Guidance for National Conference delegates and nominees

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Updated November 2025

Contents

Accessing Conference dashboard

You can either click on the link provided in your nomination or delegate email (explained in the below sections), or you can navigate to the **Conference dashboard** via the "**my account**" **option on the website.**
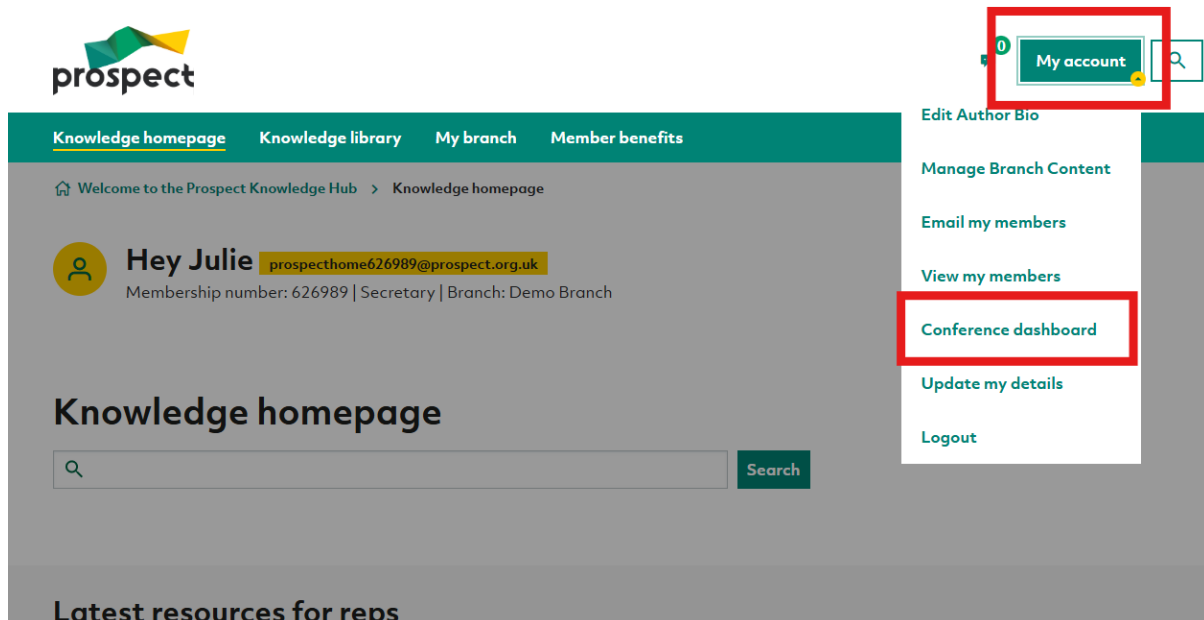
Once you enter the Conference dashboard you will be sent a **verification code** via email. Once the code has been received, enter it into the section below and click "**submit**" to gain access to the conference page.
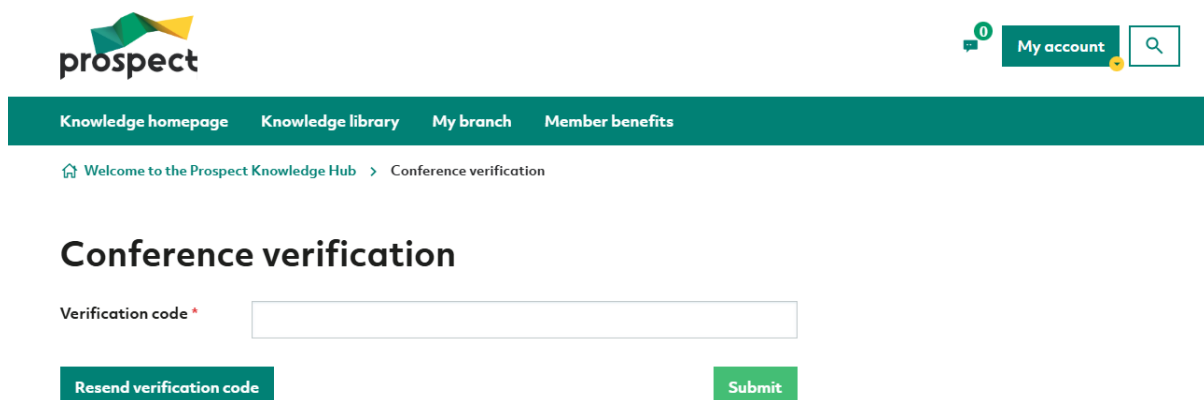
Hi Amanda,

