

Royal College of Psychiatrists Annual Meeting 2nd – 5th June 2009



Frequently Asked Questions

BOOKING AND PAYMENT INFORMATION

Will you send me a receipt for my registration payment?

Yes you will receive an itemised receipt for your payment. This will include a map, your registration badge and tickets for any social events you have booked. If you do not receive a confirmation letter within 14 days of sending your booking please contact conference@rcpsych.ac.uk.

You will need to present the registration badge enclosed with your receipt at the conference desk.

What does the conference fee include?

The conference fee includes access to all scientific keynotes, sessions, courses, workshops, poster exhibition, additional meetings, extra sessions, tea/coffee and lunch breaks. You will receive a CDROM of all submitted abstracts and presentations.

The conference fees do not include accommodation.

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

Any sessions prefixed with the letter "S" i.e. S2 are not required to be booked in advance. Places for the workshops, courses, extra sessions and coaching sessions 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 <http://www.rcpsych.ac.uk/events> either fax/post to us with your payment. You can also book online at <http://www.rcpsych.ac.uk/events> from 28th February .

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.

I have booked for the meeting but can no longer attend; can I get my money back?

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

<i>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.

GUIDE TO CONFERENCE FEES

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

The meeting is open to non College members. Please note that we reserve the right of entry to some sessions. The rate for non College members is £260 per day/£995 for the whole conference.

I am a Consultant and a College member/fellow/affiliate; do the fee reductions apply only to trainees?

We have reduced the rate for Consultants who are College members/fellows/affiliates. At £235 per day/£915 for the whole conference.

Are there reductions for trainees?

Yes. We offer reduced rates to SpRs/ST4/ST5 & ST6, Associate Specialists and Staff Grades who are College members; £180 per day/£690 for the whole conference.

I am an **SHO, ST1, ST2, ST3, CT1, CT2, & CT3** but **not** registered with the College, which fee category do I qualify for?

There are reduced fees for Senior House Officers, if you are not registered with the College you are eligible for the SHO rate of £95 per day/£380 for the whole conference.

I am an **SHO/ST1/ST2/ST3/CT1/CT2/CT3** grade who **is** registered as a member of the College, which fee category do I qualify for?

We offer further reductions if you are in any of these grades and are also registered with the College. You are eligible to apply at the specially reduced rate of £50 per day/£190 for the whole conference.

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>

NEW RESEARCH PRESENTERS

Can I submit an abstract for a new research poster/paper?

The deadline for submissions has passed.

My abstract has been accepted for presentation as a poster, am I eligible for any reduction in the booking fee?

If you are the main poster presenter you can apply at the reduced new research presenter rate of £120 only on the day of your poster, the relevant fee will apply for any additional days. Please note that if you are eligible to apply at a fee category which is even lower than the new research presenter rate then you are welcome to book at the lower rate, e.g. if you are an SHO, then you should book at the SHO rate on the day of your poster presentation.

The new research presenter fee does not apply to co-authors.

My abstract has been accepted for oral presentation, am I eligible for any reduction in the booking fee?

If you are the main presenter you can apply at the new research oral presenter rate £0 (complimentary on day of the presentation only). The relevant fee will

<http://www.rcpsych.ac.uk/events/annualmeeting2008.aspx> apply for any additional days.

The new research presenter fee does not apply to co-authors.

What do I need to do to prepare my poster presentation?

If your poster has been accepted and you are the main author you should have already received a letter from us with full details of how to prepare your poster as well as the presentation schedule. If you have not received this please contact conference@rcpsych.ac.uk.

A copy of the full poster presentation guidelines can be found at:

<http://www.rcpsych.ac.uk/events/annualmeeting2009.aspx>

NEW AND HONORARY FELLOWS

I am to be presented this year as a New Fellow and would like to attend the conference dinner. Do I need to buy a dinner ticket for myself and a guest?

As a New Fellow you are invited to the conference dinner free of charge. If you wish to bring a guest to the dinner the ticket cost will apply for them. Please indicate this on the conference booking form.

I have been informed that I will be presented this year as an Honorary Fellow, do I need to buy a conference dinner ticket for myself and a guest?

As an Honorary Fellow you and your guest are invited to the conference dinner. If you wish to bring more than one guest the ticket cost will apply for them. Please indicate this on the conference booking form.

HOTEL INFORMATION

Do I need to book my own accommodation?

Yes, please contact the hotel of your choice directly to arrange your booking. There is a wide range of hotels near the venue, further information can be found at

<https://www.conferencebookings.co.uk/delegate/TMPRCPSYCH09>

What is the dress code for the Conference Dinner/Blake Marsh Supper?

The dress code for the dinners is smart/loungewear.

Is there a formal seating plan for the Conference Dinner?

There is no seating plan for the dinner or any of the other social events.