



BCLA 2023 Presidential Address and Dinner **Booking Terms & Conditions**

It is mandatory for all delegates registering for the BCLA 2023 Presidential Address and Dinner to declare their understanding of these terms and conditions at time of registration.

Registration

The event is open to all. Spaces are limited; pre-registration is mandatory. Book early to avoid disappointment. All event bookings should be made online at www.bcla.org.uk. The last day to register for the BCLA 2023 Presidential Address and Dinner is 13:00 (GMT) 22 November 2023. No online or onsite registrations will be accepted after this date and time. Online registration will close immediately if registration reaches maximum capacity before 22 November 2023; we recommend booking in advance to avoid disappointment.

There is no facility online to book multiple colleagues at the same time. Only one conference booking can be processed per account, therefore each person will need to register themselves individually. If you are registering on behalf of a colleague, you will need the account holder's permission to access their account to process their registration online. This will need to be done for each person you are registering on behalf of. Step by step instructions on how to process individual registrations can be found on the online booking page.

MEMBER REGISTRATIONS

You must be a member of the BCLA to qualify for preferential rates. Please ensure that you log in to your account using your existing username (email address) and password to ensure you pay the correct delegate rate.

To qualify for a 'member' rate you must have a valid BCLA membership subscription at both the time of booking and at the event itself. Any person who registers for the conference at the 'member' rate and does not renew and/or maintain their membership will be charged the difference in conference fees to a 'non-member' rate.

If you have any of the following BCLA membership subscriptions (must be valid both at time of booking and at the conference itself), you are eligible for the member discount:

- Full Membership
- Retired Membership
- Affiliate Online Membership
- Newly Qualified Membership
- Pre-Reg Student Membership
- Student Membership
- Overseas Student Membership
- Honorary Life Membership

NON-MEMBER REGISTRATIONS

Non-members are very welcome to attend, however, non-members will not be able to take advantage of the member discounts.

If you are not a BCLA member but would like to take advantage of the BCLA member rates, you must [join](#) as a member first and then book for the conference.

Refunds for the difference in price between a member and a non-member conference package will not be issued if BCLA membership is purchased after the purchase of a conference package.

If you do not wish to join as a BCLA member and plan to attend the conference as a non-member, please either log in to your free 'Registered User' account using your existing username (email address) and password



OR if you do not already have an account, create a free [Registered User account](#) before proceeding with your conference registration. You will not be able to complete your conference registration without an account.

Please do not create multiple BCLA accounts. Contact membership@bcla.org.uk if you require assistance with your membership or need help accessing your account.

TRAINEE CLO REGISTRATIONS

Trainee CLOs are eligible to receive the member discount but must first become a Pre-Reg member of the BCLA. Trainee CLOs that currently have a free Student BCLA Membership will need to upgrade to BCLA Pre-Reg Membership.

You will not be able to complete your conference registration without an account; trainee CLOs who do not wish to join as a member of the BCLA will need a free 'Registered User' account and will be asked to pay the non-member rate to attend the conference.

Contact membership@bcla.org.uk if you require assistance with your membership or if you need help accessing or upgrading your account.

Registration Options

Ticket Type	BCLA Member Rate	Non-Member Rate
BCLA 2023 Presidential Address and Dinner	£50.00 + VAT	£75.00 + VAT

Included in the cost of your ticket is:

- Arrival drinks reception.
- BCLA Presidential Address delivered by Rakesh Kapoor on 29 November 2023.
- 1 CPD point for attending the full 1-hour session (subject to CPD accreditation).
- Three course sit down meal with drinks.

NB. If you are booking for this event, then you are committing to attending the FULL evening which consists of 1-hour lecture and a 2-hour dinner (timings are approximate and subject to change). BCLA will not offer discounts or refunds if the full evening is not attended.

Payment

The cost of your booking must be settled via the secure online booking system. BCLA accepts payment by card only. Note that we no longer accept American Express payments. BCLA will not issue invoices or accept bank transfers or cheque payments for individual delegate registrations. If an employer is covering the cost of your registration fee and you do not have a card payment option from your organisation, then please use a personal form of payment and claim reimbursement from your employer using the booking confirmation e-mail and/or booking receipt which you can print from your BCLA profile on the BCLA website as proof of purchase.

