the branch needs more information?

Please don't hesitate to email us at education@unison.co.uk. We look forward to welcoming college members from all over the country!