

University and College Union

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To	Branch and local association secretaries
Topic	UCU Congress, 24-26 May 2025 Registration and arrangements
Action	Branch/LA secretaries are asked to register delegates attending Congress by the deadline of Wednesday, 23 April 2025 and pass relevant information on to delegates.
Summary	Congress registration information
Contact	Sue Bajwa, Conference Officer (sbajwa@ucu.org.uk)

UCU ANNUAL CONGRESS, 24-26 May 2025

Liverpool ACC

DELEGATE REGISTRATION

1 Congress venue

- 1.1 **In 2025, UCU's annual Congress will take place in a hybrid format**, with the venue for those attending in person being the [ACC Liverpool Centre](#) from Saturday, 24 May to Monday, 26 May. Congress and Sector Conference sessions will be held at this venue, along with lunchtime and early evening fringe meetings, including a new delegates' meeting and a welcome reception on the evening of Friday, 25 May.
- 1.2 For those who register to attend online, further information about the online platform and relevant arrangements will be issued closer to the event. **The registration deadline is the same for on-line and in-person attendance.**

DELEGATE REGISTRATION

- 1.3 Delegates can register online by going to the [UCU Website](#) and following the relevant link, or by going directly to: <https://ucu.wufoo.com/forms/ucu-congress-2025/>

Information about delegate entitlement for Congress and sector conference, and other documents relating to Congress, can be found at <http://www.ucu.org.uk/congress25>

Branch/LA secretaries or administrators can also register delegates. If registration is completed by someone other than the delegate, please ensure that all the required details are obtained in order to complete the registration.

Delegates will receive email confirmation to say that their registration has been received.

The registration deadline is 17:00 on Wednesday, 23 April. This has been set to ensure that all hotel accommodations and other facilities can be booked and that all delegates can be provided with all relevant information in advance of the event. **This deadline also applies to members participating online.** Your cooperation in meeting all deadlines is very much appreciated.

Once registered, if delegates are unable to attend, individual delegates or LA/Branch secretaries are asked to cancel registration, as early as **possible by notifying** Sue Bajwa, Conference Officer.

2 OBSERVERS

- 2.1 Each regional committee and devolved nation body is now entitled to send four observers – two from FE and two from HE.

3 SPECIFIC REQUIREMENTS

3.1 Dietary Requirements

Please give clear details on the registration form if you have any particular dietary requirements (e.g., vegan/halal/allergies etc.), so that we can accommodate your requirements.

3.2 Access requirements

If you have any specific access requirements (e.g., hotel room near lift, documentation in Braille, large print, audio loop, wheelchair access etc.) please provide us with full details on the relevant section of the registration form to ensure that we can make suitable arrangements to accommodate your requirements. Alternatively, please contact Sue Bajwa, Conference Officer.

3.3 Partner registration

If you intend for a partner to accompany you, it is important that you give their details on the relevant section of the registration form for UCU information only.

Members must cover any costs incurred for partner accommodation and meals. You will be required to settle any additional costs for partners directly with the hotel prior to departure. Delegates' partners have no right of access to the conference.

4 Accommodation

All accommodation will be booked by UCU for delegates on a bed and breakfast basis. Delegates will be asked to indicate their requirements for accommodation when they register to attend Congress, and no further action is required from delegates or branches to book accommodation.

As in previous years, delegates from the same region will be put into the same hotel where possible. **Delegates are urged to register as early as possible,**

and no later than the 23 April deadline in order to assist us in organising the accommodation in this way.

Delegates' hotels will be confirmed by e-mail from Sue Bajwa approximately three weeks ahead of Congress. However, an email to confirm accommodation requests will be sent out soon after registration. If you have not received confirmation a few weeks after your registration, please contact Sue Bajwa.

If you make a cancellation four weeks or more before Congress, it is likely (but not certain) that we can make arrangements so as not to incur accommodation costs. Cancellations made less than four weeks before Congress will usually require the union to pay the full cost of accommodation.

Hotels will usually request credit card details on arrival. This is the usual practice of many hotels as you will be charged for any extra costs incurred during your stay (e.g. newspapers/phone calls etc.). Any hotel extras should be settled by delegates prior to departure and if not, will be invoiced to delegates by the hotel. Please also see the expenses section below.

5 EXPENSES including travel

Reasonable travel and subsistence expenses will be paid to cover costs necessarily incurred in attending Congress, including delegates' travel from work or home addresses within the UK, the Channel Islands and the Isle of Man. These expenses will be met centrally by UCU. **Receipts must be submitted in respect of all expenses claimed, whether travel or subsistence.** An expenses claim form specific to Congress will be made available to delegates.

Delegates are asked to minimise their expenses wherever possible, including booking advance travel tickets and fixed times.

Hotel accommodation for delegates will be paid for directly by UCU; other necessary subsistence costs (such as evening meals) will be reimbursed to delegates in accordance with the expense claim form.

6 Congress papers – reducing printed paperwork

All Congress papers will be available to download from a dedicated page on UCU's website. Papers will be uploaded as they become available. In addition, an email will be sent to all delegates one week before Congress when all advance papers are expected to have been uploaded, reminding them where the papers can be found. This email will go out to all registered delegates attending online and in person.

The NEC report and final agenda will be available only for those that did not request the papers to be mailed in advance.

All delegates that requested accommodation will be sent an email with their accommodation details approximately three weeks before Congress, along with a

document that sets out practical information about Congress attendance.

7 Childcare provision

A crèche/kids' club will be provided at the venue during the hours of Congress business and official fringe meetings, and there will be no charge for this facility.

Please note childcare is for delegates who do not have alternative childcare whilst at Congress. Please indicate on the registration form if you require this service, and the relevant forms will be sent out to you, which you **MUST** complete for your child/children to attend. Please make sure that we are notified of your requirements by the deadline of 23 April 2025.

Alternatively, members may claim a dependants' allowance to contribute to additional care expenses incurred directly in relation to attendance at Congress. Details of the scheme are available upon request from Sue Bajwa.

8 Meals

Lunch will be provided for all delegates at the Congress venue. Noting 2024 delegate feedback, this year, we will have one lunch day entirely vegetarian. Evening meals will need to be paid for by delegates and claimed back after Congress.

9 Fringe and social events

A welcome reception will take place on the evening of Friday 23 May from 19:00. Delegates are asked, when registering, to indicate if they wish to attend.

There will be a delegate dinner for all delegates on Sunday 25 May with a drinks reception from 19:00. Delegates must register in advance for this.

Fringe meetings will take place on Saturday & Sunday lunchtimes.

Commitment to attend.

By registering for this event, you are committing UCU to spend money in order to support your attendance. If you require hotel accommodation, UCU will need to pay for this in advance. UCU wants as many members as possible to participate in its events, but in doing so, urges members to give their full commitment to attend.

If, subsequent to your registration, unforeseen circumstances force you to cancel your attendance, please contact Sue Bajwa, as early as possible. Failure to either attend or cancel your booking will be reported to your branch or local association.

Early cancellation may allow another member to participate in your place and will save the union's resources.

10 Further enquiries and contact details

Congress arrangements: Sue Bajwa (sbajwa@ucu.org.uk)

Congress business: (motions, amendments and standing orders):
congressmotions@ucu.org.uk