

## **SVEPM ANNUAL MEETING 2012 - REGISTRATION INFORMATION**

### **REGISTRATION**

All attendees must register in advance of the Conference. Registered delegates will receive the following:

- Delegate Bag including the programme, copy of the Conference proceedings and other associated materials
- Name Badge permitting access to all sessions
- Two nights bed and breakfast accommodation at the Grand Central Hotel on 28<sup>th</sup> and 29<sup>th</sup> March
- Lunch and refreshment breaks on the days attended
- Admission to the Civic Reception at the City Chambers on Wednesday 28<sup>th</sup> March
- Admission to the buffet dinner at the Grand Central Hotel on Wednesday 28<sup>th</sup> March
- Admission to the Conference Dinner at the Grand Central Hotel on Thursday 29<sup>th</sup> March

The **Registration Desk** will be open at the following times (exact timings to be confirmed):

Tuesday 27 <sup>th</sup> March	1500 hours – 1800 hours
Wednesday 28 <sup>th</sup> March	0800 hours – 1800 hours
Thursday 29 <sup>th</sup> March	0800 hours – 1800 hours
Friday 30 <sup>th</sup> March	0800 hours – 1200 hours

Participants with special requirements should contact the SVEPM Secretariat ([svepm2012@meetingmakers.co.uk](mailto:svepm2012@meetingmakers.co.uk)) in advance for assistance.

### **REGISTRATION FEES**

Please choose the registration category that applies to you. You have the option of checking in on Tuesday 27th March, the day before the conference (3 nights) or on Wednesday the 28th March (2 nights).

The registration fees are as follows:

**Please contact conference organisers regarding fees and accommodation as the conference hotel is fully booked now!**

## **PAYMENT**

Payment of fees must be made when the registration form is completed or a purchase order must be provided. All payments must be in POUNDS STERLING using one of the following methods:

### **1. Credit Card/Debit Card**

This is the preferred method of payment. The following cards are welcome: Visa, MasterCard and Maestro. Unfortunately American Express and Diners Cards cannot be accepted.

### **2. Personal or Company Cheque**

Payment by personal or company cheque, drawn on a UK bank only will be accepted. Payments should be made to **SVEPM 2012**.

### **3. Bank Transfer**

The bank account details for SVEPM are as follows:

Account Name: SVEPM 2012

Account Number: 83942868

Sort Code: 87-37-21

Name of bank: Lloyds TSB

Address of bank:  
1589 Great Western Road  
Anniesland,  
Glasgow,  
Strathclyde,  
G13 1LR

**IBAN: GB81TSBS87372183942868**

**SWIFTBIC: TSBSGB21203**

Please quote your *name and invoice number or delegate ID number as a reference*.

Delegates requiring invoices should provide a purchase order number and invoice department/address if different from the Address for Correspondence on the registration form.

**PLEASE NOTE: NO OTHER METHODS OF PAYMENT CAN BE ACCEPTED**

## **CANCELLATION POLICY**

All cancellations must be sent in writing or e-mailed to the SVEPM 2012 Conference Secretariat:

SVEPM 2012 Conference  
c/o Meeting Makers  
Jordanhill Campus  
76 Southbrae Drive  
Glasgow  
G13 1PP  
Tel: 0044 (0) 141 434 1500  
Fax: 0044 (0) 141 434 1519  
E-mail: [svepm2012@meetingmakers.co.uk](mailto:svepm2012@meetingmakers.co.uk)

### **Cancellation of Registration (including accommodation)**

Cancellations received on or before 1<sup>st</sup> February 2012 - an administration fee of £50 will be due and will be deducted from any refund issued.

Cancellations received after 1<sup>st</sup> February 2012 - full payment is due and no refunds will be issued. Name changes are permitted.

### **Insurance**

The organisers do not accept any responsibility for individual medical, travel or personal insurance. Delegates are strongly advised to have their own travel insurance policies.

## **ACCOMMODATION**

Further information about the Grand Central Hotel can be found on the hotel web site: <http://www.principal-hayley.com/locations/grand-central-hotel.aspx>

Delegates wishing to stay at the Grand Central on Tuesday 27<sup>th</sup> March can book an additional night at the time of registration at a cost of £95.00 per single occupancy room or £60.00 per person for a shared room. To book any additional nights please tick the appropriate box during the registration process.

For any special requests, please contact the Conference Secretariat – [svepm2012@meetingmakers.co.uk](mailto:svepm2012@meetingmakers.co.uk)

**PLEASE NOTE - availability of accommodation and the price of rooms cannot be guaranteed after 1<sup>st</sup> February 2012.**

## **SOCIAL PROGRAMME**

All delegates must indicate which of the social events they wish to attend, including the Welcome Reception and the Conference Dinner.

### **Wednesday 28<sup>th</sup> March**

#### **Civic Reception and Buffet Dinner**

The conference social events will open with a civic-sponsored drinks reception in the Glasgow City Chambers. Canapés will be served. This will be followed by a buffet dinner at the Grand Central Hotel.

### **Thursday 29<sup>th</sup> March**

#### **Conference Dinner**

One of the highlights of SVEPM 2012 will be the Conference Dinner and Ceilidh which will take place in the magnificent surroundings of The Grand Room of the Grand Central Hotel. Pre-dinner drinks will be served, followed by an excellent menu and top-class entertainment, including the University of Glasgow, School of Veterinary Medicine Pipe Band – not to be missed!

## **POSTER SUBMISSION**

At the time of registration please indicate if you intend to bring a poster with you. If you do, please supply a title so that we can group posters into themes.

For the first time this year we will run a poster tour enabling poster presenters to talk about their poster for 2-3 minutes while standing beside it. If you would like to do this, during pre-dinner drinks on Thursday evening, please tick the appropriate box during registration. There will be a limited number of slots available so these will be allocated on a first come first served basis.