

# Conference Bulletin

## NATIONAL WOMEN'S CONFERENCE 2021

AUGUST 2020

Conference Team	0207 121 5123
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**This bulletin contains the timetable for National Women's Conference 2021  
Please note that both motions and delegations can only be submitted online.  
There are no paper forms for registration**

The UNISON National Women's Conference will be held at Brighton Centre from 12 noon Thursday 18<sup>th</sup> February to 5.00pm Friday 19<sup>th</sup> February 2021.

The Brighton Centre  
Kings Road  
Brighton  
East Sussex  
BN1 2GR

Tel: 01273 290131

Fax: 01273 779980

Website: [www.brightoncentre.co.uk](http://www.brightoncentre.co.uk)

### UNISON Spring Conferences 2021 and COVID -19

UNISON has made the decision to begin the democratic processes for the re-commencement of UNISON Rule Book Conferences for 2021.

Under current government guidelines, we would not be able to hold a physical conference, but with the dynamic COVID-19 situation we find ourselves in, things may change.

We think it is really important to put plans in place so that if we can hold conferences in 2021, we will do so.

With this in mind, we have opened Online Conferencing System (OCS) to allow branches to register delegates and submit motions in line with the rule-book requirements.

**Please note the deadline to submit motions on OCS is 12.00 noon on Friday 16<sup>th</sup> October.**

Please be advised of the following concerns and how they can be addressed:

We have been working closely with venues and they all have COVID-19 management plans and have systems in place to manage any risk controls (re: temperature checking / social distancing / increased cleaning etc.) if / when they are allowed to open once again. We will continue this work during any conferences.

Booking travel – please book all travel through Stewart Travel which will give us the ability to reclaim some of the travel costs incurred, in case the event is not able to go ahead.

Booking accommodation – please book any accommodation required with a reputable provider with a generous cancellation policy, in case the event is not able to go ahead.

At present, conference will not have any visitors, so that we can manage numbers and social distancing effectively.

All Conferences will concentrate on conference business only with minimal additional meetings – this will ensure that you are not away from home in unfamiliar surroundings for too long.

UNISON Conference Office will monitor all government guidance, including any local lockdown information and will make any decisions necessary to make sure we stay as safe as we can at conference. Our members health, safety and welfare is our primary concern.

## Timetable

Deadline for submission of Motions and Amendments to Standing Orders	12.00 noon	Friday 16 <sup>th</sup> October 2020
Publication of Preliminary Agenda	5.00pm	Friday 30 <sup>th</sup> October 2020
Deadline for Registration of Delegates on OCS	5.00pm	Monday 30 <sup>th</sup> November 2020
Deadline for submission of Amendments	12.00 noon	Friday 4 <sup>th</sup> December 2020
Deadline for submission of crèche places	5.00pm	Monday 14 <sup>th</sup> December 2020
Publication of Final Agenda		Monday 18 <sup>th</sup> December 2020
Deadline for submission of reasonable adjustment requests for access	5.00pm	Thursday 7 <sup>th</sup> January 2021
Deadline for submission of Emergency Motions	9.00am	Wednesday 10 <sup>th</sup> February 2021
Deadline for submitting <b>Change</b> of Delegates on the OCS	5.00pm	Monday 15 <sup>th</sup> February 2021

Enclosed with this conference bulletin, and available for download on the conference webpage: <https://www.unison.org.uk/events/2021-womens-conference/> are the following:

- Delegate Travel Form

## Information on how to submit motions and delegations using UNISON's Online Conference System (OCS)

**Which branch officers can use the OCS?** Motions and delegations can be submitted at branch level by either the Branch Secretary or Branch Chair. The non submitting branch officer will receive e-mail copies of the motion or delegation submission as soon as it is submitted. Branch employed staff will also be able to enter motions but will not have authority to submit them on behalf of a branch. At regional level, the regional head of the service group will be authorised to submit the motion/delegation, with the chair of the regional committee receiving an instant e-mail copy. This process is replicated at national level for national bodies and their relevant chairs and secretaries.

