

# CONSERVATIVE PARTY CONFERENCE 2017

## MANCHESTER

Sunday 1<sup>st</sup> October - Wednesday 4<sup>th</sup> October 2017

### CONFERENCE REGISTRATION – FREQUENTLY ASKED QUESTIONS CAN I ATTEND THE CONSERVATIVE CONFERENCE?

There are various Categories; To attend as a Party Member you must be an active member of the Conservative Party and have held membership for six months; If you wish to represent an organisation or company you work for then you must register as a Commercial Guest; or if you are a registered Charity you can apply for up to four Charity passes (apply for further Commercial passes beyond four); Media applications are complimentary until 06 June and subject to strict approval; For organisations involved with the Exhibition, Fringe Events & Sponsorship – your pass application and categories will be subject to the terms of your agreement and are clarified separately, lastly International Dignitaries can register for International Guest passes. All applications are subject to Party approval and security accreditation by Greater Manchester Police.

**DO I NEED A PASS AND HOW AND WHERE CAN I APPLY?** Anyone wishing to attend the Conservative Conference and enter the Conference Secure Zone (The Midland Hotel and Manchester Central) needs to have a conference pass. It is only possible to register and make payment online. To register or view the various Categories, Prices and Deadline Dates please visit:  
[www.conservativepartyconference.com](http://www.conservativepartyconference.com)

**I HAVE ATTENDED THE LAST FEW YEARS – DO I NEED TO APPLY AGAIN? Yes – everyone must register.** If you have attended the last five years and have not asked to be removed from our database, you will automatically be invited to register for Conference. Please note your general details are available to view and update as necessary. Please ensure you check the details you have submitted previously are correct and up to date. You may need to submit a countersignatory for your application. Once you have provided their name and email address, they will be emailed a link to complete the details required of them. You will also be able to view your photograph. If your appearance has not changed you can choose to leave the photograph or you can upload a new photograph. Payments must be made online.

**CAN I REGISTER WITH A PAPER APPLICATION FORM OR BY TELEPHONE?** No, all applications MUST be made online. If you are a Party Member and do not have online access, please visit your local Conservative Association to register.

**WHAT IS THE REGISTRATION PROCESS?** To register to attend you must provide the following information; Personal Details - Full Home address (including three years of previous home address details if you have moved), any previous names, date of birth, place of birth; Security Details - You will be asked for your Passport Number and Driving Licence. (if you do not have one of these two forms of identification you can state this on your application., if you have a vehicle registered in your name, you will need to provide the make, model and registration number of this vehicle even if you are not driving to conference. Counter-Signatory - You may be asked to nominate someone to countersign your application. Party Member Categories – please ensure this is someone from your local association or involved with the Conservative Party; Non Party Members categories – this must be someone you work with or know in professional capacity. For all categories: Family members, partners and spouses are not permitted to countersign your application, your counter-signatory must have known you for at least six months. Photograph – Your application must include a

photograph which you must upload if required. This must adhere to strict photographic guidelines – see further details in a separate question. Payment – Once your information is registered, make your payment online by credit or debit card.

**WHAT ARE LATE FEES?** The information requested must be completed by the upcoming deadline date, this is to ensure we have all the information for the National Accreditation Team, Greater Manchester Police. There are various deadline dates and at each stage the price increases. For example - you apply between April and May and you have not yet uploaded your photograph. If the photograph is uploaded after the deadline date you will be charged the fee for that time period June to July. If you have any initial outstanding information you will be reminded by email to submit that before the deadline date and late fee applies. There is no exception to the waiving of late fees. **IMPORTANT:** It is the responsibility of the applicant to ensure data, photograph, counter-signatory and payment are all completed by the deadlines set. (Maybe include details of the cost of late fees?)

**WHY DO I NEED TO PROVIDE A PHOTOGRAPH AND HOW DO I DO THIS?** Your conference pass will include your photographic image and therefore it is essential that this is as clear as possible and follows the guidelines set. Your photograph will need to be submitted and uploaded online. Once you have uploaded your photograph, you will be contacted if this does not match the guidelines given.

**I HAVE REGISTERED, PAID AND UPLOADED MY PHOTO - WHAT NEXT?** Once everything is completed, your application is subject to approval from the Conservative Party and Greater Manchester Police. You will be notified by email when this is started and completed. Once this is completed, this will be confirmed by email. Please do not call to check on your application – await further details by email. Once your application is approved you will then be notified by further email about your pass postage or collection status. **MY APPLICATION.** You can log into your application & check your status at any time. Any outstanding information will be shown as well as your Security approval & Pass Status. You will be emailed details of how to do this.

**MY DETAILS HAVE CHANGED SINCE I REGISTERED, WHAT DO I DO?** You can log into your registration details and amend the following information; Nominate a new Counter-signatory and Home Address. Any further information needs to be emailed to: [registration@conservativepartyconference.com](mailto:registration@conservativepartyconference.com)

**I HAVE BEEN INVITED TO A FRINGE/RECEPTION - DO I NEED A PASS?** If the event is within the Secure Zone (The Midland Hotel and Manchester Central) – then yes you do. You will need to register as detailed above. If the event is NOT in either of the two venues listed above then you do not require a Conference Pass. Even if you are attending a fringe event or reception for one hour within the secure zone you WILL need to register for a conference pass.

**CAN I TURN UP ON THE DAY AND APPLY FOR A PASS?** This is possible but not advisable as all applications are subject to security approval and we cannot guarantee that you will be approved in time whilst onsite. We encourage people to register in advance as much as possible.

**WHO DO I CONTACT ABOUT QUERIES?** You can log into your registration page and check the status at any time – you will be emailed details on how to do this. Please do not call the Registration team to check on your application status. If you have any queries about your application please email [registration@conservativepartyconference.com](mailto:registration@conservativepartyconference.com)