
BNMS Annual Meeting Terms and Conditions – new for 2020

By submitting a booking form or registering online, you/your organisation are agreeing to, and will comply with, BNMS Meeting payment terms and conditions.

GENERAL TERMS AND CONDITIONS for Registration

The British Nuclear Medicine Society is the Organiser of BNMS Meetings.

These General Terms and Conditions are valid for each attendee registering for a BNMS Meeting. Any person, delegate, accompanying person, student, speaker, or exhibitor is considered an attendee.

Conference Registration

Submitting a booking form or registering online constitutes a firm booking and requires payment. Any cancellations, including for social events and dinner tickets should be received in writing and are subject to the cancellation terms detailed below.

Registration Fees and Deadlines - Please see the BNMS website for fees and deadlines.

The registration fee is based on the date of the receipt of the registration form.

The registration fee for all delegates includes UK Vat at 20%

To be able to register as a student/trainee, you must present proof of fulltime enrolment at a recognised university or college for both the time of registration and during the conference. Students must present their original student identification card on-site in order to receive their name badge.

If wish to generate an invoice for payment by your trust, you must provide a valid purchase order number at the time of registration.

Delegate pack (in person meetings only)

A delegate pack is included in the registration fee for delegates, students, and speakers. If the registration form and/or full payment are received after the standard registration deadline, the conference organisers cannot guarantee that a delegate pack will be available. All conference materials will be handed out on-site at the registration counter.

Methods of Payment

If your trust are paying for your registration fee you must generate an invoice with a valid purchase order number and forward it to your trust finance department to request that payment is made.

If payment is not received you will receive email reminders from our online registration system requesting payment. If there are delays we appreciate your assistance in contacting your accounts payable department to solicit immediate payment.

Payment is required at the time of registration. It should be made in GBP only, using one of the

following methods:

1. Credit card (Visa, Master/Eurocard, American Express, Diners): Attendees should complete the relevant section of the registration form.

2. Bank transfer: Payment should be made in GBP to:

Bank Address: Natwest Nottingham Smiths Bank, 16 South Parade, Nottingham NG1 2JX

Account Number: 36917095

Sort Code: 56-00-61

Swift Number: NWBK GB 2L

IBAN Number: GB07 NWBK 56006136917095

VAT Registration: 171 9328 94

Please use your name and registration ID as a reference

Please note that all transfer costs must be prepaid by the transmitter.

3. Please send a cheque - Payable to 'British Nuclear Medicine Society' and post to the address below:

The British Nuclear Medicine Society, The Sir Colin Campbell Building, Triumph Rd, Nottingham, NG87 2TU.

A letter of confirmation/payment receipt will be sent by email once registration and payment are complete. Attendees must present this confirmation/payment receipt at the registration counter as proof of their registration and payment.

Letter of Invitation (in person meetings only)

Individuals requiring an official Letter of Invitation can request one from the organisers. To receive a Letter of Invitation, attendees must first register to the conference and submit payment in full.

Letters of Invitation will not be sent after the standard registration deadline. The Letter of Invitation does not financially obligate the conference organisers in any way. All expenses incurred in relation to the conference are the sole responsibility of the attendee.

Visa Requirements

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

The conference organisers will not directly contact embassies and consulates on behalf of visa applicants.

The registration fee minus a handling fee of 30 GBP will be refunded after the conference if the visa was applied for in time, and an official proof of the embassy confirming that a visa could not be granted, is forwarded to the BNMS 2016 registration department.

Certificate of Attendance

A Certificate of Attendance for all fully paid delegates will be issued after the conference.

Registration Name Change

A handling fee of 30 GBP will be charged for every name change to an existing conference registration. A new registration form for the substitute attendee should be submitted, as well as a proof for the reduced fee if applicable. Name changes will only be accepted until the pre-registration deadline indicating clearly the new and old name. After the pre-registration deadline, all name changes must be carried out on-site.

