

BOOKING CONDITIONS

PLEASE READ THIS SHEET CAREFULLY BEFORE COMPLETING THE REGISTRATION FORM IN BLOCK CAPITALS

EARLY REGISTRATION is strongly recommended. The Early Bird booking deadline is **23:59 on MONDAY 6TH MAY 2019**. All applications received after this date will not be able to have the Early Bird rate.

For catering and organisation purposes we ask that all participants register in advance. On-line registration will be open up until Friday 14th June, but if you register after 09:00 on Monday 10th June there will be an additional charge of £20.00 and your badge and other materials will need to be collected on site at the Meeting. You may register on site on the day of the Meeting, and the £20.00 surcharge will also be payable.

Final conference materials and badges will be sent out to delegates in the week beginning Monday 27th May 2019, and on a daily basis for late bookings, up to Friday 7th June. After that, badges will be available for collection on arrival at the conference.

If booking using the tear-off form, please complete it as fully as possible. It is essential that you include all relevant information if you are booking by credit/debit card. We prefer bookings to be made on-line, but there are some exceptions.

You **MUST** book by post, fax or email with scanned-in form if:

- You are claiming the non-member concessionary rate, which is offered this year to members of ARNS, ACPRC and ARTP. The booking form must be accompanied by proof of membership of these organisations;
- You are claiming the non-member concessionary rate and are a medical student or registered research student. You must also send proof of status at the same time.

Fully retired members of the Society are **no longer exempt** from the registration fee, but are entitled to the BTS members' concessionary delegate rate. Bookings can be made on-line or by post.

Those members who have retired from full-time working but who are undertaking remunerated/sessional employment must pay the concessionary or full delegate rate depending on their BTS membership category.

The attendance fee for the Meeting includes the cost of a two-course lunch, tea and coffee during the mid-morning and afternoon refreshment breaks, and the Thursday evening reception.

The President's Reception will be held on Thursday 13th June from 6.00pm to 7.00pm. This is free of charge but, for catering purposes, we need to know whether you want to attend. The BTS President will present the awards for the Clinical Grand Round competition and the Abstract Prizes at the reception. Visit the BTS website for more information:

www.brit-thoracic.org.uk

CANCELLATION POLICY

For cancellations received before Monday 27th May 2019, we will refund registration fees paid, minus a 25% administration charge. No refunds are payable for cancellations received **AFTER 27TH MAY 2019**. This will include cancellations due to travel difficulties or other matters that are out with the Society's control. If you feel there are extenuating circumstances that warrant a full refund, please write to the Chief Executive via:

bookings@brit-thoracic.org.uk

The Society will **NOT** refund delegate fees if the delegate has accepted the offer of support for attendance from a pharmaceutical company after a booking has been made.

CPD

We will automatically register all eligible delegates for CPD when they pre-register for the Meeting.

ATTENDANCE CERTIFICATES

Will be available after the Meeting to download from the BTS website.

Please return your completed registration form(s) to:

**SUMMER MEETING REGISTRATION
THE BRITISH THORACIC SOCIETY
17 DOUGHTY STREET
LONDON
WC1N 2PL**

Telephone: **020 7831 8778**

Fax: **020 7831 8766**

Email: bookings@brit-thoracic.org.uk

We may need to contact you regarding some aspect of your registration form. It is therefore vital to advise us of your telephone numbers(s) and email address.