

## Yorkshire Region

### Distinctions Advisory Days Bookings; Cancellation Policy

These notes apply to Distinctions Advisory Days organized by the Yorkshire Region.

**All attendance** must be pre-booked, whether for advice or to observe. Information about Advisory Days is available in our other documents via the RPS web site pages:

- 'Organisation & Timetable'
- 'Venues and maps'

At each event, there will usually be:

- No more than 15 places for LRPS or ARPS advice on any one day,
- No more than 7 places for ARPS advice [on any split LRPS and ARPS days], and
- A number of places for observers depending on the venue capacity.

The numbers of places currently available at an event are shown on the web site, but the Region does not use the web-site on-line booking system. Our experience is that booking an advisory day place usually requires a 1:1 personal discussion or email communication with the applicant.

Consequently, we require payment for the event to be made in advance to secure your booking of the event. The cancellation policy shown below applies.

#### **Bookings for Advice:**

Bookings will open as soon as the event is advertised on the web site. Once any previous event has completed, anyone still on the waiting list will be asked whether they wish to make a booking.

The Yorkshire Region Advisory Days can only advise on PRINTS, we do not have digital projection at these events.

For Digital images and advice please contact the Regional Organiser Mary Crowther.

You should only make a booking if you already have the required work available, or are certain that you will have the required work available by the advisory day date.

To book for LRPS advice, contact Robert Helliwell stating that you want LRPS advice.

To book for ARPS advice, contact Robert Helliwell stating that you want ARPS advice, and the category you believe applies. [Category means 'Pictorial' or 'Travel' or 'Applied' etc., according to the Distinctions Handbook list. [The region usually sets the 'category' in advance].

The cost to bring work for advice is £20, payable in advance. A voucher will be issued on the day, giving a discount of £5 on joining the Society within 3 months.

A current RPS member has the charge reduced to £15 for advice [the voucher is not relevant].

#### **Booking to Observe:**

Venues have capacity for observers, who must not bring work of their own for advice. Observers see all the work and advice, and this can be useful in planning towards a distinction.



### Distinctions Advisory Days Bookings; Cancellation Policy continued –

To book a place as an observer contact Robert Helliwell.  
The charge for observers is £10, payable in advance.

#### **Waiting List:**

There is considerable demand for advice, and places can be filled some months prior to the event. Overflow applications can be placed on a waiting list for cancellations, or given the opportunity for an alternative appropriate event.

#### **Cancellation Policy:**

All bookings for advice will be confirmed prior to the event once payment is received. A confirmed booking at that time is then commitment to attend.

Please inform the Region or the Society as soon as possible if you have to cancel your attendance. We are unable to give a refund or transfer you to another event with less than fourteen days notice. However if we can fill your place at the event we will refund the cost in full.

Cancelling an advice place for urgent personal, health or employment related reasons will not require full payment of the advice charge but a discretionary £5 deposit may be taken.

Failing to attend for advice, or cancelling an advice place because your work is unavailable or because you choose to attend another event, will require the £15 to be paid. At the discretion of the Regional Organiser, an exception may be made.

Cancelling an observer place will not require payment of the observer charge.

In the unlikely event of the Society having to cancel an advisory day we will normally give you one week's notice and the booking cost refunded. The Society will not refund your travel or accommodation or any associated costs outside of the booking costs and you are advised to check your hotel and travel cancellation policy.

All bookings in the first instance should be sent to:

Robert Helliwell ARPS. 37 Derwent Mews, Osbaldwick. York. YO10 3DN  
Tel: 01904 500231 Email: [bobhelliwell@clara.co.uk](mailto:bobhelliwell@clara.co.uk)

