UNISON HEALTHCARE - BRANCH UPDATE
From: Sara Gorton, UNISON National Secretary – Health

BRIEFING HC-037-19
18 April 2019

Registration is now open for the National OT Stewards’ Training Seminar – 13 & 14 November 2019

Who needs to know?
- All Health Branches
- All Local Government Branches

Summary:
Registration is now open for BAOT/UNISON stewards to register a place at the popular annual training seminar to be held on 13 & 14 November 2019 at Warwick University, Coventry. This circular explains how branches can register OT stewards to attend.

In full:
This year’s BAOT/UNISON National Occupational Therapy Stewards’ Training Seminar will be held on 13 & 14 November 2019 at Warwick University, Radcliffe Conference Centre, Coventry CV4 7SH www.warwickconferences.com The seminar will begin at lunchtime on Wednesday, 13 November and finish at 3.15pm on Thursday, 14 November.

The seminar provides an opportunity for BAOT stewards from both health and local government to come together to discuss key employment relations and professional issues. The seminar will include presentations and a range of practical workshops to assist BAOT stewards in their trade union role, and will provide an opportunity for stewards to network in regional groups. In a survey of those who attended the 2018 seminar, 100% of respondents would recommend it to other BAOT stewards.

Applications are particularly welcome from new stewards, but please note that the seminar does not include training on the role of a steward, as all workplace reps should complete the foundation course for new UNISON stewards, ideally prior to the seminar.

Branches are asked to encourage their BAOT/UNISON OT stewards to attend. The cost of the venue and all materials will be met centrally. Branches are asked to cover the registration fee for each delegate’s accommodation, travel and food costs.

Information on the seminar agenda and topics for the workshop sessions will be reported in the regular BAOT Steward email updates as the programme takes shape.

Contact UNISON on 0800 0857 857 or visit www.unison.org.uk
Registration fees:

- Full fee (seminar, all meals and overnight accommodation on 13 November): £250.
- Day delegate fee (seminar only, including lunch): £60 per day.
- Extra accommodation – dinner, bed and breakfast on 12 November: £90.

Branches are required to book and fund travel and any additional subsistence costs for those attending.

How to register your BAOT Steward/s to attend:

1. Complete one application form (attached), for each steward attending the seminar.
2. You can submit completed form/s to the seminar organisers either by post or email (see attached form for details.)
3. Pay the seminar fees in full either by bank transfer to:

   **Account No:** 33015774 (UNISON General Fund)  
   **Sort Code:** 60-83-01  
   **Payment reference:** BAOT Seminar 2019

   or by cheque payable to UNISON, and send to June Chandler, UNISON Centre, 130 Euston Road, London, NW1 2AY.

What happens next?
Once we receive completed registration form/s and payment, we will email the branch and the delegate/s to confirm that they are registered.

Action for branches
Please circulate the seminar dates and details to your BAOT Stewards and encourage them to register a place.

Author: June Chandler  
Email: j.chandler@unison.co.uk
BAOT/UNISON Occupational Therapy Stewards’ Training Seminar, 13 & 14 November 2019 University of Warwick

Please complete ONE form per steward and ensure the details are clear
Deadline: Friday, 6 September 2019

I wish to nominate the following BAOT steward to attend the seminar

**This section to be completed by the branch**

<table>
<thead>
<tr>
<th>BAOT Steward’s Name</th>
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<tbody>
<tr>
<td>UNISON Membership Number</td>
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<tr>
<td>Branch Name</td>
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<td>Branch Code</td>
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<tr>
<td>Branch Secretary’s Name</td>
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<td>UNISON Region</td>
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**This section to be completed by the BAOT steward**

<table>
<thead>
<tr>
<th>Mobile Number</th>
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<tr>
<td>Email Address</td>
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<tr>
<td>Work area, e.g. Health, Local Government</td>
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<tr>
<td>Have you completed the foundation course for new stewards?</td>
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<tr>
<td>Have you attended the seminar before?</td>
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<tr>
<td>Emergency contact name and number</td>
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DIETARY REQUIREMENTS
Vegetarian □  Vegan □  Other (please specify)

ACCESS REQUIREMENTS
Please indicate if any of the following facilities are required:
□ Braille  □ Lip Speaker  □ Speech to text
□ Wheelchair access/space  □ Large Print  □ Space for facilitator
□ Other (please specify) ____________________________________________

REGISTRATION FEE
please complete the following details and enter payment total

<table>
<thead>
<tr>
<th>Fee</th>
<th>Payment total</th>
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<tr>
<td>FULL FEE (includes seminar, plus all meals and overnight accommodation on Wednesday, 13 November)</td>
<td>£250</td>
</tr>
<tr>
<td>DAY DELEGATE per day (seminar and lunch only. No accommodation)</td>
<td>£60 per day</td>
</tr>
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If you require dinner, bed and breakfast for the night of Tuesday, 12 November, please indicate below. The extra night must be agreed and paid for by the Branch. Tuesday, 12 November 2019

Total Due: £90

I confirm that payment has been made by bank transfer to:
Account No: 33015774 (UNISON General Fund)
Sort Code: 60-83-01
Payment reference: OT Seminar 2019

OR

by cheque payable to UNISON

Please return your completed form by FRIDAY, 6 SEPTEMBER 2019 - either by post to: OT Seminar, c/o June Chandler, UNISON Centre, 130 Euston Road, London, NW1 2AY OR: complete this word document and email it to: j.chandler@unison.co.uk

Cancellation Policy
We will try to identify someone to fill a cancelled place but if this is not possible, there will be no refund for any places cancelled after 14 June 2019, due to the venue’s cancellation terms and conditions. Branches can send a substitute delegate at any time. All substitutions and cancellations must be notified using the contact details below.

For further assistance, please contact the seminar organisers:
June Chandler: 020 7121 5508  j.chandler@unison.co.uk
Richie Lewis: 020 7121 5532  r.lewis3@unison.co.uk
Hanna Najeme: 020 71215498  h.najeme@unison.co.uk

ends