Please use the verification code below, to confirm your identity to be able to access the Conference Module:

61947

Kind regards
The Conference Team

Prospect • the union for ambition   Tel: 0300 600 1878

100 Rochester Row
London
SW1P 1JP

One you have successfully logged in, you will be able to view your Conference Dashboard with the relevant conferences. If you are apart of multiple conferences please select the name of the conference you wish to enter:

Conference overview

National conference - Conference team test

Date: 6 – 9 June 2026

189 day(s), 11 hour(s), 14 minute(s), 47 second(s)
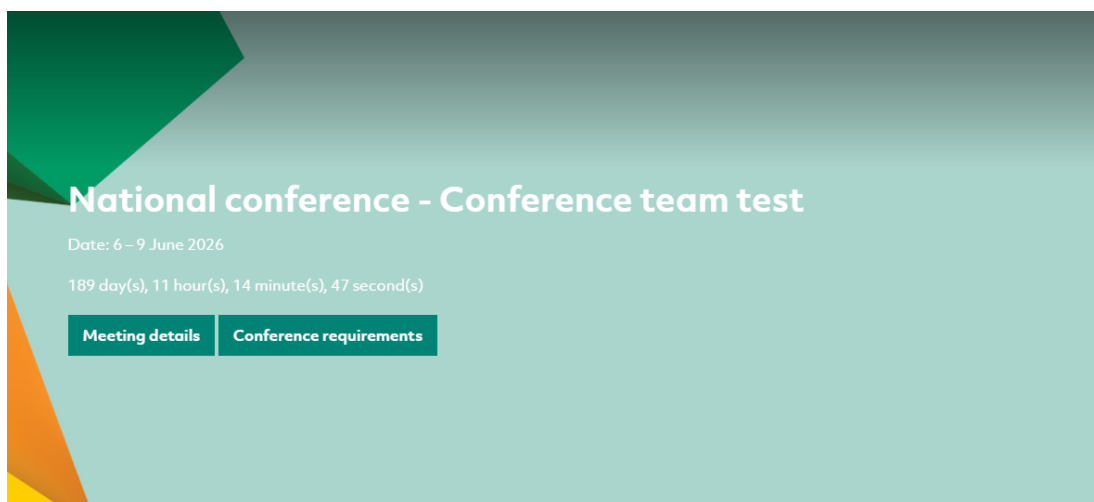
Meeting details   Conference requirements

Depending on whether you are a delegate or a nominee, you will be presented with either the delegate details page or the election statement page, the following sections will cover each of these pages and how to use them.

Conference delegate management

If you have been chosen as a delegate for conference you will receive the email below asking you to complete your delegate details form. To access this form directly you can click on the link mentioned in the email or you can follow the instructions mentioned above.
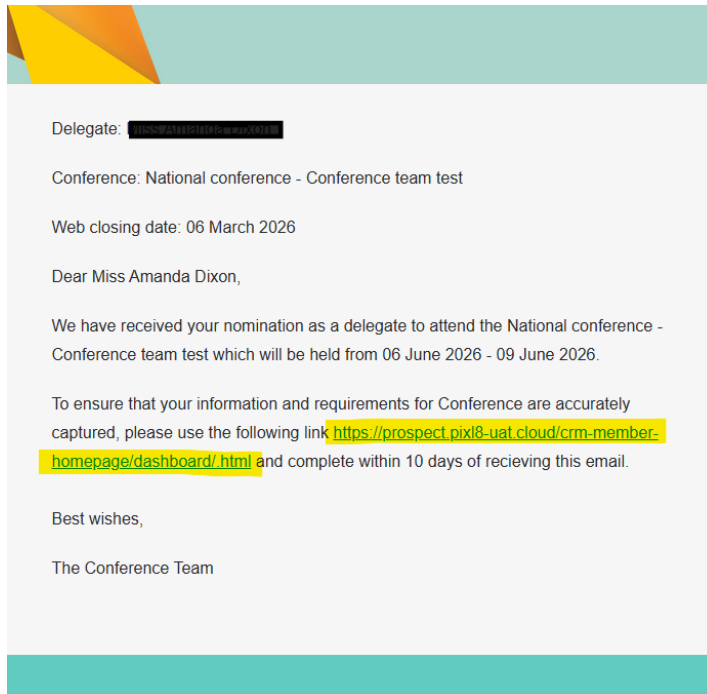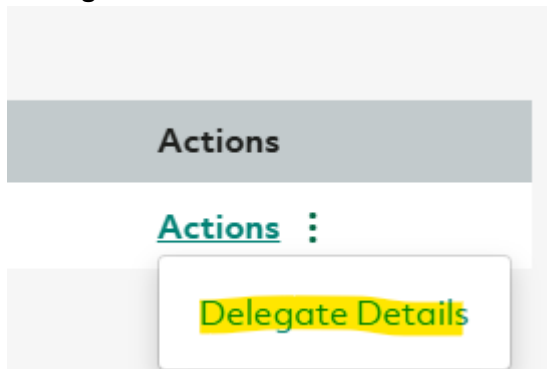

