

BOOKING CONDITIONS

The British Thoracic Society accepts bookings under the following conditions:

As places are allocated on a first-come, first-served basis early application is advised.

1. The completed booking together with full payment must be sent to The British Thoracic Society at the address given on the form. On receipt of booking an acknowledgement will be issued within two weeks and a confirmation of booking will follow shortly thereafter. Cheques should be made payable to The British Thoracic Society.

Returning the signed registration form constitutes a firm booking.

2. All correspondence will be sent to the participants at the address specified on the booking form.
3. If you wish to attend more than one course, please complete the relevant booking form and send a separate cheque for each. We will only debit your credit or debit card, if using, when you have been allocated a place on the course(s) of your choice.
4. All payments, including credit or debit cards, must be in sterling.
5. We regret we cannot issue invoices, and can only confirm a place when payment has been received. We also cannot reserve places pending receipt of payment.
6. If you are unable to attend, a substitute delegate may be able to attend in your place. Please contact Jackie Ford, Short Course Manager in this event. Tel: 01945 410796 or email: btshortcourses1@aol.com
7. The British Thoracic Society reserves the right to change the speakers in cases of illness or other conditions beyond its control.
8. The British Thoracic Society does not accept responsibility for loss or damage to delegates' own property and/or personal effects whilst at the course. The British Thoracic Society does not accept liability for loss or damage to personal effects caused by events beyond its control – including (but without limitation) fire, flood, strikes, civil disturbances or for consequential loss or damage of any kind whatsoever.

CANCELLATION OF BOOKING

The British Thoracic Society will accept **written** cancellations on the following basis:

- A 25% cancellation charge will apply to all cancellations.
- Less than 6 weeks prior to the course 0% will be refunded. If we are able to fill your place a 25% cancellation charge will still apply.
- Special cancellation charges apply to the Radiology course on page 13.

If you have to cancel the course due to circumstances beyond your control, please inform the Chief Executive in writing.

NB. We understand that it may not always be possible to predict your availability. Please take this into account before returning your booking form(s), as the Society will enforce the cancellation fees policy strictly this year.