**UNISON EAST MIDLANDS REGION**

**BRANCH OFFICER TRAINING APPLICATION FORM**

**SATURDAY 11 & SUNDAY 12 MAY 2024**

**2- DAY NON-RESIDENTIAL EVENT**

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| **Venue** | Holiday Inn, St. Nicholas Circle, Leicester LE1 5LX |
| **Course Sessions** | Saturday 9.30 am - 5.00 pm & Sunday from 9.30 am - 3.30 pm |
| **Course fee to branches** | £70 per delegate (plus optional Saturday evening meal at £25) |

**PLEASE WHICH COURSE YOU ARE APPLYING TO ATTEND:**

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| 🞏Branch Chairs 02-24-0027 |
| 🞏 Branch Communications Officers 02-24-0029 |
| 🞏Branch Equality Co-ordinators 02-24-0032 |
| 🞏 Branch Labour Link Officers 02-24-0031 |
| 🞏Branch Lifelong Learning Co-ordinators 02-24-0030 |
| 🞏 Branch Secretaries 02-24-0028 |

N.B. Priority will be given to applicants currently holding the officer position relating to their chosen course.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

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| --- | --- | --- |
| We use this information to add your name to the training database  for this event and to update your UNISON membership details | **Membership Number:**  **Full Name:** | |
| **Home address:**  **Postcode:** | |
| Course details will be sent by email by LMD staff. They will use your contact number if they need to speak to you concerning this training event. | **Email address:**  IMPORTANT: Please provide an email address that you have regular access to. We will use this to provide you with confirmation of your course place, joining instructions, etc.  **Contact telephone number:** | |
| We will use these details to contact your named person in case of emergency at the event | **Emergency telephone number:**  **Name:** | |
| We will pass these details on to the venue | **Dietery requirements – please be specific:** |

|  |  |
| --- | --- |
| Details will be used by the LMD team/shared with the course tutor to assist you to fully participate in the course. | **Facilitation needs – e.g. large print, wheelchair user, etc:** |
| A claim form will be provided with the course joining details | **Dependant Care**  🞏 Tick to request a form to claim care allowance for a child/ adult dependant for additional costs incurred whilst at the course |

**BRANCH APPROVAL AND COSTS**

The Learning & Member Development (LMD) Team will ask your branch to authorise your attendance on your chosen course and agree to pay the following costs:

- Course fees of £70 per delegate

- Optional subsidised fee of £25 per person if Saturday evening meal required

- Travel and subsistence costs

- Accommodation to be booked and paid for by the branch direct with venue

**N.B. Failure to attend the course without notifying the LMD Team will result in course fees and any venue cancellation costs being charged to your branch.**

**ACCOMMODATION**

As this is a non-residential event **NO ACCOMMODATION** will be booked by the Region.

Delegates who require overnight accommodation should contact their branch to discuss the provision/booking of overnight accommodation.

On-site accommodation should be booked by branches directly either at the Holiday Inn, Leicester at a bed and breakfast rate of £90 (single occupancy and subject to availability) or at an alternative venue.

**CATERING**

Refreshments will be provided for course delegates on arrival, mid am/pm and at lunchtime.

An optional Saturday evening meal is available at the Holiday Inn, Leicester at a subsidised cost of £25 per delegate (N.B. this will be booked for you by the Region).

🞏 I require a Saturday evening meal

Subject to availability of restaurant places, guests are welcome at the Saturday evening meal, at subsidised costs to be charged to branches after the event. Please use the separate booking form.

**Please submit your completed application form by Monday 8 April 2024**

**via email to** [**LMD@unison.co.uk**](mailto:LMD@unison.co.uk)

Any information provided on this form will be treated in the strictest confidence and will only be used for the purposes stated. This form and any attachments will be securely stored and destroyed after one year. Please note, your name and details of your course attendance will be shared with your branch to update branch training records and where necessary for the invoicing of course fees. For more information on how UNISON uses your personal data please visit [www.unison.org.uk/privacy-policy](http://www.unison.org.uk/privacy-policy)

**UNISON EAST MIDLANDS REGION**

**BRANCH OFFICER TRAINING**

**HOLIDAY INN, LEICESTER**

**SATURDAY, 11 MAY 2024**

**OPTIONAL EVENING MEAL - BOOKING FORM**

UNISON is inviting delegates attending Branch Officer Training courses to an optional evening meal at the Holiday Inn, Leicester on Saturday, 11 May at 7.00 pm.

This will be at the subsidised cost of £25 to delegates attending courses. N.B. The meal will be booked by the Region.

Subject to availability of restaurant places and completion of the booking form below, guests are welcome to attend at a cost of £35 for adults and £20 for children (12 years and under). The costs will be charged to branches after the event, so please make arrangements to reimburse your branch for the cost of your guests’ attendance at the evening meal.

**Delegate Name (£25)** ............................................................................................

**Guests**

(1) Name .............................................. 🞏 Adult @ £35 🞏 Child (12yrs or under) @ £20

Please state any dietary requirements:

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(2) Name .............................................. 🞏 Adult @ £35 🞏 Child (12yrs or under) @ £20

Please state any dietary requirements:

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(3) Name .............................................. 🞏 Adult @ £35 🞏 Child (12yrs or under) @ £20

Please state any dietary requirements:

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**I agree to pay my branch a total of £........................... in respect of my guests attending the evening meal.**

**Signed** …………………………………………………………….

🞏 Please confirm receipt of booking by email to: .................................................................

**Booking form to be returned by Monday 8 April 2024**

**via email to** [LMD@unison.co.uk](mailto:LMD@unison.co.uk)