

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/internationalcongress2011.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 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 34 15 11 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 by email to conference@rcpsych.ac.uk. Refunds will be made according to the date the written cancellation was received as follows:

Date	Refund
Before 28 April	100%
28 April–28 May	80%
28 May–14 June	50%
After 14 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.