

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

**EARLY REGISTRATION is strongly recommended.** The Early Bird booking deadline is **23:59 on TUESDAY 1<sup>ST</sup> OCTOBER 2019.** All applications received after this date will not be eligible for the Early Bird rate.

For organisation purposes we ask that all participants register in advance. Standard rate on-line booking will be open up until 23:59 on Thursday 5<sup>th</sup> December, but if you register after 09:00 on Monday

25<sup>th</sup> November 2019, there will be an additional charge of £25.00

For bookings received after 25<sup>th</sup> November 2019, delegates must bring with them their booking confirmation email and badges will need to be collected on site at the Meeting. Delegates will still be able to turn up and register on the day(s) of the Meeting that they wish to attend, but the £25.00 surcharge will also be payable.

Final conference materials and badges will be sent out by post to delegates in the week beginning Monday 18<sup>th</sup> November 2019, and on a daily basis for late bookings, up until Friday 22<sup>nd</sup> November. After that, badges will be available for collection on arrival at the conference.

The conference programme and abstract booklet is published as a supplement to the December issue of Thorax, and will be sent by the BMJ directly to subscribing members at the end of November – it should be brought with you to the Meeting. Other delegates will be able to collect their copy from the registration desks on arrival at the Meeting. The full programme will also be available on the BTS website in advance of the Meeting.

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

**Fully retired members** of the Society are **no longer exempt** from the registration fee, but are entitled to the BTS member 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 does not include the cost of lunch, although coffee/tea on arrival and during the mid-morning and afternoon breaks is included. Cash catering will be available throughout each day.

The **President's Reception** will be held on Thursday 5<sup>th</sup> December from 5.30pm to 7.00pm at the QEII Centre. This is included in the cost of the attendance fee. However, we do need to know the numbers attending, so please indicate this on the registration form.

## CANCELLATION POLICY

For cancellations received before **Monday 4<sup>th</sup> November 2019**, we will refund registration fees paid, minus a 25% administration charge. No refunds are payable for cancellations received **AFTER 4<sup>th</sup> November 2019**. This will include cancellations due to travel difficulties caused by adverse weather conditions or other matters that are outwith 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](mailto: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.

## LETTERS OF INVITATION

We regret that we can no longer issue letters of invitation to named delegates who wish to attend, and who request these for visa purposes.

## CPD

Application pending. When approved, 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.

## PROGRAMME CHANGES

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

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Please return your completed registration form(s) to:

## WINTER 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](mailto:bookings@brit-thoracic.org.uk)

Website: [www.brit-thoracic.org.uk](http://www.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 number(s) and email address.

## BOOKING DETAILS

### BTS WINTER MEETING 2019, 4<sup>th</sup> to 6<sup>th</sup> December, QEII Centre, London

(Please see information overleaf for details of relevant charges and complete all sections in BLOCK CAPITALS)

| CONFERENCE  | ATTENDANCE<br>(please tick) | TOTAL COST |
|---|-----------------------------|------------|
| Day 1: Wed 4 <sup>th</sup> Dec 2019   |                             | £          |
| Day 2: Thurs 5 <sup>th</sup> Dec 2019   |                             | £          |
| Day 3: Friday 6 <sup>th</sup> Dec 2019  |                             | £          |
| Add £25.00 if booking after 09:00<br>on Monday 25 <sup>th</sup> November 2019 |                             | £          |

### DIETARY REQUIREMENTS

Vegetarian food will be available from the cash catering service, but please indicate below any other dietary requirements which we will pass on to the caterers:

### DO YOU HAVE ANY OTHER SPECIAL REQUIREMENTS?

(Wheelchair access, hearing needs, etc)?

### SOCIAL EVENT – The President's Reception

Thursday 5<sup>th</sup> December from 5.30pm to 7.00pm at the QEII Centre is included in the registration fee. Please indicate if you will be likely to attend.

Yes

No

### NON-BTS MEMBERS

If you are not a BTS member, please indicate your professional status/job title here:

### PAYMENTS

GRAND TOTAL ENCLOSED

£

### PAYMENT BY CHEQUE

Please send your cheque\* with your Registration Form, for the above amount made payable to:

**THE BRITISH THORACIC SOCIETY** (not BTS)

\* Payment from overseas: If not by credit card, should be by Banker's Draft in London, free of all charges, or by International Money Order.

### INVOICES

Invoices will only be issued to Finance Departments and the full address, contact name, telephone number and email address of a contact in the Finance Department must be provided on the booking form. A purchase order number should also be provided.

### PAYMENT BY CREDIT CARD

Please debit my:

Credit/Debit Card for the above stated amount.