Once you have accessed the conference dashboard you will see a page called "**Conference requirements**" select this option:

Delegate details

You will then see your name and an "**Actions"** button, please click "**Actions"** and select **"Delegate Details":**

On this page you can enter your conference requirements such as accommodation, mode of transportation and accessibility requirements. As mentioned in the email, you will need to complete this form within 10 days of receiving the email.

Once you have completed this form, please click **"Submit"** at the bottom of the page. Once your details have been submitted, if you have any changes you would like to make please contact: **nationalconference@prospect.org.uk**

You are now done!

Conference Nominees

If you have been chosen as a nominee for conference you will receive the email below asking you to complete your election statement. To access this form directly you can click on the link mentioned in the email or you can follow the instructions mentioned above.

Dear Julie Branchington-Secretary,

You have been nominated as a **President** for **National conference - Conference team test** .

Please input your conference attendee details and election statement via the below link: https://prospect.pixl8-uat.cloud/crm-member-homepage/dashboard/national-conference-conference-team-test.html

Conference closing date: 06 Mar 2026

Best wishes,

The Conference Team

Prospect • the union for ambition   Tel: 0300 600 1878
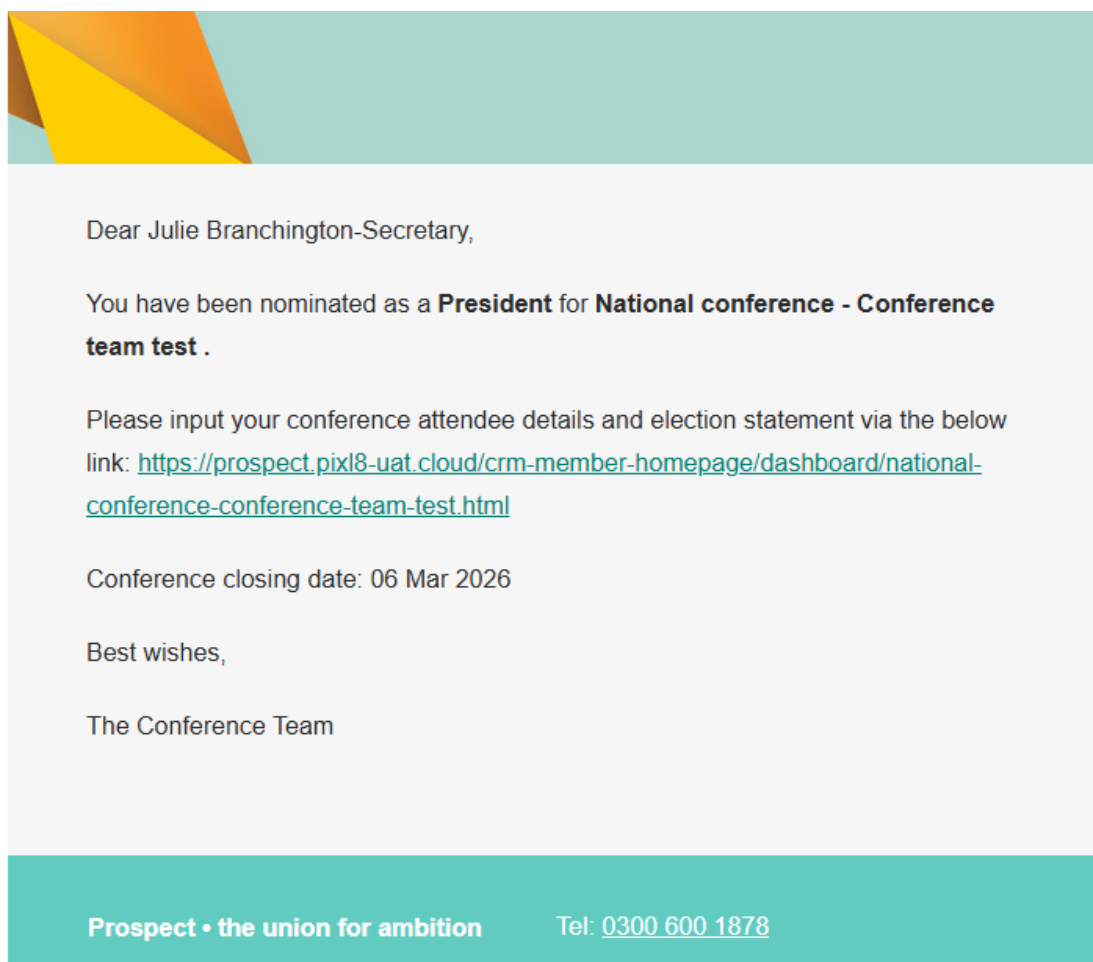
Nominee Election Statement and Photo

