

## **BTS SHORT COURSES BOOKING CONDITIONS**

**The British Thoracic Society accepts bookings under the following conditions:**

As places are allocated on a first-come, first-served basis, early application is advised.

### **BOOKING METHODS AND DELEGATE REGISTRATION**

- Wherever possible, bookings should be made online. If not booking a place online, the completed booking form should be sent to The British Thoracic Society via email to [bookings@brit-thoracic.org.uk](mailto:bookings@brit-thoracic.org.uk).
- Returning the signed registration form constitutes a booking and you will be liable for an automatic 25% cancellation charge thereafter.
- If booking and paying in full online, you will receive a receipt and confirmation of your booking automatically. If paying by invoice, a confirmation will be sent upon receipt of the purchase order form.
- If not booking online and you wish to attend more than one course, please complete the relevant booking form and send separate payment for each course. We will only debit your credit or debit card, if using, when you have been allocated a place on the course(s) of your choice.
- All correspondence will be sent to the email provided at the time of booking.
- Delegate registration by individuals employed by the tobacco industry is not permitted.

### **PAYMENT METHODS**

- We accept payment by credit/debit card, or we can invoice the Finance Department at your place of work on receipt of a Purchase Order form from you. We do not invoice individual delegates, nor do we accept cheques. We cannot accept payment by Amex, Diners Club or Visa Corporate Payment Cards, with card numbers beginning with 4715, 4484 or 4917. These are increasingly in use within the NHS and in some commercial organisations, but BTS is not an authorised user of the scheme.
- All payments, including credit or debit cards, must be in sterling.

## **INVOICES & PURCHASE ORDERS**

We can issue invoices but please note the following conditions

- We only issue invoices to Finance Departments. We do not issue invoices to individual delegates.
- Your place will not be guaranteed until we receive a Purchase Order (PO) form, which we must receive by two weeks prior to the event. Email your PO form to [finance@brit-thoracic.org.uk](mailto:finance@brit-thoracic.org.uk)
- It can often take Finance Departments days or weeks to produce Purchase Orders, so do act quickly and contact them immediately on booking. The PO will need to include details of the delegate's full name, course title, cost of the course, and billing address. We will need the official form, not just the PO number.
- If we do not receive the Purchase Order in time (2 weeks before the course date), your place will be cancelled. Therefore, please do not make any related travel arrangements until you receive confirmation of the booking. The Society is not liable for reimbursing travel expenses if you cannot attend because your employer has not paid the fees.
- We confirm bookings with payments as and when they arrive. It is therefore in your interest to check progress of the payment with your Finance Department. For very popular courses you might prefer to send payment yourself and claim back course fees from your employers.
- We cannot take any responsibility if you miss the opportunity to attend any course if the delay rests with your employers and/or their Finance Department.
- If we receive a PO but you haven't booked online to attend a course, you won't have a place so please go through the booking process to reserve your spot; any problems with this please email [bookings@brit-thoracic.org.uk](mailto:bookings@brit-thoracic.org.uk)

## **CHANGES TO BOOKINGS OR PROGRAMME**

- If you are unable to attend, a substitute delegate may be able to attend in your place. Please contact BTS head office in this event. Tel: 020 7831 8778 option 3 or email: [bookings@brit-thoracic.org.uk](mailto:bookings@brit-thoracic.org.uk)
- The British Thoracic Society reserves the right to change the speakers in cases of illness or other conditions beyond its control.
- If you decide to cancel your membership prior to attending any course that you are booked onto, you will be required to pay the outstanding balance at the non-member rate.

#### ONSITE

- The British Thoracic Society does not accept responsibility for loss or damage to delegates' own property and/or personal effects while at the course.
- The British Thoracic Society does not accept liability for loss or damage to personal effects caused by events beyond its control – including (but without limitation) fire, flood, strikes, civil disturbances or for consequential loss or damage of any kind whatsoever.

#### CANCELLATION OF BOOKING

The British Thoracic Society will accept **written** cancellations to [bookings@brit-thoracic.org.uk](mailto:bookings@brit-thoracic.org.uk) on the following basis:

- A 25% cancellation charge will apply to all cancellations once they have been confirmed.
- If cancellations are received less than 6 weeks prior to the course we cannot usually refund the fee at all. However, if we are able to fill your place from a waiting list a 25% cancellation charge will still apply.
- If you have to cancel the course booking due to circumstances beyond your control, please inform the Society in writing to [bookings@brit-thoracic.org.uk](mailto:bookings@brit-thoracic.org.uk). Every effort will be made to mitigate your potential loss but we cannot guarantee this.
- If the Society has to cancel a course it will inform booked delegates as soon as possible. We will refund the fee in total and reimburse any travel costs incurred.

**NB. We understand that it may not always be possible to predict your availability. Please take this into account before returning your booking form(s), as the Society will enforce the cancellation fees policy strictly.**