**Which members can use the OCS?** When a member is registered as a delegate to a conference, they will receive an e-mail informing them of this as long as their e-mail address is listed on the RMS. They can then also access the OCS to upload their photograph, to make online requests for reasonable adjustments and crèche places, which should be made by the stated deadline.

**How will these people access the OCS?** Users access the OCS via the UNISON website at [www.unison.org.uk](http://www.unison.org.uk) and clicking on 'My UNISON' - which is located at the top of the front page. Using your UNISON membership number and surname, register once and you will be issued with a password. For subsequent access, simply click on 'My UNISON' and then 'Sign-in now' and you will need your membership number and the password you were issued. Branch employed staff should call their regional contact.

**What if the correct branch people have accessed 'My UNISON' but then cannot access the OCS?** Key to accessing the OCS is ensuring that the data held on UNISON's membership system, the RMS, is correct. It records which members hold the key positions of Branch Secretary and Branch Chair. If this information is incorrect, or if it changes, the branch needs to ensure that the RMS records are updated immediately. Then the individual should call their regional contact.

**What else needs to happen?** It will help the system to function if these key branch people also have an e-mail address stored on their RMS records. Please contact your branch or regional RMS team urgently, to make this happen. Each delegate within a delegation should also have their date of birth stored on the RMS.

**Delegates to Conference:** It is important that we collect e-mail addresses for those members wishing to participate in any way in the conference. The e-mail address can be any one that you have easy access to e.g. your personal e-mail, branch e-mail or that of a friend or relative.

- If you already have an e-mail address and access to the UNISON website, the quickest way to update your details is to go to the UNISON website and click on My UNISON – you will need your UNISON membership number.
- If you don't have an e-mail address or don't have access to the UNISON webpage, you can contact UNISONdirect on 0800 0 857 857 and provide them with the details of your preferred e-mail address to update your UNISON Membership records – you will need your UNISON membership number.
- Or, you can contact your local UNISON branch and provide them with the details of your preferred e-mail address to update your UNISON membership records – you will need your UNISON membership number.

**Key contacts:**

If you have a 'My UNISON' registration issue: UNISONdirect on 0800 0 857 857.

If you have an OCS issue, please contact your relevant regional contact:

Listed below are the Conference contacts for each region, who can also assist with online conference registration:

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	<a href="mailto:a.tickner@unison.co.uk">a.tickner@unison.co.uk</a>
East Midlands	Colleen Forrest (Tues & Fri only)	0115 847 5468	<a href="mailto:c.forrest@unison.co.uk">c.forrest@unison.co.uk</a>
	Katrina Grace (Mon & Tues only)	0115 847 5417	<a href="mailto:k.grace@unison.co.uk">k.grace@unison.co.uk</a>
Greater London	Shelley Davey Lorraine Tant Cally Thompson	0207 535 6648	<a href="mailto:glrconference@unison.co.uk">glrconference@unison.co.uk</a>
Northern	Allison Jackson	0191 245 0805	<a href="mailto:a.jackson2@unison.co.uk">a.jackson2@unison.co.uk</a>
Northern Ireland	Elizabeth Robinson	02890 270190	<a href="mailto:e.robinson@unison.co.uk">e.robinson@unison.co.uk</a>
North West	Kim Scott	0161 661 6777	<a href="mailto:k.scott@unison.co.uk">k.scott@unison.co.uk</a>
	Gillian Gorman	0161 661 6743	<a href="mailto:g.gorman@unison.co.uk">g.gorman@unison.co.uk</a>
Scotland	Rosaleen Rodgers	0141 342 2816	<a href="mailto:r.rodgers@unison.co.uk">r.rodgers@unison.co.uk</a>
	Jean Fraser	0141 342 2880	<a href="mailto:j.fraser@unison.co.uk">j.fraser@unison.co.uk</a>
South East	Louise Barter	01483 406 5478	<a href="mailto:l.barter@unison.co.uk">l.barter@unison.co.uk</a>
	Kieran Pearson	01483 406510	<a href="mailto:k.pearson@unison.co.uk">k.pearson@unison.co.uk</a>
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	<a href="mailto:j.gollings@unison.co.uk">j.gollings@unison.co.uk</a>
Cymru/Wales	Beverley Powell	02920 729475	<a href="mailto:b.powell@unison.co.uk">b.powell@unison.co.uk</a>
West Midlands	Claire Kenny	0121 685 3174	<a href="mailto:c.kenny@unison.co.uk">c.kenny@unison.co.uk</a>
Yorkshire & Humberside	Laraine Senior	0113 218 2333	<a href="mailto:l.senior@unison.co.uk">l.senior@unison.co.uk</a>
	Joanne Turnbull	0113 218 2322	<a href="mailto:t.turnbull@unison.co.uk">t.turnbull@unison.co.uk</a>

