



5th Developing Excellence in Medical Education Conference

Education in the wider context - the patient, the team and the global community

Monday 4 – Tuesday 5 December 2023
Manchester Central | Hybrid conference

DEMEC 2023 – Registration Terms and Conditions

Updated 17/05/2023 18:02:06

Terms and conditions of booking

Registration fees

Invoicing to your department/organisation is **ONLY** available up to **Monday 23 October 2023** otherwise payment must be made by credit card via Stripe.

Invoices will be generated by **NHS Confederation (Services) Company Limited**.

Payment terms are 30 days from invoice date.

Invoice payments need to quote the invoice number as the reference.

IMPORTANT - If you are paying via invoice please ensure that a Purchase Order number is provided with your booking in order to expedite payment.

Please ensure that the purchase order clearly states the name(s) of the applicable delegates.

Purchase orders should be addressed to:

NHS Confederation (Services) Company Limited

2nd Floor, 18 Smith Square, London, England, SW1P 3HZ.

Company No. 05252407

Bank transfer charges must be covered by the delegate in addition to the delegate fee due.

Credit card payments are available via Stripe on line. You will receive a confirmation of booking which will include the value paid. A VAT receipt will be provided with your confirmation of booking.

Non-payment of your registration fee prior to the conference will result in your registration being rejected unless otherwise agreed with the organisers in writing.

The organisers will not be held liable for loss of registration forms if sent by post. Please do call and check with the organisers if you believe your form has not been received.

Group bookings

Group bookings can be made via the on line registration form.

The maximum number within each group booking may be limited – this will be made clear on the line form.

In case of query please contact the conference office booking natasha@demec.org.uk

For group bookings names must be provided at the time of making the booking.

Non named places are not permitted.

Discounts are not available for group bookings.

Please refer to the notes above regards invoicing or payment by other methods.

Please refer to the notes below regards amendments to registration and notifications of cancellation.

Amendments to registration

Any amendments must be submitted, in writing, to the meeting organisers and can be made up to Monday 23 October 2023.

No charge will be made for amendments to registration for name changes or substitutions.

Cancellations

Notification of cancellation must be sent, in writing, to the conference office. You can email via natasha@demec.org.uk

Cancellations will be accepted until Monday 23 October 2023 with a refund of all pre-paid fees.

No refund for cancellations will be made after this date, but substitutions can be made.

Accompanying persons

Guests may NOT attend the conference plenary or parallel sessions, poster sessions, exhibition or welcome reception.

Final joining instructions

These will be emailed to you by early November.

Disclaimer

All best endeavours will be made to present the programme as detailed. However, the conference organisers and the organising committee and its agents reserve the right to alter or cancel without prior notice, any of the arrangements, timetables, plans or other items relating directly or indirectly to the meeting, exhibition or social events, for any cause beyond its reasonable control.

The conference organisers and the organising committee and its agents are not liable for any loss or inconvenience caused as a result of such alteration.

In the event of conference cancellation of the meeting all pre-paid fees will be re-funded in full.

However, the meeting organisers and the organising committee and its agents are not liable for any loss or inconvenience caused as a result of such a cancellation. In particular, the organisers will not be liable to refund any travel or hotel costs incurred by delegates or their partners.