



# 2019 Local & European Election Training Workshop

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## REFRESHER SESSION – May 2019

Given the demand from local authorities, the Institute of Public Administration has scheduled a refresher training session for staff involved in the Local and European Elections.

Based on participant feedback from previous workshops, this one-day workshop will have a greater emphasis on the re-count.



This Local and European Election Training Workshop is designed for Returning Officers, Deputy Returning Officers, Count Supervisors and other relevant staff. This refresher workshop will cover all aspects of organising the elections and will concentrate, in particular, on the following areas:

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

### Workshop Features:

- ✓ A mock re-count will be conducted in order to demonstrate the procedures and principles involved.
- ✓ 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 are John Condon, Pdraig Hughes and Beatrice Heneghan, each of whom have many years' experience of election counts with Mayo County Council and elsewhere.

## Workshop Date, Venue & Booking Information

### Refresher Workshop Details:

The Workshop will take place in the Mullingar Park Hotel on 17 May 2019.

The number of places on the workshop is limited to 45. Places will be offered on a first come, first served basis.

Early Booking is recommended to secure a place. Bookings must be received in writing.

Participants are asked to register at 9:30am. The 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.

### Refresher Workshop Date & Venue:

| Date        | Venue                | Location  |
|-------------|----------------------|-----------|
| 17 May 2019 | 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](#).

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](mailto:training@ipa.ie) | [www.ipa.ie](http://www.ipa.ie)



# 2019 Local & European Election Training Workshops

Please complete form below to book.

**Booking  
Form**

## Refresher Workshop:

17 May 2019 Mullingar Park Hotel Mullingar

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Participant Name:

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Grade/Title:

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Organisation:

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Address for Correspondence:

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Telephone:

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Participant Email:

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Send invoice to:

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Address for invoice:

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Purchase Order Number:

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

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Name of Authorising Officer:

Date:

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