

National Young Members' Conference 2021

July 2021

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This bulletin contains the timetable for 2021 Young Members' Conference

Please note that both motions and delegations can only be submitted online. However, the Conference Guide will be printed and sent to all delegates in advance, as in previous years. There are no paper forms for registration.

UNISON's Young Members Conference 2021 is scheduled to be held at Cardiff City Hall from 3:00pm on Friday 3rd December until 12:30pm on Sunday 5th December 2021.

Cardiff City Hall
Cathays Park
Cardiff CF10 3ND

Tel: 029 2087 1736

Email: cityhall@cardiff.gov.uk

UNISON Autumn Conferences 2021 and COVID -19

UNISON has made the decision to begin the re-commencement of physical UNISON Rule Book Conferences for 2021.

Under current government guidelines, we would not be able to hold a physical conference, but with the dynamic COVID-19 situation we find ourselves in, things may change.

We think it is really important to put plans in place so that if we can hold conferences in 2021, we will do so. However we will have the option to hold a virtual decision making conference if a physical conference is not viable or safe. We will still need to set a timetable for submission of motions and amendments if there is a virtual conference.

With this in mind, we have opened Online Conferencing System (OCS) to allow regions to register delegates and submit motions in line with the rule-book requirements.

**Please note the deadline to submit motions on OCS is
12.00 noon on Thursday 12th August 2021**

Please be advised of the following concerns and how they can be addressed:

We have been working closely with venues and they all have COVID-19 management plans and have systems in place to manage any risk controls (re: social distancing / increased cleaning etc.) if / when they are allowed to open once again. We will continue this work during any conferences.

Booking travel – please book all travel through Stewart Travel which will give us the ability to reclaim some of the travel costs incurred, in case the event is not able to go ahead.

Booking accommodation – please book any accommodation required with a reputable provider with a generous cancellation policy, in case the event is not able to go ahead as a physical event.

At present, conference will not have any visitors, so that we can manage numbers and social distancing effectively.

All Conferences will concentrate on conference business only with minimal additional meetings – this will ensure that you are not away from home in unfamiliar surroundings for too long.

UNISON Conference Office will monitor all government guidance, including any local lockdown information and will make any decisions necessary to make sure we stay as safe as we can at conference. Our members health, safety and welfare is our primary concern.

In the event that the government guidance restricts UNISON for holding a physical Conference or our lay member-led National Young Members Forum does not feel a physical conference is the right thing to do, Young Members Conference 2021 will revert to a virtual conference.

In this event, there will be some changes to the way that Conference is conducted. All registered delegates and Regions will be informed of any changes to the delivery of Conference

Timetable

Deadline for Submission of Motions	12.00 noon	Thursday 12th August 2021
Deadline to send request to attend to Regional YM Co-ordinator	5:00pm	Thursday 19 th August 2021
Publication of Preliminary Agenda		Friday 3 rd September 2021
Deadline for Submission of Delegates	5.00pm	Thursday 9 th September 2021
Deadline for online Creche and Babysitting requests	5.00pm	Thursday 16 th September 2021
Deadline for Submission of Amendments to Standing Orders Committee	5.00pm	Thursday 7 th October 2021
Deadline for online Reasonable Adjustment requests for access	5.00pm	Thursday 21 st October 2021
Deadline for Submitting Change of Delegates on the OCS	5.00pm	Thursday 4 th November 2021
Publication of Final Agenda		Friday 5 th November 2021
Deadline for Emergency Motions	5.00pm	Thursday 26 th November 2021

Enclosed with this Conference Bulletin, and also available on the UNISON website at <https://www.unison.org.uk/events/2021-national-young-members-weekend/>

Delegate Travel Forms

- Standing orders for National Young Members' Conference
- Advice from the Standing Orders Committee - **this gives you advice on the submission of motions and amendments. The SOC recommends that you read this information before drafting the text for motions or amendments.**

There are NO paper forms for motion or delegation submission, including requesting reasonable adjustments. You must use the Online Conference System (OCS) instead.

See next section for full information.

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

Which branch officers can use the OCS? 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 make online requests for services such as reasonable adjustments, crèche places and babysitting, which should be made by the stated deadline.

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 to Conference: It is important that we collect e-mail addresses for those Young 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 the Update Your Details box – you will need your UNISON membership number.