PROMOTIONAL CODES

We reserve the right, from time to time, to run special promotional offers on events. In the event of a special offer, additional terms and conditions may apply which will be made available at the time of booking and/or receipt of a promotional code.



If you have a promotional code, you must enter it at point of checkout when processing your online registration. You must enter the code before inputting your payment details by entering your code in the 'Promotional Offer' box on the checkout page and by clicking 'apply'.

Please note that your final receipt will show the total cost paid after the discount has been applied, but the promotional offer code reference will not appear on your final receipt.

You will not be able to redeem vouchers under any circumstances once your event registration has been completed. A maximum of one code per customer can be redeemed at any given time. Promotional offer cannot be used in conjunction with any other offer. Please ensure that you read the separate terms and conditions of any given promotional code before redeeming.

Refund and Cancellation Policy

If you are unable to attend BCLA 2023 Presidential Address and Dinner for any reason (including for reasons relating to coronavirus and strike action) and need to cancel your booking, please contact BCLA ASAP by emailing events@bcla.org.uk

If you wish to cancel your booking, BCLA will offer you one of the following options:

- i) An attendee substitution
- ii) A refund

i) ATTENDEE SUBSTITUTION

If you are unable to attend the event, we welcome a substitute delegate to attend in your place. You must give written notification of a delegate substitution to BCLA by no later than 13:00 GMT 22 November 2023 by emailing events@bcla.org.uk. You must inform BCLA of your contact details and of the contact details of the person who will be taking your place.

If the substitution is not a like for like booking (i.e. substitute person does not qualify for the same rates) any difference due to the Association must be paid immediately (note that the registration rate at date of substitution applies). BCLA shall not be liable for reimbursing the difference in package cost if the amount due for the substitute delegate is of a lesser value.

ii) REFUND

If you cancel your booking, BCLA shall refund to you a percentage of the booking fee paid, as an administration charge, on the following basis:

- For cancellations made before 23:59 GMT 31 October 2023, the registrant shall be entitled to a 70% refund of fees paid.
- For cancellations made between 00:00 GMT 1 November 2023 – 13:00 22 November 2023 the registrant shall be entitled to a 50% refund of fees paid.
- No refunds will be offered for cancellations made after 13:00 GMT 23 November 2023.
- No refunds will be made for non-attendance.
- Under no circumstances will BCLA reimburse you for any expenses incurred in other arrangements to attend the event.

Cancellation by Us

BCLA will make all efforts to run the event however, if the event must be cancelled or rescheduled, we will contact you as soon as possible to notify you of the change.



BCLA reserve the right at any time and without warning to change the venue of the event and/or speakers from those described in the programme. We also reserve the right in our absolute discretion, to cancel your booking where we need to do so due to circumstances outside of our control, including, but not limited to, situations where sufficient numbers have not booked for the event, the speakers are unavailable, or for reasons relating to coronavirus. BCLA shall have no liability for losses or costs which you may incur due to such cancellation, but we shall refund your booking payment (in full as soon as possible) or offer you an alternative event or registration package if one is available.

We will refund any money received from you using the same method originally used by you to pay for your purchase but reserve the right to refund using an alternative method. BCLA shall not be liable for reimbursing the cost of travel or accommodation arrangements made by individual delegates.

Data Processing Consent

BCLA is committed to protecting the privacy of members and delegates and advise that any personal data you provide us with will only be used for the purpose of processing your registration at this event or used in relation to BCLA Membership if you are a member.

- We will collect details including name, telephone number, email address.
- To receive CPD points, you may be asked to give details of your local optical governing body.
- We will ask you to submit allergies/dietary restrictions.
- We will send you email updates related to this specific event only.

To proceed with your booking, you will need to give BCLA your consent when prompted at time of booking. You will not be able to progress through to registration without prior consent to this mandatory question.

Photography and Video

There may be an official BCLA photographer/videographer employed to cover specific BCLA events. The images are for the sole use of the promotion of the event and post event coverage and may appear on the BCLA website, email communications, BCLA social media channels and associated press coverage. The BCLA are not liable for third party photographers who may be present at the event.