**UNISON SOUTH EAST**

**LOCAL GOVERNMENT SERVICE GROUP CONFERENCE**

**16-17 November 2018**

**Holiday Inn SOUTHSEA, PORTSMOUTH**

**DELEGATE'S NAME**:  ……………………………………

**ADDRESS**:  ………………..

………………………………………………………………………………………….

………………………………………………………………………………………….

**PHONE NO**.:  ………………………………………

**E-MAIL ADDRESS**:  ……………………….

**BRANCH**:  ……………..

**Delegate's requirements (please circle your answers)**

1.        Will you require overnight accommodation?                              YES  / NO

2.           If not requiring overnight accommodation, will you

 require dinner on Friday evening?     YES  /  NO

3.         Will you be accompanied by partner (and/or children)?           YES / NO

            Number and name/s of additional adults  .......................................……………

 ..........................................................................................................................

            Number /names and ages of children  ............................................……….....

 ..........................................................................................................................

            Is an additional room (at extra cost) required?                           YES  /  NO

4.        Do you require crèche places or financial assistance with

child/dependent care?                                                                   YES  /  NO

Please specify …………………………………………………………………...

......................................................................................................................

5.            Do you require any facilities for a disability, e.g. hearing,

induction loop or wheelchair accessible room?                        YES /  NO

Please specify …………………………………………………………………......

6.            Do you have any special dietary requirement?

(e.g. vegetarian)                                                                               YES /  NO

Please specify ………………………………………………………………….

**Branches will be expected to pay travel and any other expenses. Delegate costs will be reclaimed from Branches. Delegates elected by Regional Self Organised Groups/ Regional Young Members/ FE and Sixth Form Colleges Committee will have their expenses met from the Local Government Committee budget.**

**Signature of Branch Secretary (or Committee/ Forum Secretary for FE, Self Organised Group or Young Members delegates)**: ……………………………………………………….

**Date**:  …………………………………………………………………………………….

**Please return completed forms to r.bealey@unison.co.uk by 5pm Wednesday 10th October 2017.**

 **UNISON South East, 1st Floor, 56 Queens Road, READING RG1 4AZ**

**CONFERENCE CHARGES - All charges except non-delegate partners will be charged to branches:**

Delegate 24 hour rate: single ...............................................................................£125.00 per person

(includes Friday dinner, bed, breakfast, Saturday lunch & refreshments)

Day delegate rate....................................................................................................... £30.00 per person

(includes Saturday conference, lunch & refreshments only)

Non-delegate partner rate (dinner, B&B).....................................................................£30.00 per person

to be paid by member/partner

**BRANCH DELEGATIONS**

The size of the branch delegation shall be the same as that for the SE Regional Council.  When identifying delegates please note the following:

Representation should reflect the principles of fair representation and proportionality.

Branch delegates shall be elected as follows:

1st seat:          general

2nd seat          women

3rd seat           fair representation (comprising the following categories:  low paid women; black members; disabled members; lesbian, gay, bi-sexual and transgender members; young members)

Branches with 4 or more delegates are required to apply the above recurring pattern.

At least 50% of branch delegates shall be women.

Low paid women’s seats are open to those earning less than the basic hourly rate set out in the National Rule Q Reserved Low Paid Seats (£9.94 per hour).

The number of delegates branches are entitled to is based upon the following:

-         2 delegates for the first 500 full members or part thereof;

-         1 additional delegate thereafter per 500 full members or part thereof.

Please provide notification of delegates by sending me a list of:

        Delegate’s names

        UNISON membership number

        Contact email address

**by email** to **r.bealey@unison.co.uk** **no later than 5pm Wednesday 10 October 2018.**

**ACCOMMODATION**

Please note that the charge for each residential delegate will be £125. Day delegates will be charged at £30 each per day.

Fees will be recharged to branches after the event, so please **do not** send cheques.

Branches will also be expected to meet travel expenses and overnight subsistence.

If delegates wish to bring partners, they will be charged £30 for dinner, bed and breakfast, payable by the member or partner.

**TRAVEL AND PARKING**

There are 60 Spaces complimentary onsite. all vehicles entering the car park need to be registered at a Parking Eye terminal in the hotel.