

BGP PERT offers 50 - 60 educational events p.a. for GPs. These are only cancelled in extreme circumstances, most commonly because of adverse weather conditions. In the case of cancellation of a meeting BGP PERT takes the following actions.

- For those **registered**, we email you to advise that the event has been cancelled. If we hold a current phone number and/or up-to-date practice details we also try to make contact by phone and leave a message.
- To try and reach those considering turning up on the night, we also email **all** members to advise that the event has been cancelled.
- As soon as is practicable we post a note to the website indicating the meeting has been cancelled.
- We confirm with the venue that the meeting is cancelled.

To enable members to have a reasonable chance of receiving notification of cancellation we endeavour to make the decision to cancel within the following time-lines:

- for evening meetings we try to make the decision to cancel no later than 1pm;
- for morning and all day events we try to make the decision to cancel the evening before; and,
- for afternoon events we try to make the decision to cancel by 9:00am.

We hope you appreciate that when a meeting is cancelled it is not always possible to be completely sure of contacting everyone registered, and that there are a number of factors involved in taking the decision, e.g., the location of the venue, where the speaker is travelling from, etc.

If you are booked on a meeting and it is possible it might be cancelled, especially if the weather is bad, please make extra sure to check your email and phone messages, and the BGP PERT website.

If you are in doubt please phone 01225 425632. This number is usually staffed 9:00am – 5:00pm, Monday – Friday. If there is no answer, please leave a message and we will get back to you as soon as we can.

December 2010