

Registering places before your elections

Are your elections taking place after 12pm on Friday 8 March 2019?

If so, then you will still need to register the places before the deadline in order to reserve your spaces and accommodation.

How do I register places without delegate information?

You can make the registration without details i.e., as 'AN Other', or 'Name TBC' and include 'TBC' in the relevant fields.

What do I do once I have all the information?

We would then ask you to email us full details of your delegation to us as soon as your elections have finished. **Please send your completed information no later than 12pm on Tuesday 19 March which is the absolute final deadline.** This should be emailed to events@nus.org.uk

What information will I need?

In terms of the information we need [please see the Registration FAQ page of the Conference Hub](#). This year we have provided a [guide to the information](#) you need, which includes a form you can hand to your delegates for them to complete. It is vital that you send us ALL the information required, due to the proximity to conference we will have limited time to work on this. Please email info to events@nus.org.uk

Your delegation would still need to fall within your delegate entitlement and our Fair Representation Policy. We're unable to amend the deadline for appeals for both of these areas so we would need your delegation to be within your delegate entitlement and to have 50% self-defining women (rounded down). **We won't be able to accept your delegation if it's not in line with this and there will not be an opportunity to appeal.** [You can check your delegate entitlement and our fair representation policy by clicking here](#)

Will our delegates still be able to vote in the Priority Ballot?

Due to the timescales your delegation won't be able to vote in the Priority Ballot. This is because the team needs time to process and input email addresses into UnionCloud to run the Ballot. In order to do this we need information by 12pm on Friday 8 March 2019.

If any of our delegates have special requirements will these still be met?

We won't be able to guarantee meeting all access requirements at this point. Obviously we will do our best and things like different coloured paper printing won't be a problem. If you're able to keep in touch with us in the runup and flag any likely requirements (e.g. if a candidate has stated something) that would be immensely helpful. That way we can start looking at arrangements and adjustments in advance.

What about registering non-elected attendees?

We will still require you to register any non-elected attendees in the normal way within the stated deadlines. So please ensure you register any balcony visitors by 12pm on Friday 8 March (for accommodation) or 12pm on Tuesday 19 March at the latest.

The above spells out what NUS considers to be a fair approach to this and we hope it is helpful. However if you have any questions or concerns please don't hesitate to contact the NUS Events team on events@nus.org.uk