(Complete by filling in which card you are using. The BTS can accept MASTERCARD, VISA, EUROCARD, MAESTRO and SOLO cards).

**We cannot accept American Express or Diners Club credit cards or Visa Corporate Purchase cards beginning with 4715 or 4484. These are now in use by some NHS Trusts and companies but BTS is not registered to accept these cards.**

**NAME** (as it appears on the card)

### Credit/Debit Card Address

(ie address where all correspondence concerning your credit/debit card is sent, please include house names where relevant)

### ADDRESS

**POST CODE**

**COUNTRY**

**SIGNATURE**

**DATE**

**NB:** This form **MUST** be signed if payment is by Credit/Debit Card

**CARD NUMBER**

**VALID FROM** (MM/YY)

**EXPIRY DATE** (MM/YY)

**ISSUE NUMBER** (Maestro cards only)

**THREE DIGIT SECURITY CODE** (on the reverse of card)

**This is mandatory for all types of card**

FOR OFFICE USE ONLY  
BTS MEMBERSHIP NO:

REGISTRATION NO:

## REGISTRATION FORM

### BTS WINTER MEETING 2019, 4<sup>th</sup> to 6<sup>th</sup> December, QEII Centre, London

#### BEFORE RETURNING THIS FORM PLEASE CHECK:

- That you have checked the GRAND TOTAL is correct
- If payment is by credit card, that you have SIGNED the form and quoted the correct card number and expiry date. For payments by Maestro, please enter VALID FROM and ISSUE NUMBER information where indicated
- If payment is by cheque, that this is enclosed

#### APPLICANT DETAILS

TITLE

FIRST NAME

SURNAME

ADDRESS - Please enter above your preferred mailing address. We recommend this is your home address if this is a late booking.

POST CODE

COUNTRY

DAY TEL

EXT

BLEEP

EMAIL

JOB TITLE

PLACE OF WORK

| Category  | Please tick | Membership number (if known/applicable) |
|---|-------------|---|
| BTS full member   |             |   |
| BTS overseas member   |             |   |
| BTS concessionary rate member, including fully retired*               |             |   |
| Non BTS member  |             |   |
| BALR member claiming the concessionary rate**                         |             |   |
| Non BTS member Postgraduate student claiming the concessionary rate** |             |   |

#### \*BTS MEMBER CONCESSIONARY RATE

BTS concessionary rate members are entitled to register at the concessionary rate.

#### \*\*NON BTS MEMBER CONCESSIONARY RATE

BALR members, PhD students and registered research students are entitled to claim the non BTS member concessionary rate, but proof of BALR membership or a copy of your student registration document must be provided before the concession is allowed. Failure to do so will mean that the concession will not be granted. Bookings must be made by post, fax or scanned-in form, and not on-line. If you do book on-line, we will be unable to refund the difference in cost.

#### \*RETIRED MEMBERS

Retired members who are no longer in sessional employment are **no longer** able to attend free of charge, but can claim the BTS member's concessionary rate. Other BTS members are required to pay the delegate rate that matches their membership fee band.

### DAILY CHARGES

| CATEGORY   | EARLY BIRD                                   | STANDARD   |
|--|--|--|
|  | Before 23:59 on 1 <sup>st</sup> October 2019 | After 23:59 on 1 <sup>st</sup> October 2019 but before 09:00 on 25 <sup>th</sup> November 2019 |
| BTS full member  | £100.00 per day                              | £130.00 per day  |
| BTS overseas member                                    | £100.00 per day                              | £130.00 per day  |
| BTS concessionary rate member, including fully retired | £60.00 per day                               | £80.00 per day   |
| Non BTS member   | £130.00 per day                              | £160.00 per day  |
| Non BTS member concessionary rate                      | £80.00 per day                               | £90.00 per day   |

On-line booking will be available throughout the Meeting, until 23:59 on Thursday 5<sup>th</sup> December. After 1<sup>st</sup> October 2019, standard rates will apply as above. Delegates will still be able to turn up and register on the day(s) of the Meeting that they wish to attend, but in this instance an additional £25.00 administration fee will be payable.

**Please note that all bookings received after 09:00 on Monday 25<sup>th</sup> November, whether made on-line, using the booking form, or at the desk on the day, will be subject to an additional charge of £25.00.**

#### CATERING

The delegate fee includes coffee/tea and biscuits before the first session each day and at the mid-morning and mid-afternoon breaks (but NOT at lunch time). Lunch will be available at the conference centre on a CASH CATERING BASIS ONLY, with a selection of hot and cold food available to buy throughout each day.



#### British Thoracic Society

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[www.brit-thoracic.org.uk](http://www.brit-thoracic.org.uk)