What you will need to register for
NUS National Conference 2019

This document includes:

* A guide to all the information you will need to collect from your colleagues to register them online for National Conference
* A form that you can hand to your colleagues for them to submit all the information you will need
* A summary of costs

The deadline to register with accommodation and to take part in the Priority Ballot is [12pm on Friday 8 March 2019](https://tockify.com/nusevents/detail/215/1552046400000).

The final deadline is [12pm on Tuesday 19 March 2019](https://tockify.com/nusevents/detail/216/1552996800000).

Before completing the registration form for yourself or your colleagues, please ensure you have the following information ready.

* **Your delegate entitlement**
	+ Each union has a number of voting delegates they can send to National Conference based on their student numbers.
	+ Registrations will not be approved until the delegate entitlement is correct. If the delegation entitlement is not correct by the final registration deadline at [12pm on Tuesday 19 March 2019](https://tockify.com/nusevents/detail/216/1552996800000) then the places will be cancelled.
	+ [Click here to check your delegate entitlement](-%09https%3A/www.nusconnect.org.uk/resources/national-conference-delegate-entitlement-2018-19).
* **Fair Representation**
	+ Fair Representation rules mean that all Voting Delegations will have to have at least 50% self-defining women on them (rounded down). For example, if the delegate entitlement is 5, then 2 delegates must self-define as women. *This applies to Voting Delegates only, it does not include Observers.*
	+ Registrations will not be approved until the fair representation is correct. If fair representation rules are not met by the registration deadline on Tuesday 19 March 2019 then the places will be cancelled.
	+ [Click here for further information on Fair Representation.](https://conference.unioncloud.org/about/your-delegation)
* **Your union’s NUS Secure Code**
	+ This is usually held by your Union’s President, Chief Exec or General Manager.
* **Registration type**
	+ You will need to know who is attending in what capacity.

[Delegate](https://conference.unioncloud.org/about/your-delegation) – a student or elected student officer who is appointed to attend as a voting delegate to National Conference on behalf of their union. They have access to conference floor, have speaking rights and can vote on motions and in elections.

[Observer](https://conference.unioncloud.org/about/your-delegation) – a student or elected student officer who is appointed to attend as a speaking observer to National Conference on behalf of their union. They have access to conference floor, have speaking rights but have no voting rights.

[Free Observer](https://conference.unioncloud.org/about/your-delegation) – as above, but only for unions with a delegate entitlement of one.

[Balcony Visitor](https://conference.unioncloud.org/resources/balcony-visitor-protocol) – has access to the Balcony to watch the Conference, but no access to Conference floor and cannot participate in Conference.

* **For your Voting Delegates…**
	+ Are they on a further education or higher education course?
	+ How was the delegate selected to attend conference?
	+ Which delegate is the delegation leader?
* **For all Voting Delegates and Observers…**
	+ Is it their first time attending National Conference?
	+ Voting Delegates and Observers are entitled to request childcare.
	*Childcare is available during for children between the ages of 1-13 years and there are 3 available options for delegates.*

*Option 1: NUS provides a crèche at the event during Conference hours*

*Option 2: Bring your own childminder to the event*

*Option 3: Child/children to be left at home and NUS make a £30 per day contribution to childcare costs*

*Delegates must complete the* [*childcare form*](https://conference.nusconnect.org.uk/resources/childcare-request-form-2019) *and send to* *events@nus.org.uk* *before 12pm on Friday 8 March.*

* **For Balcony Visitors…**
	+ All Balcony Visitors need to read and agree to our [Balcony Visitor Protocol](https://conference.nusconnect.org.uk/resources/balcony-visitor-protocol-2019).
* **For all your registrants…**
	+ Which days are they attending Conference?
	+ Their email address
	*This is particularly important to ensure the relevant person receives voting information). If you’re registering on behalf of someone please don’t enter your own email address and double check the delegate email address is correct.*
	+ Gender identity
	+ The name of their emergency contact and a contact phone number
	*This should not be someone from your Union, but someone we can contact 24/7 during event*
	+ If they will be under 18 at the time of the event, and if so, their date of birth. They will be required to complete and submit an ‘under 18 parental consent form’ before the event commences. The form can be downloaded from the [Conference hub](https://conference.nusconnect.org.uk/resources/national-conference-under18-form-2019).
	+ Dietary requirements (including any allergies)
	+ Access requirements
	+ If they require an enabler
	*Delegates with disabilities or medical/health problems attending democratic conferences can request an enabler. Enablers can attend the event at no additional cost to the delegate however, they are not able to participate in the event or conference themselves. The role of the enabler is to meet the requirements of the person they are there to support. As such, both the delegate and enabler must sign the* [*enabler protocol form*](https://www.nusconnect.org.uk/resources/nus-enabler-protocol) *before being admitted to the event. This should be returned to* *events@nus.org.uk* *by the final registration deadline at* [*12pm on Tuesday 19 March 2019*](https://tockify.com/nusevents/detail/216/1552996800000)*.*

