

Registration fees

Please note that the daily registration fee includes attendance at all scientific and educational sessions, a delegate bag with the final programme and CD-ROM of abstracts, coffee/tea/lunch on days of attendance and free entry to the College exhibition and poster exhibition.

Workshops

Workshop and training course spaces are very limited and will be allocated on a first come first served basis. Please book early to avoid disappointment.

Payment

Registration will be regarded as final only after the registration form and all fees have been received by the Conference Office. Payment can be made by cheque (made payable to The Royal College of Psychiatrists, quoting reference **15 15 52 660** on the back), postal order or a choice of the following credit cards: Visa/Delta/Mastercard/Switch.

Please note that we are not able to invoice for registration fees. A place can only be reserved once the fee has been received. It is preferable for delegates to pay for themselves and then claim reimbursement from their employers.

On-line bookings

You can book and pay online at www.rcpsych.ac.uk/events/annualmeeting2009.aspx.

Cancellations

Cancellation of registration should be made **in writing** to the College Conference Office. Refunds will be made according to the postmark date on the notification of cancellation as follows:

<i>Postmark date</i>	<i>Refund</i>
Before 1 April	100%
1 April - 1 May	80%
1 May - 18 May	50%
After 18 May	none

ALL REFUNDS WILL BE PROCESSED AFTER THE MEETING.

Confirmation

A letter of confirmation will be sent to those who have forwarded their registration form and payment.

International Bursaries

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The College has a limited number of bursaries, provided by the Honorary Fellows Fund, to subsidise attendance at the Annual Meeting. These international bursaries are primarily intended for young or retired psychiatrists from developing countries. Priority will be given to those applicants who will either benefit educationally or will make a contribution to the meeting and who can show that they have particular difficulty in securing funds to attend. Individual applications should be submitted by 1st April 2009 to: Conference Manager, Royal College of Psychiatrists, 17 Belgrave Sq, London, SW1X 8PG. Email: swalter@rcpsych.ac.uk. Applications should include information about the reasons for attending the meeting and estimated costs. They should include a letter of support from a College Member (or from a second College Member if the applicant is a College Member). Successful applicants will need to submit original receipts for travel and subsistence at a later stage.