



ROYAL COLLEGE OF PSYCHIATRISTS

International Congress

Early Bird Registration Form (BACS payments only)

This form should be used for one registration only – please photocopy or reprint if required

Please Return to:

EMAIL: congress@rcpsych.ac.uk

TEL: 020 8618 4120

1 Personal Details

*This information will be used for log in details to the online platform, please email congress@rcpsych.ac.uk if you wish to make any changes

Membership number _____ or DoB _____

Title* _____ First name* _____ Surname* _____

Place of work* _____

Postal address _____

Town* _____ Post code _____

Country* _____

Email _____

Tel _____ Mobile _____

The College's Data Protection Statement can be viewed at www.rcpsych.ac.uk/dataprotection

2 Registration Fees

Days attending as a delegate

Monday 17 June

Tuesday 18 June

Wednesday 19 June

Thursday 20 June

Complimentary day(s) attending as invited speaker or chair (if applicable)

List session/workshop title (and/or) number _____

Monday 17 June

Tuesday 18 June

Wednesday 19 June

Thursday 20 June

	Whole conference Early Bird		Day rate (Mon–Thu) Early Bird ***	
Non-member of RCPsych	£825		£385	
Consultant or locum consultant	£710		£330	
Advanced Trainee	£525		£245	
SAS	£525		£245	
Core Trainee	£295		£165	
Subsidised	£420		£200	
Student/Foundation Doctor Associate	£275		£130	

*Fee only available if member, fellow, PMPT, affiliate or student associate of RCPsych

** Fee available to members of RCPsych on retired or reduced membership fees, inc. members residing in band C or D countries

*** Please note that delegates will NOT be provided with the session recordings for individual days, only those who book for the whole conference will receive the session recordings free of charge.

Early bird fees will apply to payments received before 28 March 2024

3 Final Total

Please add totals for sections 2

FINAL TOTAL £

4 Payment Details

Places can only be reserved when remittance is received with this form. The College is unable to invoice for registration fees.

BACS: I enclose remittance advice form for £

Please include the **name of the conference and participant in the bank transfer**. Places can only be reserved when remittance is received with this form.

Bank details:

Account name: The Royal College of Psychiatrists **Account number:** 40201340 **Sort Code:** 20-06-05
IBAN: GB31 BARC 2006 0540 2013 40 **Swift Code:** BARCGB22

Bank charges are the responsibility of the participant.

Telephone: I will ring 020 8618 4120 during office hours to pay by credit card over the phone.

Please note that all bookings remain provisional until payment is received. Payment can take up to 5 working days to be processed.

5 Terms and Conditions

Privacy Policy

The information you provide when registering for an event will be used to:

- Provide you with services or information that you have requested from us such as attendance at one of our events or inclusion in a mailing list.
- Contact you with information about an event that you're attending.
- Email you about other RCPsych events that may interest you.
- We may share your details with subcontractors if necessary for the purposes of your event registration. For example, if you include accommodation as part of your booking we will share your details with the hotel or if an external company is appointed to produce the badges, your details will be shared with them. External companies will be allowed to use your details for the purpose of your event attendance only.
- We will never share or sell your details to third parties for any other purposes.
- Information about non-members of the College will be held for 6 years.
- You can unsubscribe at any time by emailing calc@rcpsych.ac.uk or contacting your local division or devolved nation's office

Cancellation policy

If you need to cancel your booking, we will be able to refund you as follows:

- 80% up to one month before the first day of the event
- 50% between one month and up to two weeks before the first day of the event

We will not be able to offer any refunds where cancellation is received with less than two weeks' notice.

All cancellations must be received in writing.

If the event is online, please ensure you have read and understood the technology requirements. RCPsych assumes no liability if you cannot connect, view or participate in the event.

Please note that online events may be recorded and made available to attendees of the event for a specified time period. If there is an interactive element of the course and you do not wish to appear in the recording then please keep your camera turned off.

RCPsych reserves the right to amend the programme or cancel an event.

If an event has to be cancelled or rescheduled we will contact you as soon as possible to notify you of the change. You will be offered an alternative or a full refund.

We cannot reimburse travel, accommodation or other costs related to the event.

RCPsych assumes no liability if an event is cancelled or rescheduled resulting from fire, strike, terrorism, industrial action, pandemic, extreme weather or any cause beyond our control.

The Royal College of Psychiatrists has absolute discretion in the admission of participants and reserves the right to decline any registration.

Code of Conduct

The Royal College of Psychiatrists is dedicated to providing a safe, harassment-free environment for all event participants.

All participants — delegates, attendees, speakers, exhibitors, staff and volunteers — are required to follow this Code of Conduct at all times. This includes social events at off-site locations and communications and social media before, during and after the conference itself.

All individuals attending RCPsych events must agree to conduct themselves in a respectful and professional manner. This includes respect for the intellectual property of others, proper display and use of name badges and respect for everyone regardless of their gender, race, disability, sexual orientation, religion or belief, age or being or becoming transgender.

These behaviours, in any form, will not be tolerated at RCPsych events:

- Harassment: unwelcome or hostile behaviour, including verbal or written comments that intimidate or create discomfort
- Intimidation, deliberate stalking or following
- Abuse of any kind
- Discrimination
- Inappropriate physical contact and unwelcome sexual attention.
- Use of sexualized language, images, or clothing. This includes presentations, slides, and speaker content.
- Offensive banter, insults, taunts or exclusionary jokes
- Recording: video or audio recording of lectures, speakers, delegates, staff, exhibitions, venue, slides, posters, breaks or any other conference spaces, materials or individuals is not permitted without prior consent of the organisers. Photographs of participants are permitted with the permission of those being prominently photographed. Photographs of slides, posters and other academic content are permitted only with the permission of the author.
- Disruption of any lectures, sessions or masterclasses.
- Emails or any form of written communication that is aggressive, rude, upsetting or which could amount to sexual or racial harassment, or harassment on the grounds of someone's disability, sexual orientation, religion or belief, age or being or becoming transgender. Email harassment can arise simply from unreasonable repeated or unwanted requests, or messages containing sexual or racial innuendos.
- Participants may not publicise, distribute, canvass, display, carry out activities or demonstrations, or distribute materials or inducements. Any materials found, unless by previous agreement, will be removed and disposed of.

This is a non-exhaustive list

If an individual believes that these rules have been violated, he or she should contact College staff at the registration desk.

Participants found in violation of these rules may be asked to leave the conference without a refund at the sole discretion of the conference organisers.

Parent and baby policy

Conference delegates are welcome to bring babies under 12 months of age into lectures, but we ask that babies are taken out of the room if they become unsettled.

Nursing mothers are welcome to breastfeed their babies anywhere in the conference venue, but a private feeding room will be available for those who prefer it.

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