

How to take the pain out of booking yourself onto a Conference

Below are a few "Golden Rules"

Delegates must:

- **Book a place in advance and before the closing date:**

The official booking form **must** be used—this can be faxed with payment to follow or it can be posted with payment.

- **Take responsibility for booking their own place:**

Do not expect your medical education manager/finance department/facilities department/procurement department to make your booking for you. You must book personally—even if your employer is paying.

- **Pay before the due date:**

Delegates are personally responsible for payment. Whether they are paying by personal cheque, or they are arranging payment through their employer. If you think payment will be delayed for any reason then let us know as soon as possible. **Do not** hold back sending us your booking form while you wait for payment to be processed. Your booking form will secure you a place while payment is being organised. If your employer is paying, and we experience difficulty receiving that payment, then you may be asked to pay by personal cheque and claim the cost back from your employer.

Delegates must never:

- **Turn up at the venue without having booked in advance:**

Bookings are not accepted on the day of the Conference. If you haven't booked in advance and the due date has passed then you must check with the Division office to see if there are places still available. If you turn up at the venue without checking with the office first — you will be turned away.

- **Assume an employer has booked a place on their behalf:**

Your Employer is not responsible for booking you onto the Conference—even if they are paying your conference fee. The only method of booking is by using the official booking form and personally sending it to the Division office.

TO AVOID DISAPPOINTMENT BOOK EARLY

Cancellations

We can only offer full refunds if cancellations are received one full month before the date of the event. If you are unable to attend personally, please ask one of your colleagues to attend in your place. In some circumstances we are able to provide a full credit note to enable you to attend a future conference. If you need to discuss a possible refund or credit note please contact Jennifer or Leanne. A copy of our refund policy can be obtained from the Division Office.