

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 dgoka@rcpsych.ac.uk. Once we have successfully processed your payment we will email an itemised confirmation receipt to you which will include details of any workshops that you have booked.

What does the conference fee include?

The conference fee includes access to all scientific keynotes, sessions, courses, workshops, poster exhibition, 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.

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

You do not need to indicate your session choices in advance. Places for the workshops and courses 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?

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 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.

HOTEL INFORMATION

Do I need to book my own accommodation?

Yes, please go to <http://www.ellis-salsby.co.uk/events/?eid=118> to book your accommodation.

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

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