**Branch Representation**

The scheme of branch representation provides for a **national conference of women members** with representatives from regional and branch groups, women members of the NEC and members of the National Women's Committee, the national SOG committees and national young members' forum.

**National and Regional Representation**

The following bodies are eligible to send two delegates: Regional Women's Groups, National Black Members' SOG, National Disabled Members' SOG, National LGBT SOG, National Young Members' Forum, National Retired Members' Organisation.

## **Proportionality and Fair Representation**

In line with all other UNISON conferences, the principles of proportionality and fair representation contained in the NEC's Scheme of Branch Representation will be applied to encourage participation of groups such as young and low paid members in particular.

- 1) Branches sending 3 delegates must include one low paid woman member in the delegation. Low paid members are those with a basic hourly rate as identified in Rule Q, Definitions.
- 2) Branches sending 4 delegates must include one young member in the delegation (i.e. age 26 or under at the end of conference).

Branches must be pro-active in filling the low paid member's seat. In identifying low paid members, branches should ensure they consider all employers and all workforces covered by the branch. Branches with more than one delegate should also seek to achieve fair representation as defined in Rule Q:

"Fair Representation is the broad balance of representation of members of the electorate, taking into account such factors as age and low pay, the balance between full time and part time workers, manual and non-manual workers, different occupations, skills, race, sexual orientation, disability and gender identity".

## **Branch Delegations**

Representation is on the basis outlined below, up to a maximum of five delegates:

1 - 2000 women members :	1 delegate
2001 - 4000 women members :	2 delegates
4001 - 8000 women members :	3 delegates
8001 - 12,000 women members :	4 delegates
12,001 + women members :	5 delegates

If you are uncertain how many women members there are in your branch, your regional RMS department will be able to advise you.

## **Transgender Members**

Members who are in the process of transitioning gender may not yet have changed their UNISON membership details. For example, a member may wish to attend conference as a woman, but may still be attending work as a man. Members will therefore be registered for conference as the gender in which they will attend the conference, irrespective of their gender recorded on the RMS. Please note, however, that only members identifying as women are eligible to attend this conference. To ensure that nominations are not rejected, please contact the Conference Office on 020-7121 5123 with information on any online delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

## **Fitness to Attend Conference**

With the introduction of Fitness to Work sick notes are slightly different now. Members who are off sick from work may have an illness/condition which means they can't perform some tasks but can perform others. They may have a fitness to work certificate which means they return to work with certain caveats – e.g. places limits on the types of tasks they can perform at work and duration.

So if a member is not at work and off sick and wants to attend Women's Conference they need to ask for a note from their GP indicating they are fit to attend the conference (travel/sitting for long periods).

We also advise them to get a note from their employer agreeing to their attendance at conference, as this may be a different activity from those at work which they are not able to do.

Members should send a copy of the Fitness to Attend note to Tracey Ayton Harding, Head of Conferences and Designated Health & Safety Manager, in advance of the conference. This information will be treated with confidentiality.

