F9 Booking and Cancellation Policy

Registrations for BTOG Educational Events
For catering and organisation purposes, BTOG asks that all attendees to BTOG events register in advance.

BTOG Annual Conference
On-line registration will close 14 days before the annual conference. If you register after this date either by email or on-site there will be an additional charge of £25.

For cancellations received 28 days or more before the first day of the annual conference, we will refund registration fees paid, minus a £25 administration charge. If registration has not been paid, then a £25 administration charge will still be payable. No refunds are payable for cancellations received within 27 days of the first day of the annual conference and if registration has not been paid the full registration fee will still be payable. This will include cancellations or non-attendance due to travel difficulties or other matters that are out of BTOG’s control.

Postgraduate Course
For cancellations received 28 days or more before the first day of the course, we will refund registration fees paid, minus a £25 administration charge. If registration has not been paid, then a £25 administration charge will still be payable. No refunds are payable for cancellations received within 27 days of the first day of the course and if registration has not been paid the full registration fee will still be payable. This will include cancellations or non-attendance due to travel difficulties or other matters that are out of BTOG’s control.

BTOG Essential Updates
For catering and organisation purposes, BTOG asks that all attendees register in advance. BTOG provides free registration for Essential Updates for health care professionals to encourage attendance and to support Continuing Professional Development. You can cancel your registration at an Essential Update up to 28 days before without penalty. If you cancel your registration less than 28 days in advance and do not nominate another health care professional colleague to take your place or do not attend on the day, then you will be charged a fee of £75 to cover the cost of your place at the Essential Update and an invoice will be issued in this respect. This will include cancellations or non-attendance due to travel difficulties or other matters that are out of BTOG’s control.

Sponsorship for BTOG Educational Events
Confirmation of sponsorship via email or booking form is considered final and binding unless it is made clear that it is provisional and subject to final confirmation. Provisional sponsorships will be held for 14 days only and after this time the provisional hold will be removed, and the sponsorship place will be duly released. Please note provisional hold is not available for Double Platinum, Platinum sponsorship or sponsored satellite meetings at the annual conference.

Essential Updates and Other Events
Cancellations of sponsorship must be made in writing. A 25% cancellation fee will be charged for cancellations made 100 or more days prior to the BTOG educational event. If less than 100 days prior to the event, then the full amount of sponsorship will apply. Sponsorship not paid will still be payable and if paid no refund will be made.

Annual Conference
Cancellations of sponsorship must be made in writing. A 25% cancellation fee will be charged for cancellations made 120 or more days prior to the annual conference. If less than 120 days prior to the event, then the full amount of sponsorship will apply. Sponsorship not paid will still be payable and if paid no refund will be made.