

Up to date as of May 2025

RCPE Terms & Conditions: Event Bookings

Thank you for booking an event with the Royal College of Physicians of Edinburgh. Please take a moment to read through our Terms and Conditions of booking.

Booking changes:

If changes need to be made to a booking, this can be done through delegates' Eventbrite accounts or by contacting the College by email at the earliest opportunity.

Refunds:

Our refund policy is as follows:

For Hybrid/In-person events	
Cancellations made up to 2 weeks before the event	100% refund
Cancellations made less than 2 weeks before the event	No refund
For Online only events	
Cancellations made up to 4 days before the event	100% refund
Cancellations made less than 4 days before the event	No refund
For catch-up events	
We do not offer refunds for catch-up events	No refund

It may be possible to transfer a place to a colleague up to 2 weeks before the event. Delegates should contact the College to discuss.

Event changes:

RCPE events are for educational purposes. The information contained therein is presented in good faith but RCPE does not accept any responsibility for errors in the content.

RCPE reserves the right to postpone or cancel this event. This is a rare occurrence but if the need should arise then RCPE will notify you by email as soon as possible. The original purchased place will remain valid if a revised event is scheduled. If you are unable to attend the revised event you will have the option to transfer to an alternative or receive a face value refund.

Personal arrangements including travel and accommodation arranged by you are at your own risk.

RCPE shall not be liable for any losses due to the postponement or cancellation of an event.

Continuing Professional Development (CPD):

RCPE issues CPD within the rules of [Federation](#), and holds CPD approval for events where CPD is applicable for 28 days following the live-event. Delegates are required to confirm their attendance of an event in order to be issued with a CPD certificate. To meet this requirement delegates must confirm their attendance via the event feedback survey within the 28-day CPD period to be issued with a CPD certificate.

RCPE will **not** extend survey deadlines or issue CPD certificates out with this period.

Data protection:

RCPE takes every precaution to safeguard your data and is GDPR compliant. Personal data will be used and stored in line with our [Privacy Policy](#).

Attending an event:

Our live and in-person events are recorded – film, audio, and photography – any recordings we make may be used in the College's digital and printed publicity material or on our digital education

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platforms. If you are attending an event in-person and do not wish to be recorded, please let a member of staff know.

If you have any questions about your booking please contact the Coordinator responsible for the event, which you will find listed at the bottom of each event page.