

Welsh Intensive Care Society

Cymdeithas Gofal Dwys Cymru



WICS Summer Scientific Meeting

Reimbursement rules and fees structure

Speaker arrangements:

- Invited speakers from outside Wales will have costs met with regards to accommodation and evening meal. These are for one person and one night at the conference hotel and exclude alcohol. WICS will also reimburse standard class rail travel within the UK, taxi fare to and from the station, and mileage at [HMRC approved mileage rate](#) and provide free registration for the whole conference. This includes lunches on both days.
- The Keynote speaker, in addition to the above, may have international standard class travel reimbursed and may have up to 2 nights accommodation for up to 2 people sharing one room reimbursed. Dinner on the second night is not included nor is alcohol on either night. At the discretion of Council a bursary of up to £1500 may also be offered as an incentive to appropriate speakers.
- There will usually be a maximum of 6 “outside of Wales” speakers (at the discretion of the Council, subject to available funds) which WICS will pay accommodation, meeting fees and travel costs for.
- Senior ICU clinicians working in Wales at consultant level, who are speaking in the main programme will ordinarily be expected to meet their own travel, accommodation, and registration fees at standard WICS member rates (it’s assumed that they will be making a claim for study leave reimbursement). However, a senior ICU clinician from Wales not already a member of WICS will be granted one year’s free membership entitling them for registration at the appropriate “member” rate). Speakers who do not work in critical care or are from outside Wales, medical trainees, and non-medical (e.g. nursing, AHP and ACCP) clinical staff who are invited to speak in the main programme will be waived their registration fees for the meeting. Ed Major Prize presenters will have their registration fees for that day of the meeting reduced, as below.

- All speakers (with the exception of Ed Major prize entrants and conference organisers) will have their evening meal paid for by WICS (excluding alcohol) as a token of thanks.

Ed Major Prize participants:

- WICS members invited to present at the Ed Major prize will pay “half delegate fees” for that day only. No other incentive is offered.
- The first prize in the Ed Major Prize will be £300, the Second prize will be £150 and the third prize will be £50. The competition will be run by the Audit and Research Secretary and judged by a minimum of 3 people – one of which must be a Council member. At the discretion of the judging committee, the £500 prize budget may be re-allocated or withheld on the day depending on the quality of the presentations.

Conference organisers:

- The conference organisers may be reimbursed in full any reasonable expenses which are supported by appropriate documentation and incurred while organising the Summer Meeting. This does not however include reimbursement for accommodation, meals, or travel regardless of whether the organiser is speaking at the meeting. Conference organisers may not receive any financial remuneration or benefit in kind related to their activities as conference organisers.

Secretarial remuneration:

- The meeting secretary will be reimbursed £600 for all administrative work related to the WICS summer meeting. In addition, one night’s accommodation at the conference hotel for up to 2 people sharing one room with dinner for 2 (excluding alcohol) will be paid for by WICS.

Fees structure:

For 1 day			Non-members	
		Early bird		Early bird
Consultants	£180	£140	£230	£195
Nurses/ AHPs	£75	£55	£100	£75
SAS/Trainees	£100	£70	£130	£100
Students	£10		£30	

For 2 days	Members		Non-members	
		Early bird		Early bird
Consultants	£310	£260	£360	£320
Nurses/ AHPs	£130	£100	£160	£135
SAS/Trainees	£170	£130	£220	£180
Students	£20		£40	

Early Bird Rate for all delegates except students and ends approximately 4 weeks from registration opening.

Annual Conference Dinner an optional additional fee of £40pp(see website for booking).

Booking arrangements:

- Delegates should register for the meeting and evening dinner through the website. Registration fees and dinner payments will also be made via the website and must be made in advance of the meeting.
- Delegates wishing to stay at the hotel should book their accommodation directly with the hotel under the standard terms and conditions. Members should mention that they are WICS members when booking in order to secure the special WICS rates.
- Accommodation for invited speakers from outside Wales will be arranged by the Meeting organiser/ secretary if requested.

- WICS will no longer book rooms on behalf of members nor will WICS be responsible for late cancellations.

Cancellation Policy

- WICS will not be liable for any payment for accommodation booked and then cancelled.
- Registration can not be passed to another WICS member or non-member delegate without agreement from WICS. Any additional/outstanding balance must be paid to secure transfer. Please contact wicssecretary@gmail.com.
- If you cancel your cancellation charge will be:
 - Between 52 and 26 weeks (inclusive) before the Event date 25% of the full cost of the Event.
 - Between 25 and 8 weeks (inclusive) before the Event date 50% of the full cost of the Event.
 - Between 7 and 5 weeks (inclusive) before the Event date 75% of the full cost of the Event.
 - From 2nd June 2024 (4 weeks before the scheduled Event date) 100% of the full cost of the Event.
- Delegates wishing to cancel the evening meal will be allowed a full refund up to 1st June 2024. Refunds after this date will not be possible.

Industry sponsors:

- Issues relating to Industry sponsors will be jointly managed by one of the conference organisers, the hotel and the meeting secretary.
- The day rate for industry sponsors is £350 per day or £600 for both days. This includes lunch on both days for up to 2 people.
- Acceptance of all sponsors is solely at the discretion of the meeting organisers and WICS council. Unsuitable sponsorship will not be accepted.
- A “corporate sponsor” package may be offered to one industry sponsor at a rate of £1500. This includes the addition of the company logo to all paperwork / presentations for the meeting, a public “thank you” on both days and on WICS’ social media accounts, choice of stand for both days, lunch on both days for 2 representatives as well as dinner for 2 representatives on the first night. In addition the company’s logo will be added as a corporate sponsor to the WICS website front page until the date of the next summer meeting. The corporate sponsor will also be offered the opportunity to host a “satellite”

meeting (at their own expense and possibly with their own invited speakers) at an appropriate time during the meeting. Up to 20 minutes will be made available on the programme for this.

- Cardiff University will be offered one “industry” space free of charge in recognition of their contribution of recording lectures for the website. Cardiff University may send up to 2 representatives and no meeting fee will be charged for them. Lunch will be provided for them at WICS’ expense on both days but no other remuneration is offered.