

IMPORTANT NOTICE

BSA Meeting and Conference Registration

Terms and Conditions

Anyone wishing to attend a Society meeting or conference must first complete a registration form in respect of that meeting and have received written confirmation of their registration from the Society's Secretariat prior to attending. If intent to attend a meeting is given by telephone or other means, this must be followed by a completed registration form.

The registration form should be accompanied by payment in full. Delegates who expect a Health Authority, Trust or other employer or organisation to pay must arrange for that organisation's cheque (or official Order Number and invoice address) to accompany the registration form. Where that is not possible for any reason, the delegate must submit a personal cheque and seek subsequent re-imburement from the employer. Cheques will be retained by the Secretariat and only banked ONE MONTH PRIOR to the meeting. Provisional bookings CANNOT be accepted

Confirmation will normally be sent to delegates upon receipt of the registration form. If confirmation is not received at this time, it is the responsibility of the delegate to obtain confirmation. A receipted invoice will be sent out prior to the meeting.

In order to assist meeting organisers, delegates are requested to register as early as possible. Late registrations will normally be accepted if space is available, but may be subject to an additional charge.

If a delegate is unable to attend a meeting, a refund may be granted at the discretion of the Society's Trustees. The amount of any refund will depend upon the unrecoverable expenses incurred by the Society. These will vary depending on the venue and, usually, on the amount of notice of cancellation given to the Society by the delegate. Requests for refunds, stating the reason why the delegate is/was unable to attend, must be sent to the Secretariat in writing within seven days of the meeting. The Trustees' decision shall be final.

Where meetings are subject to CPD points, Certificates of Attendance will be issued at the end of the meeting.

These revised Terms and Conditions supersede all previous Terms and Conditions.

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