Notice of Conference
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NUS Scotland Conference will be held on Friday 24 March and Saturday 25 March 2017 at the Apex City Quay Hotel, Dundee.

You should read this document and all further Conference Documents when these become available. You should aim to circulate them around your association/union and send them to your delegations when selected and use them when undertaking their delegate training. You can find this document and all the other information and papers for Conference at the NUS Scotland Conference hub here.

Checklist

- I have added the key dates to my calendar
- I have identified how many delegates my students’ association has
- Our students’ association will be debating motions to be submitted in February
- Our students’ association has made arrangements for election of these delegates
- I note the rules on delegate selection, as well as the fair representation guidelines
- The deadline for registration has been noted
- We will be training delegates on their role at NUS Scotland Conference

Further information

If you require further information about registration and access needs, please contact the NUS UK Events team through events@nus.org.uk

For issues relating to delegate entitlement, reports and policy, amendments to the rules, and Cross-Campus ballots, please contact the Chair of the Scottish Procedures Committee through democracy@nus-scotland.org.uk

For any issues relating to elections, please contact the Chief Returning Officer through democracy@nus-scotland.org.uk
Key dates and deadlines for NUS Scotland Conference 2017

January 2017

Monday, 9 January 2017
Nominations open for President, Vice President (Education), Vice President (Communities), Executive Representatives and Asylum and Refugee Officer positions

February 2017

Friday, 10 February 2017, at 17:00
Closing date for receipt of Motions and Amendments to the Rules
Closing date for receipt of nominations and manifestos for President and Vice President (Education), Vice President (Communities), Executive Representatives and Asylum and Refugee Officer positions
Scottish Procedures Committee Meeting – to composite Motions

Week beginning 13 February 2017
Briefing meeting for candidates for full-time positions

Friday, 17 February 2017
Objections by CMs to compositing of Motions by Scottish Procedures Committee

March 2017

Thursday, 9 March 2017, at 17:00
Closing date for receipt of Amendments

Friday, 10 March 2017, at 17:00
Closing date for Registrations

Monday, 13 March 2017, at 17:00
Scottish Procedures Committee Meeting to composite amendments to motions

Tuesday 21 March 2017 at 17:00
Closing date for written notice of Emergency Motions

At Conference on 24 and 25 March 2017
Closing date for nominations for elections to Scottish Procedures Committee
Please note the following:

1. **Delegation entitlement**
   All affiliate colleges and universities are entitled to send the number of delegates outlined in conference document, Delegate Entitlement. The numbers have been calculated according to the number of full-time equivalent (FTE) students for whom an affiliation fee is paid. Any questions regarding delegate entitlement should be directed to Scottish Procedures Committee at democracy@nus-scotland.org.uk

   At NUS Scotland Conference in March 2015, policy was passed for delegations to include at least 50% women, rounded down. Where an association is only entitled to send one delegate and that delegate is not a woman, the association's observer place must be taken by a woman. Guidance was produced by NUS UK for delegates to National Conference, and this can be found [here](#). Please contact democracy@nus-scotland.org.uk if you have any queries.

   In addition, each institution can send one observer. All delegates have full speaking and voting rights. Observers have full speaking rights but do not have voting rights.

2. **Election of delegates (not observers)**
   If the majority of your courses are of advanced level (HNC and above), delegates must be elected by a cross campus ballot open to all students. If the majority of your courses are non-advanced, delegates should be elected at a meeting open to all students. Further information on cross campus ballots can be found in the [NUS Articles of Association and Rules](#).

3. **Motions and amendments**
   Each constituent member and the committees of each NUS Scotland liberation campaign may submit up to 3 motions, each of which must be submitted under a separate policy heading within one of the policy zones (see online motion form), and must have the approval of the constituent member’s policy-making body. Please note, **only one motion per policy zone may be submitted**. Motions must be submitted by using the online motions submission form and must be accompanied by the Constituent Member’s security code. Each constituent member will have received a unique security code from NUS UK at the start of the academic year. If you are unsure what this code is, please contact events@nus.org.uk. We would ask that only Presidents or General Managers make this request for each constituent member in the interest of security and simplicity.

   Following the circulation of motions, each constituent member may submit a maximum of 3 amendments. The maximum length of a motion is 300 words and amendments are limited to 200 words. Any which exceed these limits will be automatically ruled out of order.

   A motion (and amendment) must contain text – i.e. a subject heading is not sufficient.

4. **Registration**
   Registration will be open at the start of January via the conference hub and the deadline is **Friday 10 March 2017 at 17:00**. Please note any requests for access requirements to enable your delegates to participate fully in the event. Advance notice of access requirements allows the necessary arrangements to be made in good time. If not notified by this deadline, NUS Scotland cannot guarantee that such requests will be met. Please email the NUS Events team at events@nus.org.uk if you wish to discuss your requirements further. You should send your access needs even if you have previously attended NUS events.

   Each individual students’ association CEO or SSLO has been emailed their own secure code. You will need this in order to register your delegation, submit motions and amendments.

   The registration fees payable for all delegates and observers will be as follows:

   **£110 plus VAT per delegate and observer**

   This will include teas, coffees and lunch, as well as accommodation, dinner, NUS Scotland Awards ceremony and a Ceilidh on day one, and teas and coffees and lunch on day two. The
accommodation will be in twin rooms. Single occupancy will be available on request at an additional charge per person of £37 per person plus VAT, but is strictly limited.

5. **Hardship**
In exceptional circumstances, if an institution is experiencing financial difficulties, subsidy may be given. Application for this must be made in writing to the Director, at mail@nus-scotland.org.uk and any evidence to back up the request would be welcomed (including for example latest accounts or other evidence).

6. **Parental consent**
If you are between the ages of 16-18 years old and booking onto this event you should ensure you follow the procedures your union/college have in place for parental consent. If you are required to bring a guardian with you then please make this known, giving full details of name and relationship. Your college/union will be responsible for the cost of your guardian. You will also be required to complete a consent form when registering for the event and ensure it is returned to events@nus.org.uk by 17:00 on 23 March 2017.

7. **Cancellation**
In the event of you having to cancel your delegate place, you must contact NUS Scotland in writing, via phone or email prior to the event. Except in exceptional circumstances, and at the sole discretion of NUS Scotland, refunds can only be made for cancellations received prior to the close of registration.

8. **Timetable of dates**
Please refer to the key dates and deadlines for future reference.

All conference documents, and further information, will be published on the NUS Scotland Conference hub. The hub will be updated regularly in the lead up to Conference.
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McDonal Road
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0131 556 6598
www.nusconnect.org.uk

For general event enquiries contact:
events@nus.org.uk

For content of the conference, democratic procedures and elections enquiries contact:
democracy@nus-scotland.org.uk