Once you have accessed the conference dashboard you will see a page called "**manage election statement**" select this option:
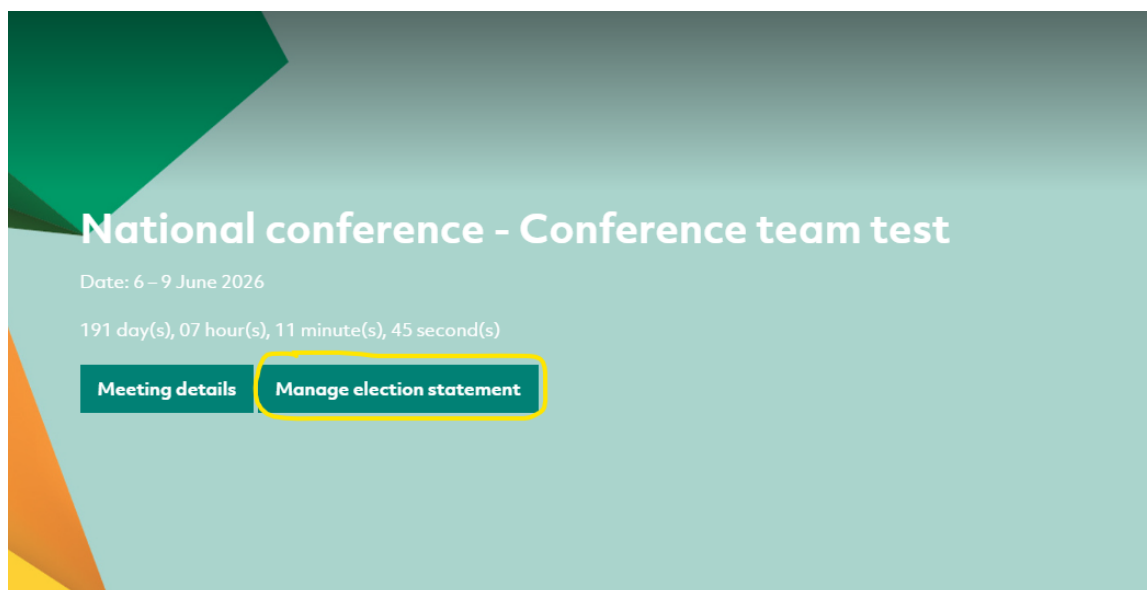
Once you have selected "**Manage election statement**" you will be taken to a page that allows you to add your election statement and photo. Select the "**Add election statement**" button.

Nominee

Person Id	Name	Status	Submitted By	Date Submitted
707325	Abidemi Ajiboluwa	Nominated	Alan Sheehan	25 November 2025 02:11 PM

Add Election Statement

Once on the election statement page you can upload your profile image by clicking on "**Browse**".

President Election Statement

Name

Branch

Preferred Email Address

Profile Image File Name
No profile image uploaded

Profile Image

Browse

Election statement ℹ

B I U S ≡ ≡ ≡ ≡ 𝒫 T̲ ⟨⟩

0 WORDS

Signature *
☐ Tick to confirm submission.

Cancel

Submit

In the next row, labelled "**Election statement**" will be where you can write your election statement, a limit of 500 words can be entered. Once you have finished adding your statement, please ensure the **"signature box"** is ticked. Click "**Submit**" to allow the election statement to be saved.

Election statement ⓘ

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0 WORDS

Signature *

☐ Tick to confirm submission.

Cancel   Submit

Your statement and photo should now appear on the election statement page for you to view. If you have any issues, please contact: **nationalconference@prospect.org.uk**