Lost Name Badge (in person meetings only)

The name badge must be worn at all times during the conference. Access to the conference facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of 30 GBP will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

Registration Cancellation Policy

Should substitution not be possible, cancellation charges apply as follows:

8 weeks or more prior to start of event: £30 admin fee.

4 to 8 weeks prior to start of event: 50% of the delegate fee

4 weeks or less prior to start of event: 100% of the delegate fee

Any modification or cancellation must be put into writing to office@bnms.org.uk

A cancellation fee of 30 GBP will apply to all guest/additional dinner cancellations.

The conference organisers reserve the right to modify the programme, which is published as an indication only.

Cancellation of the Conference

In the event that the conference cannot be held or is postponed due to events beyond the control of the conference organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organisers, the conference organisers cannot be held liable by attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc. Under these circumstances, the conference organisers

reserve the right to either retain the entire registration fee and to use it for a future conference, or to reimburse the attendee after deducting costs already incurred for the organisation of the conference and which could not be recovered from third parties.

Data Protection and Sharing of Contact

The acquisition, handling (which includes saving data, changes, transmission, blocking and erasing) and utilization of all personal registration data is executed within the guidelines of the effective data protection regulations.

The BNMS will collect and store all data for the preparation and execution of the Meeting.

When you register, you will be asked to complete the online form providing for: your name, address, email address and telephone number. The above collected information is required to process, book and complete your booking (including the sending of a confirmation email of the booking to you).

Should you choose to make the payment for your bookings with credit card, your credit card details (i.e. credit card type and number, CVC code, expiration date, credit card holder name) will also be collected.

All data will be saved and processed.

By submitting registration details, delegates agree to allow BNMS and companies associated with the conference to contact them regarding their services. Delegates who do not wish to receive such communications please email office@bnms.org.uk. The contact details of registered delegates will be placed on the attendee list which will be passed to sponsoring companies and to all attendees for them to see who is at the conference for the purpose of networking and meetings. Delegates who do not wish to be included on this list should advise at the time of booking.

We have implemented and use security procedures and technical and physical restrictions for accessing and using personal information. Only authorised employees are permitted to access personal information for performing their duties in respect of our services. Our server and network are protected by firewalls against unauthorized access and we have intrusion detection systems that monitor and detect unauthorized (attempts to) access to or misuse of our servers. Your credit card details will be kept by BNMS until three months after the end of the congress.

Speakers

Views expressed by speakers are their own. BNMS cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to delegates.

Photography & Filming (in person meetings only)

For promotional purposes, there may be a professional photographer and video production taking place during the conference. Delegates who do not wish to be filmed or recorded should advise the organisers by email to office@bnms.org.uk prior to the event.

Insurance (in person meetings only)

It is the responsibility of the delegate to arrange appropriate insurance cover in connection with their attendance at the conference. BNMS cannot be held liable for any loss, liability or damage to personal property.

Liability

The liability of the conference organisers - for whatever legal reason - shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The attendee shall take part in the conference at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the conference organisers.

Hotel Accommodation Requests – Reservation Highway (in person meetings only)

Hotel accommodation is subject to availability and will be allocated on a first come, first served basis.

All rates indicated are per room and night in GBP (£) and include VAT and breakfast.

All reservations must be made using the official booking form and submitted with full credit card details, without which the booking cannot be processed.

Should the selected hotels be sold out, Reservation Highway Ltd reserves the right to book a hotel in a similar category and price range. Should you plan to arrive at your hotel after 18.00 please inform them accordingly.

Please contact Reservation Highway Ltd for bookings of 6 rooms or more by emailing admin@reservation-highway.co.uk, as they will be handled separately.

Changes and Cancellations

If you need to cancel or amend your reservation please contact our Reservation Highway Ltd by telephone, fax or email and they shall be able to process any changes and reconfirm your reservation. Please note, they do not charge for this service, however the hotel may charge for changes made after the cancellation deadline for your reservation. Check the terms and conditions printed on your confirmation page.