



2019 Local & European Election Training Workshops

March, April and May 2019

As for previous elections, the Institute of Public Administration is working with the Department of Housing, Planning and Local Government to plan the delivery of training for staff involved in the Local and European Elections.



The Local and European Election Workshops are designed for Returning Officers, Deputy Returning Officers, Count Supervisors and other relevant staff. Each workshop will cover all aspects of organising the elections and will concentrate, in particular, on the following areas:

- Nominations, postal and special votes,
- Detailed procedures for the counting of votes including the use of the e-count programme during the count,
- Details and demonstration of how to conduct a re-count.

Workshop Features:

- ✓ A mock election will be conducted in order to demonstrate the procedures and principles involved in both the count and re-count.
- ✓ Materials used during the programme will include results of previous elections which demonstrate the principles applied both during a count and re-count.
- ✓ The workshop leaders will include John Condon, Pdraig Hughes and Beatrice Heneghan, each of whom have many years' experience of election counts with Mayo County Council and elsewhere.

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Workshop Details:

The Workshops will be offered in the following locations: Dublin, Cavan, Cork, Limerick, Sligo, Tullamore and Wexford. Please see below for venues and dates.

The number of places on each workshop is limited to 40. These places will be offered on a first come, first served basis. Early Booking is recommended to secure a place at your preferred workshop. Bookings must be received in writing.

Participants are asked to register at 9:30am. Each workshop will commence promptly at 10:00am and will finish no later than 5:15pm.

The cost of attendance is €300 per person. Lunch and refreshments will be provided at each workshop. Accommodation is not included.

Workshop Dates & Venues:

Workshop Dates, Venues & Booking Information

Date	Venue	Location
7 March 2019	Radisson Hotel	Limerick
14 March 2019	Ferrycarrig Hotel	Wexford
15 March 2019	Aviva Stadium	Dublin
28 March 2019	Tullamore Court Hotel	Tullamore
29 March 2019	Oriel Hotel Ballincollig	Cork
4 April 2019	Sligo Park Hotel	Sligo
5 April 2019	Slieve Russell Hotel	Cavan
11 April 2019	Aviva Stadium	Dublin
17 May 2019 (NEW DATE ADDED)	Mullingar Park Hotel	Mullingar

Cancellation Policy

Please note, that in the event of a cancellation less than 48 working hours before the commencement of a workshop, a 15% cancellation fee will be charged. Cancellation fee will also apply to non-arrivals on the day.

Further Information | Bookings

Bookings must be received in writing using the attached form or [Book Online Here](#). If booking online, please advise your preferred workshop date and location.

For further information, please contact the Central Bookings Office (details below)

Central Bookings Office

Training and Development Division

Institute of Public Administration

57-61 Lansdowne Road, Ballsbridge Dublin D04 TC62

Tel: 01 240 3666 | Email: training@ipa.ie | www.ipa.ie



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Please select your preferred workshop & complete form below.

Please Tick	Date	Venue	Location
<input type="checkbox"/>	7 March 2019	Radisson Hotel	Limerick
<input type="checkbox"/>	14 March 2019	Ferrycarrig Hotel	Wexford
<input type="checkbox"/>	15 March 2019	Aviva Stadium	Dublin
<input type="checkbox"/>	28 March 2019	Tullamore Court Hotel	Tullamore
<input type="checkbox"/>	29 March 2019	Oriel Hotel Ballincollig	Cork
<input type="checkbox"/>	4 April 2019	Sligo Park Hotel	Sligo
<input type="checkbox"/>	5 April 2019	Slieve Russell Hotel	Cavan
<input type="checkbox"/>	11 April 2019	Aviva Stadium	Dublin
<input type="checkbox"/>	17 May 2019	Mullingar Park Hotel	Mullingar

**Booking
Form**

Participant Name:

Grade/Title:

Organisation:

Address for Correspondence:

Telephone:

Participant Email:

Send invoice to:

Address for invoice:

Purchase Order Number:

Please note that bookings cannot be confirmed without an accompanying PO number.

Name of Authorising Officer:

Date:

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