FUNDED SPEAKER PACKAGE POLICY

The below package outlines the standard speaker package for funded speakers. If your package varies, this will have been confirmed in writing via email.

1. Delegate Tickets
Speakers will be provided with a complimentary delegate ticket for the day that they are speaking (worth £305). Speakers wishing to attend the full conference can do so at a greatly reduced rate of £150 + VAT for the remaining 2 days.

2. Accommodation
As a funded speaker you are entitled to one night (bed and breakfast) accommodation either the night before, or the night after your session, whichever is more appropriate.

We recommend booking a room at the Marriott Glasgow hotel or the Hallmark hotel where we are holding a block of rooms. Accommodation can be booked by following the link and process below. Additional nights can also be booked at the same time. Additional nights and supplementary costs incurred are paid for by you upon checkout. Further details are included in the booking system.

Please note, if you stay elsewhere, we will reimburse your room costs for one night up to £100 plus VAT.
https://exhibition.inntel.co.uk/index.asp?eid=%7b773ED0D7-FDFB-48C2-865B-7668BD9C0E3D%7d

Upon selecting the Marriott Glasgow hotel or the Hallmark hotel please enter the following code “SPKS18” in the blue promotion code box on page 2 of the booking system. You will get to this page once you have clicked ‘book’ on one of the hotels on the homepage. Please note that this code covers the cost of accommodation for one night only and that it can only to be used by named speakers - please do not share this code.

3. Travel Expenses
Speakers will be reimbursed for their travel to and from the conference as outlined below. All items of expenses must be supported by receipts. A maximum of £150 can be claimed for travel.

Rail fare
Reimbursement may be claimed for the actual cost of rail fare. Please use the cheapest ticket available and book in advance where possible to take advantage of Apex fares (Advance purchase excursion fare). No first class or overnight sleeper rail fare will be
Air fare
Reimbursement may be claimed for the most economical airfare where this is the only practical means of transport, where possible Apex fares. If airlines make no refund in the event of such tickets not being used (i.e. if an event is cancelled), the Conference will make the refund. It is anticipated that where meetings have a definitive start and finish time, an Apex ticket should be purchased. Open tickets may be purchased when there is a need for flexibility. Flights within UK and Europe should all be economy fares.

Private transport (car, van, motorcycle or bicycle)
Cars and vans 42p per mile
Motor cycles 24p per mile
Bicycles 20p per mile

For longer journeys, please compare your claim to the price of an equivalent standard class rail fare and claim the cheaper of the two amounts.

Passengers
Where a speaker shares their vehicle with another speaker making the same trip, Inland Revenue guidelines allow the vehicle owner to claim a tax allowance of an additional 5p per mile for each passenger carried – but this will not be paid by the Conference as expenses. Any claim must be made through the individual's tax return.

Taxi
If direct route public transport is available and safe to use, this is the preferred option. If public transport or private car is not an alternative, or not appropriate, you may claim for actual taxi fares, subject to providing receipts. Taxi fares will normally be reimbursed in full.

Bus/tube
Actual fares will be reimbursed. Please present a receipt.

Other
The Conference will reimburse car parking at a station or airport but will not reimburse congestion charges or parking fines. Airport car parking should be in long term car parks unless flying to and from Glasgow in one day (and therefore not staying overnight).

The Conference is not permitted to reimburse the cost of any gifts, meals etc provided to family or friends in exchange for transportation.
The Conference will only reimburse subsistence including meals up to the cost of £20 and when the claim is accompanied by relevant receipts.

4. Conference Dinner
Plenary keynote speakers will be offered one complimentary ticket to attend the Conference Dinner. For all other speakers and additional guests, tickets can be purchased via the registration site. Tickets are not yet on sale but you will be informed when ticket sales open.

5. Locum Expenses – Doctors only
Please note, speakers will not be offered locum expenses to attend the conference.

6. Speaker Fees
Speaker fees will not be paid.

7. Receipts
All claims for expenses must be accompanied by relevant receipts. The Conference is unable to reimburse any claims submitted without supporting documentation.

CLAIMING EXPENSES

All claims must be submitted to the Conference Organiser no more than two weeks after the conference. Failure to submit claims within this period will normally result in nonpayment of expenses.

An expenses form should accompany this pack. Complete the form and return it to rcp@haymarket.com with the subject line “RCGP AC 2018 Speaker Expenses”

If your package differs from the above, please ensure you include details of the agreement to avoid delays in payment.

The conference reserves the right to query and refuse to pay expenses outside of those agreed with any individual.