

Frequently Asked Questions

BOOKING AND PAYMENT INFORMATION

Will you send me a receipt for my registration payment?

Yes. You will receive an email acknowledgement that we have received your booking form within 10 working days of its arrival. If you do not receive an email acknowledgement after 10 days please contact the Conference Office at conference@rcpsych.ac.uk. Once we have successfully processed your payment we will post a confirmation receipt to you at your given mailing address.

What does the conference fee include?

The conference fee includes access to all scientific sessions/courses, tea, coffee and lunch breaks. On the day you will receive a pack containing a copy of the final programme, all abstracts and presentations that have been submitted to us by the presenters.

The conference fees do not include accommodation.

How do I book for the conference?

Please download the booking form from the website and either fax/post to us with your payment.

It is not possible to book for the conference over the phone.

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?

We give priority to confirmed bookings and are unable to reserve places without payment. Registration is regarded as confirmed after remittance is received.

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 conference@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 within two weeks after the meeting. If after the two weeks you have not received please e-mail conference@rcpsych.ac.uk

HOTEL INFORMATION

Do I need to book my own accommodation?

Yes, please use the Venue, Travel and Accommodation link to book your accommodation.

The College does not recommend that delegates stay at any particular hotel.