ROYAL COLLEGE OF PSYCHIATRISTS

Frequently Asked Questions

BOOKING AND PAYMENT INFORMATION

Will you send me a receipt for my registration payment?

Yes. You will receive a receipt for your payment including details of any parallel events that you have booked. If you book and pay online you will receive instant confirmation.

What does the conference fee include?

The Conference Only fee includes attendance at all scientific and educational sessions & workshops, a delegate pack with the final programme and any submitted abstracts and presentation materials and coffee / tea / lunch on days of attendance and free entry to the College exhibition and poster exhibition areas.

The Residential package fee includes full conference registration as above plus single en suite overnight accommodation & breakfast, refreshments, lunch & dinner on Wednesday 29th September at St Catherine's College.

There is a separate charge for the Conference Banquet and entertainment evening on Thursday 30th September.

The Conference Only fee Standard Registration category applies to RCPsych Consultants/Locum Consultants/Non RCPsych members.

The Conference Only fee Reduced Registration category applies to SpR/SHO/PMPT/CT/ST1-6 Members/Retired members. Please note the reduced rate does not apply to the Residential package.

Do I have to book for the sessions as well as the workshops?

You will need to indicate your session and workshop choices in advance. Places for the workshops and are limited and allocated on a first come first served basis so it is advisable to book early to secure your choice(s).

How do I book for the conference?

You can either download the booking form from the website and fax/post to the official appointed booking agent Ellis Salsby Ltd with your payment or book online via weblink: www.regonline.co.uk/rcp2010.

Can you invoice my employer for the registration fees?

We are unable to invoice for registration fees and will require remittance with your registration form in order to process and confirm your booking. Most delegates pay for themselves to secure their place and use the conference receipt we will send to reclaim the cost from their employer.

Can you reserve a place for me on the conference before I send payment?

Priority will be given to confirmed bookings, we are unable to reserve places without payment. Registration is only regarded as confirmed after remittance is received and processed.

Who should I contact regarding my attendance or presentation at the conference?

Contact dgoka@rcpsych.ac.uk at the College Conference Office.

Who should I contact regarding my booking or payment for the conference?

Contact sarahgarner@ellis-salby.co.uk at the official appointed booking agency Ellis Salsby Ltd,

Can I register and pay on the day of the conference?

For the majority of meetings it is possible to register on site, however since all places are allocated on a first come first served basis it is advisable to book in advance. If you wish to book on site you should contact dgoka@rcpsych.ac.uk to check availability before you make your attendance arrangements.

I am not a member of the College can I still attend the meeting?

Most meetings are open to non College members however please note that we reserve the right of entry to some sessions. Please check the relevant booking form available online for details of the conference rates.

CONTINUING PROFESSIONAL DEVELOPMENT

How many CPD points will I receive for attending the meeting?

The Royal College of Psychiatrists no longer approves CPD activities centrally or regionally. Because CPD is now much more personally relevant to each psychiatrist, CPD approval is granted to each individual by his or her peer group. Please refer to the preliminary programme for the CPD level of each of the sessions and workshops. 1 hour CPD may be claimed for each hour of educational activity. No more than 6 hours per day may be claimed. Full details can be found at http://www.rcpsych.ac.uk/training/cpd/cpdapprovalpolicy.aspx

Will I receive a certificate of attendance?
Yes, this will be posted to you after the meeting.

NEW RESEARCH PRESENTERS

Can I submit an abstract for a new research poster/paper?
There are opportunities to submit poster and papers for the majority of the Faculty meetings. Please check the 'Call for Posters' flyer for full details of how to submit for the event that you are interested in.

I submitted a poster which was accepted for presentation, is there a reduced conference fee for poster presenters?
Only a small number of meetings are able to offer fee reductions for submitted poster presenters, details of reductions will be included on the booking form for the relevant meeting. We will also write to you to confirm the arrangements for your poster presentation and we will include details of whether a reduced rate for submitted presenters is available.

Do I need to be near my poster all the time?
The catering breaks are usually the best opportunity for delegates to view your poster and so we would suggest that you are near your poster during those times.

What do I need to do to prepare my poster presentation?
If your poster has been accepted for presentation and you are the main author we will write to you with full details of how to prepare your poster. A copy of the full poster presentation guidelines can be found under the relevant event.

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