



BCLA 2021 Virtual Conference & Exhibition

Terms and Conditions of Delegate Registrations **For Individual and Group Bookings**

It is mandatory for all delegates registering for the 2021 BCLA Virtual Clinical Conference & Exhibition to declare their understanding of these terms and conditions before they complete their registration. You will be required to confirm this at the time of your online pre-registration at www.bcla.org.uk.

You can also find answers to frequently asked questions [HERE](#). If you have any other event queries, or can't find what you need online, contact events@bcla.org.uk

DELEGATE REGISTRATION

Pre-registration for this event is mandatory. All conference bookings must be made online at www.bcla.org.uk. The last day to register for the conference is 13:00 (GMT) 10 June 2021. No registrations will be accepted after this date and time.

You need to be a member of the BCLA to automatically qualify for preferential rates. Please ensure that you **log in first** 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 Conference itself. Any person who registers for the Conference at the 'member' rate and does not renew 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 loyalty discount*:

- Full Membership
- Retired Membership
- Affiliate Online Membership
- Newly Qualified Membership
- Pre-reg Student Membership
- Student Membership
- Overseas Student Membership

*the value of the discount varies between membership categories.

Non-members are very welcome to join us, however, you will not be able to take advantage of the member loyalty discount.

If you are not a BCLA member but would like to advantage of the BCLA member discount, please [join](#) first and then resume your conference booking. Do not create multiple accounts if you already have a BCLA profile. Contact membership@bcla.org.uk if you require assistance with your subscription or need help accessing your account.

Trainee CLO's are eligible to receive the member discount but must first become a Pre-reg member of the BCLA. Any Trainee CLOs that currently have a free Student BCLA Membership will need to upgrade to BCLA Pre-Reg Membership. Trainee CLO's who do not wish to join as a member of the BCLA will be required to pay the non-member rate to attend the conference.

Early Bird Discount applies to all bookings until 31 March 2021. Regular rates for all packages apply from 1 April 2021.

All delegate packages will be charged in Great British Pounds (GBP). If your home currency is not GBP, then the cost of your package will be automatically converted to your local currency by your bank. The rates published on the BCLA website are for guidance purposes only; the actual rate charged will be based on the currency conversion rate at time of booking.

The cost of your delegate package must be settled via the secure online booking system. BCLA accepts payment of individual delegate packages by card payment only. Note that we no longer accept AMEX payments. We also do not issue invoices or accept bank transfers or cheque payments for delegate registrations. If an employer is covering the cost of your registration fee but 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.

There is no facility online to book multiple colleagues at the same time. Only one conference booking can be processed per account, therefore each delegate 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 in order 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.

GROUP BOOKING DISCOUNTS

To register 7 or more people to attend the virtual conference, you will be required to complete and return a Group Booking Form for your guests. Please note that other promotional offers, including the BCLA member loyalty discount, cannot be used in conjunction with the group booking offer. If you are registering less than 7 people, you will need to process each delegate registration online individually.

Group Booking Procedure:

- The lead booker will need to email events@bcla.org.uk to request a group booking form
- The definition of a 'Group' is 7+ individuals from the same company/organisation
- No other promotional offer can be used in conjunction with the group booking discount
- Group booking rate per person is applicable irrespective of your membership category and will be automatically applied as follows:
 - 7 – 9 Delegates = £210 per person (early bird rate) / £266 per person (regular rate)
 - 10 - 19 Delegates = £190 per person (early bird rate) / £239 per person (regular rate)
 - 20 + Delegates = £180 per person (early bird rate) / £213 per person (regular rate)

BCLA reserves the right to withdraw any discounts if the 'Group' does not meet these criteria. The same delegate registration terms & conditions apply for all group bookings.

Promotional Codes

If you have a discount 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 discounts have been applied. The discount code reference will not appear on your final receipt. You will not be able to redeem vouchers under any circumstances once your conference registration has been completed. A maximum of one code per customer at any given time. Promotional offer cannot be used in conjunction with the group booking discount. Please ensure that you read the separate terms and conditions of any given code before using.

Exhibition

The BCLA Virtual Exhibition is free of charge for all to attend.

Packages

The 2021 Clinical Conference & Exhibition conference programme to be delivered in two parts, including a 30-hour virtual conference, live streamed across the globe.

With all the uncertainty in recent months relating to face-to-face events due to the on-going pandemic, we are pleased to confirm that we will be holding the BCLA Clinical Conference in a virtual format in June 2021 and in Autumn 2021.

The first event will be live streamed 30 hours across the globe, enabling our international audiences to tune in to the event when it is convenient for them. This will be followed by a second virtual conference in the Autumn.

