

BOOKING INFORMATION AND CONDITIONS

BTS WINTER MEETING 2024, 27 TO 29 NOVEMBER, LONDON

PLEASE READ THIS SHEET CAREFULLY BEFORE PLACING A BOOKING

EARLY BOOKING IS STRONGLY RECOMMENDED. The Early Bird booking deadline is 14:00 on **TUESDAY 1 OCTOBER 2024**

For catering and organisation purposes we ask that all participants register in advance and preferably before 09:00 on Monday 25 November. However, registration will be open until 12:00 on Friday 29 November. You may register on the day of the Meeting, either onsite or online, 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 onsite throughout each day (card payments only).

RECORDINGS

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

SOCIAL EVENT

The BTS President's Reception will be held on Thursday 28 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

Please book online [via our website](#). If you cannot complete your booking online, or you are booking on behalf of another delegate, please contact us at bookings@brit-thoracic.org.uk

Please ensure that all registration details are completed as fully as possible and it is essential that all relevant information is included.

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** (option 3 for booking queries / option 4 for finance queries).

PAYMENTS

Payment may be made by credit/debit card or by invoice to a finance department.

Payment from overseas – must be by credit/debit card. All payments are made in GBP and BTS is not responsible for any fees which your bank might charge for this.

We do not accept Maestro, American Express or Diners Club credit cards or Visa Corporate Purchase cards beginning with 4715, 4484 or 4917.

Payment by cheque – please note that we cannot accept payment by cheque for this event.

When paying by invoice, a Purchase Order must be received at least two weeks prior to the event and please note that **BTS can only invoice a finance department**.

GROUP BOOKINGS (for groups of six or more delegates) are eligible for the group booking rate and the group leader should contact bookings@brit-thoracic.org.uk for instructions. Groups of fewer than six delegates should book their tickets individually online.

The **NON-BTS MEMBER CONCESSIONARY RATE** is available to members of BALR, ARNS, ACPRC and ARTP and to medical students, PhD students and registered research students. If you are not a BTS member and wish to take advantage of this offer, please email us in advance of making an online booking so that we can provide you with a discount code. The following relevant proof (scan or image file) must accompany your email and be sent to: bookings@brit-thoracic.org.uk

- A receipt of last paid membership of any organisation listed above, including the membership period paid for, or a valid membership card.
- A valid student ID card or a letter from your university confirming your placement, including dates of enrolment.

BTS is not able to give the non-BTS member concessionary rate if proof is not provided.

RETIRED BTS 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. 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.



British Thoracic Society

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www.brit-thoracic.org.uk

LETTERS OF INVITATION

BTS is unable to issue letters of invitation to delegates from the UK or overseas and is also unable to issue letters for Visa purposes.

CANCELLATION POLICY

For cancellations received before Monday 21 October 2024, we will refund registration fees paid, minus a 25% administration charge. No refunds are payable for cancellations received AFTER 21 October 2024. 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 an 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.

COVID-19

All participants will be subject to any COVID-19 requirements in place nationally, or at the venue, at the time of the Meeting. The event COVID-19 policy will be available online prior to the Meeting.

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

When you book, you will be asked to declare that you have read and accept this booking information and conditions document AND the privacy policy.



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