- If you do not have an e-mail address or do not have access to the UNISON webpage, you can contact UNISONdirect on 0800 0857 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 0857 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	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	Louise Barter	01483 406 547	l.barter@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
	Joanne Turnbull	0113 218 2322	t.turnbull@unison.co.uk

Regional and National Representation

Each region may send ten delegates to the conference, at least five of which must be women. Young Members wishing to attend Young Members Conference should contact their Young Members Regional Contact by **5pm, Thursday 19th August 2021**

Please see Regional Young Members Contacts below:

Region	Name	E-Mail
Eastern	John Lawrence	J.Lawrence3@unison.co.uk
East Midlands	Manpreet Johal	M.Johal@unison.co.uk
Greater London	Tahreen Dewan	T.Dewan3@unison.co.uk
Northern	Nina Arkley Anya Durrant	N.Arkley@unison.co.uk A.Durrant@unison.co.uk
Northern Ireland	Susan Neill Caitlin NiCathail	S.Neill@unison.co.uk C.NiCathail@unison.co.uk
North West	Nicola Bowering	N.Bowering@unison.co.uk
Scotland	Wendy Hudson	W.Hudson@unison.co.uk
South East	Emily Neave Rosie Sammut	e.neave1@unison.co.uk R.Sammut@unison.co.uk
South West	Tom Hemmings Beth Smith	T.Hemmings@unison.co.uk B.Smith@unison.co.uk
Cymru/Wales	Joe Donnelly	J.Donnelly@unison.co.uk
West Midlands	Jack Kay	J.Kay@unison.co.uk
Yorkshire & Humberside	Jack Hemingway Joanne Turnbull	J.Hemingway@unison.co.uk J.Turnbull@unison.co.uk

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

Business submitted for the Conference may only be moved by a delegate from the submitting body. Therefore, if your regional young members' group submits motions or amendments, please ensure you send a delegate to move these items.

Regions are encouraged to plan meetings of young members' groups in accordance with the conference schedule to allow their delegates to be better informed of the conference procedures. Regions are also encouraged to hold training sessions on the procedures for conference in advance of conference, this should help increase members participation at the event as well as provide a valuable opportunity for delegates to network on broader organising issues.

Regional meetings will not be timetabled into the conference programme for 2021. These meetings should be virtual and outside of the conference weekend schedule.

Funding of Places

Regions are responsible for providing funding for their delegates to national group conferences to cover accommodation, subsistence, to meet the costs of dependent care (including babysitting whilst at Conference) and personal assistance costs. Only travel costs will be reimbursed to regions from central funds.

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

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 women and low paid members in particular.

Transgender members

UNISON applies strict rules on proportionality in 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 Young Members' Conference as a woman, but still be attending work as a man. Members will be registered for Young Members' Conference as the gender in which they will attend the Conference, irrespective of their gender recorded on the RMS.

To ensure that delegations including transgender members are not rejected on the 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.

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 cannot 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 Young Members' 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 the conference. This information will be treated with confidentiality.

My Requirements *IMPORTANT INFORMATION*****

From now on, 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 young members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **5pm, Thursday 21st October 2021**.

For any reasonable adjustments required, please complete the request online by the stated deadline. Authorisation for personal assistance/facilitation is required from your Region 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.

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 21st October 2021**. 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 from your branch requires a PEEP for Cardiff City Hall, 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 online request by **5pm, Thursday 16th September 2021**. Delegates are reminded that the cost for babysitting is borne by the Region so authorisation is required from your Regional secretary that this expenditure will be approved.

Please help us to help the environment

We are 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 '**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.

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, 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.

Change of Delegate

Regions may change delegates up to the start of Conference. A member registering as a substitute regional delegate must have been eligible to represent the region at the closing date for registration of delegates on **Thursday 9th September 2021**. Any changes must be in accordance with the scheme of representation.

After **5.00pm, Thursday 4th November 2021**, no more changes can be made on OCS. If a region 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 **Friday 5th November** and will also be available at the conference desk at Liverpool.

Travel Arrangements

Delegates are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Wherever possible, please try to arrange for collecting them from a convenient station. Travel application forms are attached to this bulletin. Please advise Stewart Corporate Travel if your delegates have railcards. Regions are reminded that:

- Travel costs for **Delegates only** will be funded from the Conference Office.

Driving is discouraged for conference unless delegates are travelling together or as a reasonable adjustment. Total reclaimable will be the cost of standard tickets or cost of car travel – whichever is the lesser.

All travel requests as a reasonable adjustment must be reviewed and authorised by the Head of Conferences.

Accommodation

Booking accommodation – please book any accommodation required with a reputable provider with a generous cancellation policy, in case the event is not able to go ahead as a physical event.

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.

ADVICE FROM YOUNG MEMBERS CONFERENCE STANDING ORDERS COMMITTEE ON SUBMISSION OF MOTIONS AND AMENDMENTS

1. WHO CAN SUBMIT MOTIONS AND AMENDMENTS?

The following groups (submitting bodies) can submit **up to two motions and two amendments**:

- Regional Young Members Forums
- National Young Members Forum
- National Black Members Committee
- National Disabled Members Committee
- National Lesbian, Gay, Bisexual and Transgender Plus (LGBT+) Committee
- National Women's Committee

2. HOW?

A motion or amendment must be agreed at a properly convened meeting of the submitting body. The text must be sent to the Standing Orders Committee, via the Online Conference System (OCS).

