

Lyme & Tick-borne Diseases LDA Conference 2018

1st September 2018 University of Exeter



Friday 31st August 2018

5.30 pm Residential registration opens
7.30 pm Meet at The Imperial for dinner

Saturday 1st September 2018

8.30 am Day delegate registration opens
9.30 am Welcome and Conference start
5.30 pm Conference close

Conference fee £49
(refundable to medical & science students)

The 17th annual conference Saturday 1st September Streatham Court, University of Exeter.

Booking is via our online system at www.LymeDiseaseAction.org.uk

Day delegate booking closes at midday on 24th August, when we need to give final catering numbers to the conference administrators at Exeter.

Overnight accommodation bookings are direct through Exeter University. When you book your delegate place, you will be provided with a discount code to use.

How to book

Delegate bookings are only accepted through our on-line booking system. If you are unable to arrange internet access, please telephone 01935 826829 and a volunteer will enter your booking into the on-line system. This is a volunteer service, so it is not permanently staffed. It is requested that you only call between 11.00 and 21.00.

If you require assistance of any kind at the conference, please email us. There is disabled access everywhere, and willing helpers will provide transport.

Conference fee £49

Included in the price are a buffet lunch, coffee/tea breaks, free parking, and a delegate pack of literature. There is disabled access and facilities at the tiered lecture theatre where our speakers will present.

Catering

If you have special dietary requirements, select the appropriate options when booking.

After making your delegate booking request online, you will receive an email summary of your reservation, and a booking reference. Your request will be held for two weeks pending receipt of payment (for how to pay, please see below). On receipt of payment, you will receive a confirmation email.

- You may view the status of your booking at any time via the online booking system.
- Any problems booking online? Please email webmaster@lymediseaseaction.org.uk

Friday evening meal

This year we are meeting in [The Imperial](#), just off campus, from 7.30 onwards. Individuals can then purchase the drink and meal of their choice.

If you would like to join us please email the conference team when you have made your delegate booking. Shared transport will be available from both accommodation halls for those who do not want to walk.

Accommodation

Overnight accommodation bookings are direct through [Exeter University](#). When you book your delegate place, we will provide the code for a 15% discount so you can then book the rooms you require - single or double, B&B or room only, Friday and/or Saturday nights.

As room bookings are direct with the university, we will not know whether you are staying overnight, hence suggesting that you email the conference team if you would like to join us for the Friday evening meal. Arrangements for eating on Saturday evening will be made at the lunch break during the conference.

Parking

Free parking is available at both accommodation halls and the main car park for the conference.

An LDA helpline number for assistance on the day will be provided in your confirmation email.

**Need help booking? Any questions?
Wish to join the Friday evening meal?**

email

conference_team@LymeDiseaseAction.org.uk

(that is conference underscore team@...)

Medical students, foundation doctors and also PhD students working on a relevant project may receive a refund of their £49 delegate day rate during the afternoon tea break on production of their NHS ID card, but must register for the refund when booking and must pay prior to the conference.

Conference Centre Directions

Exeter University campus is on the Northern edge of Exeter. [See directions](#).

If coming by car, using sat-nav, please use the post code **EX4 4QJ** for the conference centre. Parking is free at weekends.

A [customised map](#) of the campus with relevant conference facilities highlighted is available on the LDA website.

Payment methods

When you have made your booking, payment must be received by us within 2 weeks to confirm your place. You can use any of the following methods:

Direct to the LDA bank accounts

UK Residents, with Internet or Telephone banking, can make payments direct to our bank account. Please remember to quote your booking reference

Account name: Lyme Disease Action
Account Number: 00014003
Sort Code: 40 - 52 - 40
Reference: booking reference on reservation email

At your own Bank

Most banks provide their own customers with the facility to make payments to third parties, please contact your own bank for details. Please remember to quote your booking reference. See above for the LDA banking details.

By Cheque

Please make all cheques payable to 'Lyme Disease Action' and post to the address below. Please remember to quote your booking reference.

Lyme Disease Action
Conference Office
49 Queen Street
Tintinhull
Somerset
BA22 8PG

Overseas Payments

HSBC Bank Poultry and Princes St Branch London
Swift Branch ID Code : BIC MIDLGB2141W
Favour :CAFBank Ltd
IBAN No : GB48MIDL40053072138549
Reference : Lyme Disease Action 405240 00014003

(or ask your bankers to put the reference in field no. 70. when the payment is sent).

Refunds for non-attendance or cancellation

Refunds will only be given if we are able to re-sell the place. LDA reserves the right to make an administration charge. Refunds will not be processed until after the Conference.

Commercial agents

Persons representing commercial concerns, or who wish to act as an agent for the sale or distribution of any type of product or service, who wish to attend the conference must first obtain prior approval from the charity. If you are a person within this category, please email us for permission before booking. We reserve the right to refuse admittance to anyone who has not been through this procedure. Refunds will not be made in these circumstances.

Email Conference_team@LymeDiseaseAction.org.uk