A one-day course on the planning and delivery of the 2017 annual canvass

| Course objectives | To provide a clear understanding of the key procedures involved in delivering the full household canvass.  
|                   | Provide an appreciation of the different processes and their relationship with each other, including what methods may be suitable for your local authority  
|                   | To enable members to review a range of payment structures and consider whether savings are achievable |
| Who should attend | Electoral administrators, service managers and registration officers |
| What you can expect to achieve by attending | Understand the legislative requirements for the household canvass  
|                                              | Appreciate the requirements of all canvass documents including HEFs, ITRs, deletions, solicited and unsolicited applications and the revised register  
|                                              | Explore different ways of conducting the household and personal canvassing |
This one-day course will deal with the legislative requirements and guidance relating to conducting a full household canvass, plus managing and delivering the various elements of the household audit and other electoral registration activities.

We will explore the timing and practicalities of the household canvass in different local authority environments and examine the relationship between household and personal canvassing, including non-standard addresses.

The course will also cover non-responding households, registration applications, deletions and other changes, and how to deal with current unconfirmed electors. It will also cover alterations to the register of electors and publication of the revised register.

Each course runs from 10am to 4pm with lunch and tea/coffee breaks.

The following topics will be covered:
- Legal requirements and Guidance
- Canvass and registration timetable
- HEFs and ITRs
- Local data mining, HEFs and ITRs
- Practical issues and implementation:
  - Printing, delivery, paper, electronic and other responses, hand-held devices, canvasser records, household and personal canvassers
  - Residential care homes, student halls of residence, new properties and non-standard addresses
- Canvassing approaches in different areas
  - HEF returns, potential electors, deletions and other changes
  - Current unconfirmed electors
  - Applications at non-responding households
  - Opt-outs on HEFs
  - Non-responding households and carry-forward
  - Registration correspondence
  - Publication of alterations and revised register

**Method**
The course will take the form of a workshop therefore advice and guidance will emerge through group discussions around example scenarios.

Delegates will be provided with a course pack on arrival.
Dates and Venues

9 June 2017  York postponed arranging a new date
19 June 2017  Preston
22 June 2017  Coventry
23 June 2017  Tiverton
27 June 2017  Camden
18 July 2017  Andover
1 August 2017  Cambourne
9 August 2017  Wycombe

Cost of Attendance

First delegate
AEA member  £256 (plus vat)
Non-member  £335 (plus vat)

Second and subsequent delegates from the same Authority*
AEA member  £128 (plus vat)
Non-member  £207 (plus vat)

Non members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join

*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.

If you cannot attend a substitute may attend in your place, otherwise the following cancellation charges apply:

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four weeks before the event £20.

If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.