*Please note that if the registrant is having accommodation booked through NUS, we will also arrange accommodation (including breakfast) for the enabler. All other travel and expenses will need to be met by the union.*

* + All registrants need to have seen our [Privacy Notice](https://www.nusconnect.org.uk/privacy-statements/nus-events-privacy-statement). You will need to confirm they have read this.
	+ Accommodation requirements (for registrations submitted before 12pm on Friday 8 March 2019)
	*If they require accommodation the night before; if they require single or twin accommodation; if twinning, their preferred roommate.*
	+ Purchase Order number, if you have one.

[**To register please click here.**](https://conference.nusconnect.org.uk/)

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If you have any technical issues or questions about National Conference please email events@nus.org.uk and the team will be happy to help.

National Conference registration information

|  |  |
| --- | --- |
| **Delegate Name (first, last):** |  |
| **Delegate Email Address:***Please double check this is correct* |  |
| **Registration type:** | Voting delegate/ Observer/ Free Observer/ Balcony Visitor |
| **Which days will you be attending the conference?** | Tuesday/ Wednesday/ Thursday/ All of the event |
| **Do you need accommodation?** | Monday/ Tuesday/ Wednesday/ No accommodation needed |
| **Type of accommodation:** | Single/ Twin |
| **If you’re twinning…** | Do you have a preferred roommate?  |
| **Gender Identity:** | Man / Woman / Non-binary / In another way / Prefer not to say |
| **Emergency contact name and phone number (24/7):** |  |
| **Are you under 18 at the time of the event?** | Yes/ NoIf yes, please provide date of birth: You and your parent/guardian will need to complete a [consent form](https://conference.nusconnect.org.uk/resources/national-conference-under18-form-2019).  |
| **Do you have any dietary requirements?** | Halal / dairy free / gluten free / kosher / pescatarian / vegan / vegetarian / otherPlease provide any relevant details and allergies. |
| **Do you have any access requirements?** | Please provide as much information as possible. |
| **Do you require an enabler to be able to participate in this event?** | Yes/ NoIf yes…please provide the info below:Enabler email address:Enabler dietary requirements: You’ll both be required to sign the [enabler protocol form](https://conference.nusconnect.org.uk/resources/enablers-protocol-2019) before participating in the event. |
| **Do you require any childcare provision to participate in the event?***Voting delegates and Observers only* | Yes/NoIf so, please also complete and return the [childcare request form](https://conference.nusconnect.org.uk/resources/childcare-request-form-2019) no later than Friday 8 March and inform the person making your booking. |
| **Please confirm you have read the** [**NUS Privacy Statement**](https://www.nusconnect.org.uk/privacy-statements/nus-events-privacy-statement)**.** |  |
| **Please confirm you’ve read and agreed to the** [**Balcony Visitor Protocol**](https://conference.nusconnect.org.uk/resources/balcony-visitor-protocol-2019)**.***Balcony Visitors only* | Yes/ No |
| **Are you studying on an FE or an HE course?** | FE / HE |
| **How were you selected to attend National Conference?***Voting Delegates and Observers only* | Ex officoElection by cross-campus of all stuentsElection of Student Council/Senate or similar bodyElection by another bodyOther process (please specify) |
| To help the environment we will be making all documentation available on the event app and to download and print on the Conference Hub. There will also be reference copies of other documents will be available at Information Point.**Do you need NUS to provide you with a printed copy of the Agenda and Motions document?** | Yes/ No |

Costs

|  |
| --- |
| **Attendance Fees** |
| Voting Delegate fee |  £ 0 |
| Observer Fee |  £ 180.00  |
| Balcony Visitor Admin Fee |  £ 20.00  |
| **Accommodation Fees** |
| Delegate - Single Supplement |  £ 102.00  |
| Observe/Balcony Visitor - Single accommodation |  £ 101.00  |
| Observe/Balcony Visitor - Twin accommodation |  £ 50.00  |
| Monday accommodation - single |  £ 103.00  |
| Monday accommodation - twin |  £ 50.40  |
| **Cancellation Fees** |
| Delegate cancellations after Final Deadline/no shows |  £ 20.00  |
| Substitutions after the final deadline |  £ 20.00  |