### **Please help us to help the environment**

We're doing our best to reduce the environmental impact of our conferences. This year, we are providing all delegates with the chance to opt out of being sent paper copies of our conference materials as part of the delegates' despatch. All these documents will be available online on the UNISON website. You can then download them onto your laptop or tablet to view online while you are at conference. If you wish to opt out please indicate this on the "My requirements" screen options on the Online Conference System (OCS). If you do not opt out, you will be sent all documentation in hard copy form.

### **\*\*\*IMPORTANT INFORMATION\*\*\***

#### **My Requirements**

Requesting personal requirements such as Reasonable Adjustments or Personal Assistants on the Online Conference System (OCS) can only be done in the "my requirements" section by the registered delegate themselves. Once a delegate is registered, the OCS will automatically send out an e-mail to the person with a web link which they can click on to access the OCS and input the personal requirements they require. For any assistance please contact your regional conference contact from the list in this bulletin.

#### **Reasonable Adjustments**

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **5pm, Thursday 7<sup>th</sup> January 2021**.

For any reasonable adjustments required, please complete the request online by the stated deadline. Authorisation for personal assistance/facilitation is required from your Branch Secretary that this expenditure will be approved.

#### **Please remember that BSL Interpreters will only be available if requested in advance.**

While we work within the context of the social model of disability this does not mean that UNISON can automatically provide all resources that are requested as adjustments. We have to consider the finite resources available both in terms of space and finances in order that we can balance our commitment to the social model with the resources available, and channel them to where they are needed most. Where resources are allocated, this is done on the understanding that the member will use the resources at all times that they are in the conference hall. Failure to do so may result in the resources being reallocated.

Members requesting seating, tables, footrests, which impact on the space available on the floor of conference, will be asked what barriers they face that require this adjustment for their participation.

While not requesting detailed personal information, UNISON will require sufficient information in order to understand the barriers faced to get the right resources to the right people for this Conference. This will assist us in making adjustments that are meaningful and appropriate to the individual.

The union will determine the allocation of limited resources. If necessary, this may include reserving the right to seek additional information.

We will apply a necessary cut off point for requests, as close as possible to the conference while not impacting on the requirements to produce regional seating plans in good time for advance circulation. The deadline is **5pm, Thursday 7<sup>th</sup> January 2021**. We will retain a limited ability to respond to unexpected circumstances that affect a delegate at short notice prior to the conference.

### **Personal Emergency Evacuation Plan (PEEP)**

If a delegate or visitor from your branch requires a PEEP for the Brighton Centre, please ask them to indicate this with their online request.

### **Crèche and Babysitting**

Please note that crèche provision is available for children up to and including the age of 16 years. Arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide babysitting. Should you require this service please complete the request online, by **Monday 14<sup>th</sup> December 2020**. Delegates and visitors are reminded that the cost for babysitting is borne by the branch so authorisation is required from your branch secretary that this expenditure will be approved.

### **Language**

The language we use is important and reflects deep-rooted and long-standing power structures and beliefs. Racist, disablist, sexist, transphobic, ageist, biphobic or homophobic language will not be tolerated. Generalisations are seldom helpful and seldom true: please avoid making them. Jokes or comments based on sexist, racist, disablist, ageist, homophobic, biphobic or transphobic ideas should not be made. Remember that some of us do not identify on the gender binary, so expressions such as 'sisters and brother' do not include us all.

### **Conduct of delegates**

All delegates, visitors, staff and facilitators are expected to behave in a courteous manner. Aggressive, offensive, intimidatory, disrespectful or unacceptable behaviour will not be tolerated. This applies to all aspects of communication, at or in connection with the conference, including postings on social media. Complaints will be treated seriously.

As trade unionists we do not expect any of these problems to arise, however issues of unsatisfactory conduct by anyone attending conference can be raised with the conference information desk.

### **Change of Delegate**

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date for registration of delegates by **Monday 30<sup>th</sup> November 2020**. Any changes must be in accordance with the Scheme of Branch Representation.

