

BOOKING INFORMATION AND CONDITIONS

BTS WINTER MEETING 2023, 22 TO 24 NOVEMBER, LONDON

PLEASE READ THIS SHEET CAREFULLY BEFORE COMPLETING THE REGISTRATION FORM.

EARLY REGISTRATION IS STRONGLY RECOMMENDED.

The Early Bird booking deadline is 23:59 on MONDAY 2 OCTOBER 2023.

For catering and organisation purposes we ask that all participants register in advance and preferably before 09:00 on Monday 20 November. However, registration will be open until 12:00 on Friday 24 November. You may register online or on site on the day of the Meeting, but if the venue is full, BTS reserves the right to refuse admission to those who try to book on the day.

THIS IS AN ONSITE ONLY EVENT

The attendance fee for the Meeting includes coffee/tea/water during the programmed early morning, mid-morning and afternoon breaks. Lunch is NOT included but food and drink will be available to purchase throughout each day.

After the event, all delegates who have attended the Meeting will be sent a website link giving three months access to video recordings of the main symposia and guest lectures.

The **President's Reception** will be held on Thursday 23 November from 17:45 to 19:00. This is included in the attendance fee but, for catering purposes, we need to know numbers attending, so please indicate this on the registration form.

BOOKINGS

We encourage all bookings to be made online via our website, or by email with scanned-in form attached. Please ensure that all registration details are completed as fully as possible and it is essential that all relevant information is included when paying by credit/debit card.

Please note, if you are claiming the **non-member concessionary rate**, you must email us in advance of making an online booking, so that we can give you a discount code. The non-member concessionary rate is available to members of BALR, ARNS, ACPRC and ARTP and to medical students, PhD students and registered research students. Proof of membership/student status must be emailed in advance to: bookings@brit-thoracic.org.uk

Retired members of the Society 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. Retired BTS members who are no longer in sessional employment can claim the concessionary rate. Bookings should be made online.

Delegate registration by individuals employed by the tobacco industry is not permitted.

LETTERS OF INVITATION

BTS is unable to issue letters of invitation to delegates from the UK or overseas.

CANCELLATION POLICY

For cancellations received before Monday 23 October 2023, we will refund registration fees paid, minus a 25% administration charge. No refunds are payable for cancellations received AFTER 23 October 2023. This will include cancellations due to travel difficulties or other matters that are outside 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 by an individual.

If the Society is forced to cancel the Meeting for reasons beyond our control, registration fees paid will be refunded in full. Whatever the cancellation circumstances, travel, hotel or other associated costs will **not** be refunded by the Society and delegates are advised to take out their own relevant insurance to cover these costs.

REGISTRATION

Where possible, please register via our website, but if you need to register with a paper booking form, please return the scanned-in form via email to: bookings@brit-thoracic.org.uk

We may need to contact you regarding some aspect of your registration form. It is therefore vital to include your telephone number(s) and email address when booking.

Email communication is preferable but if you do need to phone, please use the number below and follow the instructions on the auto-answer machine to connect with the appropriate member of staff:

020 7831 8778 (extension 1007 for booking queries).

PROGRAMME CHANGES

Whilst every effort is made to provide the publicised programme, this may be subject to change where circumstances are outside our control.

PRIVACY POLICY

Please read the BTS Privacy Policy here:

www.brit-thoracic.org.uk/privacy-policy

You will be asked to declare that you have read and accept the booking conditions AND the privacy policy when you book.



British Thoracic Society

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