Pre-registration is mandatory. The packages presented below include virtual attendance at both events.

Live Streaming Package

- Recommended package for BCLA Members (all categories)
- Online access to the live stream of the main lecture track at the 2021 June and the Autumn virtual conferences
- Interactive CET points for online sessions attended
- Access to the virtual exhibition
- Opportunity to attend an online workshop/peer review session*
- Exclusive hard copy of the March edition of CLAE (Contact Lens & Anterior Eye Journal) containing the BCLA CLEAR Reports**

Conference Plus Package

- Available to non-members only (recommended for non-members)
- Online access to the live stream of the main lecture track at the 2021 June and the Autumn virtual conferences
- Interactive CET points for the sessions attended
- Access to the virtual exhibition
- Opportunity to attend an online workshop/peer review session*
- Added value package! Take advantage of member benefits, until 30 November 2021***:
 - *Contact Lens & Anterior Eye* journal (online only / mobile app)
 - Regular e-news updates
 - Monthly BCLA & IACLE Research e-Updates
 - BCLA Webinars
 - Virtual lecture library
 - And more...
- Exclusive hard copy of the March edition of CLAE (Contact Lens & Anterior Eye Journal) containing the BCLA CLEAR Reports**

*Some workshop and peer review sessions are not included as part of the Live Streaming/Conference Plus Package. Due to limited availability of these session, you must pre-book these sessions separately at time of registration. Spaces will be allocated on a first come first basis. Additional charges may apply. Please review the programme before booking.

**All non-member registrants that register for the BCLA Virtual Conference before 10 March 2021 will receive an exclusive hard copy of the BCLA CLEAR Report. Delegate's name and address contact details will be sent to Elsevier Publications in order to carry out fulfilment, your details will not be used for any other purpose. The report will be distributed in April 2021.

*** By registering for the Conference Plus package you will be enrolled into our membership programme until 30 November 2021 – receiving an exclusive set of benefits during this time. At the end of this term you will eligible to continue your membership as a full member for 12 months and gain access to further benefits and services part of the BCLA membership package. We will communicate with you before your renewal comes up. Due to the nature of this added value package you will be subject to membership [terms and conditions](#).

If your place is confirmed it will be shown on your booking summary which is accessible when you log in to your online BCLA account/profile. Ensure that you arrive promptly for your session(s) as latecomers will not be admitted and will not receive CET points for that session. Please note that delegates who have not pre-booked workshops will also not be admitted.

If you are not able to attend a workshop you have booked, you must cancel your place in writing at events@bcla.org.uk. Where fees apply, workshop/peer discussion sessions are non-refundable. Workshop substitutions are accepted, subject to availability.

Some workshop/peer discussion sessions may have limited availability and must be pre-booked in advance online. Bookings for these sessions will be accepted on a first come, first served basis. There will be a waiting list system for sessions that are fully booked. Contact events@bcla.org.uk with details of the session that you would like to be added to the waiting list for.



Booking Additional Workshops

If you have already booked onto the conference and wish to add any additional workshop sessions to your booking (subject to availability), you should log in to your BCLA account online and go to the conference registration page to add a session to your booking. Proceed to checkout as normal. Note that you created your profile at the time you joined as a member or registered for the event. Your username is your email address. You can reset your password by following the steps shown [HERE](#). Please do not create duplicate profiles.

Refund and Cancellation Policy

Any cancellations made by the delegate must be confirmed in writing to the BCLA by emailing events@bcla.org.uk. Refunds of fees, less a 30 per cent administration fee charge, may be applied for until 10 May 2021. After this date no refunds will be made.

Substitutions are permitted at any time; however, notification must be made to the BCLA in writing by emailing events@bcla.org.uk. 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. The BCLA will not refund any overpayment as a result of a substitution.

The Association will make all efforts to run the BCLA Virtual Clinical Conference and Exhibition on the dates as stated. However, in the event of cancellation by the Association, all fees paid will be refunded in full. In an emergency, the BCLA reserves the right to substitute speakers or subjects in the programme.

Data Protection

Any data you provide will be used for the purpose of processing your registration and to give you appropriate access to the conference content via the conference event platform. We will also send you email updates related to this specific event only. In order to proceed with your registration, you will be asked to confirm your consent.

If you are registering as a non-member, BCLA will ask you at time of registration if you would be happy for BCLA to provide you with relevant information to similar BCLA events in the future and membership information. At time of registration, you will be asked to opt in or opt out to receiving such information.

Note that your name and email address may also be passed on to BCLA 2021 Annual Sponsors to enable them to supply you with information about their products and services relating to the BCLA 2021 Conference only. At time of registration, you will be asked to opt in or opt out to receiving such information.