After 5.00pm, **Monday 15<sup>th</sup> February 2021** no more changes can be made on the OCS. If a branch needs to make an emergency change to its delegation after this date then an 'Emergency Change of Delegate' form will need to be completed.

This form will be available on the UNISON website from **Tuesday 16<sup>th</sup> February 2021** and will also be available from the Conference Desk at **Brighton**.

## **Motions : Amendments to Standing Orders : Amendments to Motions : Emergency Motions**

- Motions **must** be submitted online.
- Motions **must** state the date of the meeting at which the motion was agreed.
- Motions must be submitted by the deadline.
- Motions should cover one subject only and can only instruct the National Women's Committee. Motions should not instruct the NEC, Service Groups or other national committees or outside bodies, such as the Labour Party.

Further guidance is enclosed.

## **Annual Report**

The Annual Report of the National Women's Committee will be published by **Friday 8<sup>th</sup> January 2021**. If branch or regional women's groups wish to raise questions on the Annual Report, these must be submitted in writing by **Thursday 11<sup>th</sup> February 2021**. At National Women's Conference, only questions supplementary to written questions will be taken. This is to ensure that proper consideration can be given to questions raised, and a considered response can be given.

## **Travel Arrangements**

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Travel application forms are attached to this bulletin. Wherever possible, please ensure train tickets are collected from your most convenient train station. Branches are reminded that:

- Travel costs for **Delegates only** will be funded from National Office.

*Please note that a booking fee is applicable – further details from Stewart Corporate Travel.*

Branches are responsible for funding their delegates' at conference. Subsistence should cover the cost of accommodation, meals, childcare, dependent care and facilitation.

Branches are reminded of the Organising for Equality guidelines which state that "Branch delegates to self-organised group conferences should normally be given the same level of subsistence as branch delegates to other UNISON conferences". The guidelines can be found at:

<https://www.unison.org.uk/search/organising+for+equality+guidelines/>

Any branches that may suffer financial difficulties as a result of these procedures may apply in writing to the Finance Officer for consideration for additional branch funding.

Driving is discouraged for conference unless delegates are travelling together or as a reasonable adjustment. Total reclaimable will be the cost of standard tickets or cost of car travel – whichever is the lesser. Driving to Conference as a reasonable adjustment must be authorised by the Head of Conferences.

## **Accommodation**



Branches are advised to book any accommodation required with a reputable provider with a generous cancellation policy, in case the event is not able to go ahead.

Please ensure that members have written confirmation of any booked and paid for accommodation.

### **Prepaid Cards**

Union Income Ltd have agreed to provide a corporate version of its prepaid card still with the UNISON branding. If your branch requires a prepaid card then this is the card that is the preferred option above others generally available.

An application will normally take about 14 working days to turnaround and you can request an information pack and application form by contacting:

UNISON Prepaid Plus Customer Services, 39-51 Highgate Road. London NW5 1RT or email [customerservices@unisonprepaid.com](mailto:customerservices@unisonprepaid.com)

### **Credit Cards**

If your branch does not specifically require a prepaid card the other best option is a credit card from Unity Trust Bank called Unity Corporate MultiPay Card. It is more flexible and is linked to branch current account. Details of the Corporate MultiPay card and further information on how to apply are available from their website at [www.unity.co.uk/multipay](http://www.unity.co.uk/multipay). To help branches switch to this Unity Trust credit card, the bank has agreed to waive the one off administration fee of £50 for all current ALTO card customers who apply for a Multipay card.

### **Data Protection**

The information you provide via the OCS, in addition to your information held on UNISON's membership database, will be used for the organisation and administration of Conference. It may also be used for statistical purposes as this helps us plan future conferences. We will process your personal data in compliance with the requirements of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation 2016 (GDPR). You can find out more about how UNISON processes your personal data by going to [unison.org.uk/privacy-policy](http://unison.org.uk/privacy-policy) or emailing [dataprotection@unison.co.uk](mailto:dataprotection@unison.co.uk).

