

# Conference Booking Information

## **Registration methods**

We are unable to take registrations over the phone.

Delegates can book on-line at <http://www.rcpsych.ac.uk/events/annualmeeting2010.aspx> or by completing and returning the booking form on page 31.

## **Registration fees**

Please note that the daily registration fee includes attendance at all scientific and educational sessions, workshops and training courses, 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 and training courses**

Workshop and training course spaces are limited and will be allocated on a first come first served basis. Please book early to avoid disappointment. Workshop and training courses are included in the registration fees.

## **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 60 15 10 00 7300 and name of the delegate on the back), credit card or on-line.

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.

## **Cancellations**

Cancellation of registration should be made in writing to the College Conference Office. Refunds will be made according to the date the written cancellation was received as follows:

<b>Date</b>	<b>Refund</b>
Before 21 April	100%
21 April–21 May	80%
21 May–7 June	50%
After 7 June	None

## **Confirmation**

A letter of confirmation will be sent to those who have forwarded their registration form and payment within two weeks. On-line registrations will receive immediate confirmation.

# Registration form

This form should be used for one registration only. Please photocopy as required.

**PLEASE RETURN TO:** Conference Office, Royal College of Psychiatrists, 17 Belgrave Square London, SW1X 8PG FAX: +44 (0) 20 7235 7976; conference@rcpsych.ac.uk

Please note that we cannot take bookings over the telephone.

**You can book online**

**[www.rcpsych.ac.uk/events/annualmeeting2010.aspx](http://www.rcpsych.ac.uk/events/annualmeeting2010.aspx)**

## 1 PERSONAL DETAILS

Please print clearly. \*This information will be used to print your delegate badge.

Membership number ..... D.O.B. ....

Title\* ..... First name\* ..... Surname\* .....

Place of work\* .....

Mailing address .....

Town ..... Post code ..... Country .....

Email .....

Tel ..... Fax .....

Special diet.....

Special requirements (i.e. disabled access or induction loops).....

The College's Data Protection Statement can be viewed at [www.rcpsych.ac.uk/dataprotection](http://www.rcpsych.ac.uk/dataprotection)



## 2. REGISTRATION FEES

### DAYS ATTENDING AS A DELEGATE

Monday  Tuesday  Wednesday  Thursday

### COMPLIMENTARY DAY(S) ATTENDING AS AN INVITED SPEAKER OR CHAIR

Monday  Tuesday  Wednesday  Thursday

FEES (Please tick as appropriate)	Daily	Whole conference
Standard (non-RCPsych member)	£250 <input type="checkbox"/>	£970 <input type="checkbox"/>
Consultant and Locum Consultant (if member of RCPsych)	£220 <input type="checkbox"/>	£840 <input type="checkbox"/>
SpR, ST4/5/6 Specialty Doctors, Associate Specialists and Staff Grades (if members or affiliates of RCPsych)	£165 <input type="checkbox"/>	£650 <input type="checkbox"/>
Subsidised (members of RCPsych on retired or reduced membership fees)	£110 <input type="checkbox"/>	£420 <input type="checkbox"/>
ST1/2/3, CT1/2/3 if registered as RCPsych PMPT (pre-membership trainees)	£95 <input type="checkbox"/>	£380 <input type="checkbox"/>
New research poster presenter (on day of presentation only)	£110 <input type="checkbox"/>	n/a

### 3 SOCIAL EVENTS

Please tick below to indicate attendance

Event	Day	Price	Number of tickets	Total
Welcome Reception	Monday	£0	Maximum 1 per booking	.....
Blake Marsh Supper	Monday	£55		.....
Conference Dinner	Wednesday	£65		.....
Christian Breakfast	Wednesday	£0		.....

Name of social events guests .....

### 4 FINAL TOTAL

Please add totals for Sections 2 and 3

**FINAL TOTAL**

### 5 WORKSHOPS AND TRAINING COURSES

If you would like to attend any of the workshops or courses, please indicate below. Places are strictly limited and you may attend only one workshop/training course/additional session per time slot.

	Monday	Tuesday	Wednesday	Thursday
<b>WORKSHOPS</b>				
09.45–11.00	W1 <input type="checkbox"/>	W5 <input type="checkbox"/> W6 <input type="checkbox"/>	W11 <input type="checkbox"/>	W14 <input type="checkbox"/>
11.30–12.45	W2 <input type="checkbox"/>	W7 <input type="checkbox"/> W8 <input type="checkbox"/>	W12 <input type="checkbox"/>	W15 <input type="checkbox"/>
14.30–15.45	W3 <input type="checkbox"/>	W9 <input type="checkbox"/>	W13 <input type="checkbox"/>	
16.15–17.30	W4 <input type="checkbox"/>	W10 <input type="checkbox"/>		W16 <input type="checkbox"/> W17 <input type="checkbox"/>
<b>TRAINING COURSES</b>				
09.45–17.30	TC1 <input type="checkbox"/>		TC2 <input type="checkbox"/> TC3 <input type="checkbox"/>	TC4 <input type="checkbox"/>

### 6. PAYMENT DETAILS

Places can only be reserved when remittance is received with this form. The College is unable to invoice for registration fees.

I enclose a cheque / postal order for £ ..... (please make payable to 'The Royal College of Psychiatrists' quoting reference 60 15 10 00 7300 and the name of the delegate on reverse)

Please debit my Visa/Delta/Mastercard/Maestro/Switch (circle as appropriate) for £ ..... (please note that we do not accept American Express, Visa Electron, Solo or Laser Cards)

Card number ..... CCV Security Code .....  
(last 3 digits on reverse of card)

Expiry date ..... Issue number/start date (Switch only) .....

Name as appears on card ..... Signature .....