

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 1ST 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 5th December, but if you register after 09:00 on Monday 25th November 2019, there will be an additional charge of £25.00

For bookings received after 25th 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 18th November 2019, and on a daily basis for late bookings, up until Friday 22nd 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 5th 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 4th November 2019**, we will refund registration fees paid, minus a 25% administration charge. No refunds are payable for cancellations received **AFTER 4th 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

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.

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

Website: 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.