**UNISON National Women's Conference**  
**Thurs 18<sup>th</sup> – Fri 19<sup>th</sup> February 2021, Brighton Centre**  
**DELEGATE RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name \_\_\_\_\_ A/C Code. 0-22-15-20

Branch Name \_\_\_\_\_ Branch No. \_\_\_\_\_

Branch Address \_\_\_\_\_

**Additional Travellers**

Child/Facilitator name \_\_\_\_\_ Child's Age \_\_\_\_\_

Child/Facilitator name \_\_\_\_\_ Child's Age \_\_\_\_\_

**Journey Details**

	Date	Time of Travel	From	To	Sleeper Y/N
Outbound					
Return					

Please tick the appropriate boxes

**Ticket Type**    Single     Return     Flexible     Fixed

Do you require any special Requirements, i.e. seating preference? **Y/N** If yes, please give details below

Do you hold a Travel Discount Card?    Y/N

If the answer is yes, which card do you hold? \_\_\_\_\_

Please fill in the Name and email address tickets should be sent to:

<b>Name</b> _____
<b>Membership Number</b> _____
<b>Tel No.</b> _____ <b>E-mail</b> _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

**Tel No:**    **0800 091 4272**                      **Fax:**    **0141 226 2960**

**E-mail:**    [unison@stewarttravelmanagement.com](mailto:unison@stewarttravelmanagement.com)

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

## GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals.
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Ticket codes will be sent via email with the delegate collecting from the nearest available train station. A credit/debit card will be needed for this, but will not be charged.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. If you hold a Travel Discount Card such as the Young Persons/Student or Disabled, Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
9. Journey details must be as precise and clear as possible indicating,
  - Date of travel, both outward and return
  - Preferred time of travel
  - Whether a seat reservation is required
  - Departure and destination stations
  - If you require a sleeper ticket
10. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Travel Management address: 3rd Floor, Sterling House, 20 Renfield Street, Glasgow, G2 5AP
12. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking rail travel only.

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**UNISON National Women's Conference**  
**Thurs 18<sup>th</sup> – Fri 19<sup>th</sup> February 2021, Brighton Centre**  
**DELEGATE AIR TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name \_\_\_\_\_ A/C Code 0-22-15-20

Branch Name \_\_\_\_\_ Branch No \_\_\_\_\_

Branch Address \_\_\_\_\_

**Additional Travellers**

Child/Facilitator name \_\_\_\_\_ Child's Age \_\_\_\_\_

Child/Facilitator name \_\_\_\_\_ Child's Age \_\_\_\_\_

**Journey Details**

**OUTBOUND FLIGHT**

DATE: \_\_\_\_\_ TIME OF FLIGHT: \_\_\_\_\_

JOURNEY FROM: \_\_\_\_\_ TO: \_\_\_\_\_

*RETURN FLIGHT*

DATE: \_\_\_\_\_ TIME OF FLIGHT: \_\_\_\_\_

JOURNEY FROM: \_\_\_\_\_ TO: \_\_\_\_\_

IF YOU HAVE ANY SPECIAL REQUIREMENTS - DIET, SEATING PREFERENCE, ETC. PLEASE GIVE DETAILS BELOW

Please fill in The Name and Address tickets should be sent to:

<b>Name</b> _____
<b>Membership Number</b> _____
<b>Address</b> _____
<b>Tel No.</b> _____ <b>E-mail</b> _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

**Tel No:** 0800 091 4272 **Fax:** 0141 226 2960

**E-mail:** [unison@stewarttravelmanagement.com](mailto:unison@stewarttravelmanagement.com)

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

## GUIDELINES: DELEGATE AIR TRAVEL APPLICATION FORM

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2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. Journey details must be as precise and clear as possible indicating,
  - Date of travel, both outward and return
  - Preferred time of travel
  - Departure and destination Airports
9. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Air fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
10. Stewart Travel Management address is: 3rd Floor, Sterling House, 20 Renfield Street Glasgow, G2 5AP.
11. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking air travel only.