

ACTU Congress 2009 Registration Instructions

Union Identification Code (UIC)

The ACTU has informed each affiliate how many votes they are able to exercise at Congress 2009. They have also been allocated a Union Identification Code (UIC) which is unique to each individual affiliate.

Online Registration

To minimise the use of paper at Congress 2009, all delegate registrations and the accreditation of observers and media representatives will be done online.

To register online please go to the ACTU Congress website
<http://www.actu.asn.au/Events/Congress2009.aspx> Click on the register online link.

1. Please enter your unique Union Identification Code where the letters **UIC** are displayed.
2. "Delegate type" refers to a **Voting Delegate, Observer or Media Representative** (see further information regarding observers and media representatives below). If you are registering for more than one "delegate type" you will need to re-enter the site using your UIC code.
3. Press the "**Log In**" button.
4. **Personal information section.** It is imperative that the areas with an * are completed so that we are able to make contact with you.
5. **Profile information section.** It is important that this information is completed. Click on the various boxes that are applicable to you the person who is registering.
6. **Union information section.** Please check that the information is correct.
7. **Allocating votes.** Please allocate the number of votes (i.e. one, two three or four) to each voting delegate that you are registering for.
8. **Registration information.** If the delegate is attending the Congress dinner. Click on

drop down box where it indicates '**Select an Add on**'.

9. **General registration comment.** Please type any additional information you may wish to add in this box.
10. **Method of payment.** Online payment is not possible for the Congress Dinner. After completion of the online registration form the National Office will receive an invoice by mail for the cost of any attendances at the Congress Dinner. The invoice will detail payment options.
11. **Additional delegate registration.** Please indicate how many delegates you will **be registering for**.
12. **Program selection completed.** Please tick when you have completed the registration form for the first delegate to enable you to continue to the next page if you are doing multiple registrations.
13. **Click on the "Send Registration" button.**

Multiple Registrations

(a) Prior to online registration you will need to divide your registrations into **Delegate Types** (if applicable – see 2 above). You can only register Voting Delegates in the "**one hit**". To continue with registration for any observers or media representatives, you will have to log into the online registration page and use your UIC to register such people.

(b) **Personal Information for Additional Delegate 1.** This will depend on how many additional registrations you indicated in step 11. Please follow the process from steps 1-13.

(c) If you have any questions please contact Debbie Gower on dgower@actu.asn.au or 03 8676 7263.

(d) A confirmation email will be sent to each delegate confirming their

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registration. Each delegate should bring a copy of the confirmation email along to the Registration Desk at Congress.

Multiple Voting Delegates

Unions may nominate their delegates voting rights in accordance with the multiple voting provisions within the ACTU Rules. A union nominated delegate may exercise one, two, three or four votes. There can only be a maximum of 4 votes allocated to any one delegate. Delegates with multiple voting rights are issued with their appropriate “voting bat” when collecting their name badge at the Congress Registration Desk.

Unions who wish to change a delegate’s voting entitlements at Congress will need to do the following:

- (i) The delegate concerned must produce written authorisation such as a letter on union letterhead and signed by an authorised official identifying the delegate and the voting entitlements ([delegation change form](#)).
- (ii) Any previously issued voting bat(s) .

On receipt of these items at the Congress Credentialing Desk, ACTU staff will make the necessary changes. New voting bat(s) with the correct details will be issued to the delegate.

Please note

Credentialing changes will **NOT** be made unless the above conditions are met.

Assistant Secretary Geoff Fary or other ACTU officers will be available to assist to resolve any issues relating to the credentialing for delegates.

Observers

Unions may nominate observers and/or media representatives to attend the ACTU Congress 2009. Observer status may also be granted to other persons/groups/associations on application to the ACTU.

Please contact dgower@actu.asn.au with a letter of application to obtain approval for observers and/or media representatives to attend.

Observer status gives the opportunity to attend all sessions of Congress. However, Congress may decide to deem some sessions as ‘closed’ sessions and all non-delegates will be required to leave the room.

Observers will be allocated a designated seating area in the Congress Hall.

Media Representatives

Media representatives will need to be accredited before they can be admitted to the ACTU Congress 2009. To register for a media pass email contact information, title, and employer to dgower@actu.asn.au to receive a personal code. Media passes will be available on-site at the Congress Registration Desk.