3. COMPETENCY OF MOTIONS AND AMENDMENTS

A competent motion is one that works within the rules of the union and the Conference. Only competent motions are allowed on to the agenda for Conference. The Standing Orders Committee decides whether motions are competent.

Word limits

There is a word limit of 500 words for motions and 250 words for amendments.

The title is not included in the word count but bullet points and numbering are. We recommend you keep well within the word limit, to be sure. Where abbreviations are used in the main text, they must be given in full the first time. For example, "National Young Members Forum (NYMF)" in full at the first mention (which counts as five words), followed by "NYMF" for subsequent mentions (which counts as one word).

To qualify as a competent motion, the text of the motion must contain action. Action points should be clear, showing exactly what type of action is required and who needs to do it. A motion should ideally contain the following elements:

Who; What; When; Where; Why and How

Who: Who does the motion affect?
Who is causing the need for change?
Who can achieve/initiate/resolve the required action?

Important: Action should be directed via the National Young Members Forum. Do not use phrases such as "We believe that UNISON should do something" or "We call on Conference to do something" or "Conference resolves to do something".

Who should be instructed? Remember you may only instruct the National Young Members Forum.

Motions that instruct the National Executive Council or other bodies in the union are not competent. Instead, use a phrase like "Conference asks the National Young Members Forum to call on the NEC to do something".

- What: What is the issue?
 What is its effect?
 What action is required?
- When: When did the issue arise? (An important consideration for
 emergency motions). When does the action need to be taken?
- Where: Where is the problem? (A particular region or area?)
 Is there a particular place the action is needed?
- Why: Why is it an issue?
 Why is the action needed?
- How: How can the issue best be resolved?

Your motion may not need to contain all of these elements. It is sometimes better to make these points as part of your speech when moving the motion at Conference. Making a list under each of these headings will help focus on the issue, preferred action and outcome. Make the list and then tick off each point as you put it into the text of your motion. The Standing Orders Committee will check that the motion:

- (a) is received before the published deadline, by an appropriate body, via the Online Conference System (OCS), and is within the word limit;
- (b) is appropriate for the Young Members Conference. It must deal with issues specifically related to young members, and not seek to set policy for the union as whole or another part of the union. Whole union policy is the business of national delegate conference. Motions relating to specific service group bargaining or policy issues are the business of service group conferences. UNISON's policies towards the Labour Party are the business of Labour Link Forum. However, motions may relate to young members' specific views on general issues;
- (a) only instructs the Young Member Forum, not other bodies or UNISON as a whole. Motions may instruct the National Young Members Forum to liaise with/call upon other sections of the union;
- (b) does not commit the Conference to spend UNISON funds, either directly or through the NEC. However general campaigning commitments may be made, as Conference decides policy and the National Young Members Forum interprets how to achieve the policy;
- (c) does not contravene union rules, for example, on offensive language;
- (d) does not contain instruction for unlawful action.

If the Standing Orders Committee has reason to believe the information on which the motion is based is not correct, it will rule the motion out of order. All the above is also applicable to amendments. In addition:

- (a) amendments must refer to an original motion;
- (b) amendments cannot change a positive motion into a negative one;
- (c) amendments must not contradict the intention of the motion;
- (d) a mover may not amend their own motion;

- (e) amendments must not introduce substantially new subject matter to the extent that they unduly change the balance of the motion;
- (f) amendments must not delete the main point of a motion and introduce completely different issues instead, thereby changing the substance of the motion.

Motions and amendments ruled out of order

Submitting bodies for any motion or amendment ruled out of order (not competent for Young Members Conference) will be invited to appeal the SOC's decision. Details of how to do this will be sent via the OCS.

4. WHAT ARE EMERGENCY MOTIONS?

Emergency motions relate to events or issues that arise after the deadline for motions or amendments.

The Standing Orders Committee may invite the submitters of an emergency motion to meet with the Committee at Conference, for them to explain why in their view the motion constitutes an emergency, prior to taking a decision on competency.

In addition to complying with ordinary criteria, emergency motions:

- (a) should only refer to issues/events that occurred after the closing date for motions or amendments. In particular, the action called for must be something that could not have been included in a motion and submitted within the normal deadlines;
- (b) must state why the motion was not submitted within the normal deadlines.

The Standing Orders Committee will want to satisfy itself that the subject matter of the motion cannot be dealt with in another way.

**UNISON Young Members' Conference,
Friday 3rd December – Sunday 5th December 2021,
Cardiff City Hall
DELEGATE RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-15-62-01

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 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 try to arrange for collecting them from a convenient station. If you are arranging to tickets to be delivered 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. 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 Young Members' Conference,
Friday 3rd December – Sunday 5th December 2021,
Cardiff City Hall
DELEGATE AIR TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-15-62-01

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 _____	
Address _____ _____	
Tel No. _____	E-mail _____

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

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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