

## **The BGPERT Cancellation of Meetings Protocol**

Meetings are only cancelled in extreme circumstances, most commonly because of adverse weather conditions. In the event of a meeting cancellation, we will take the following actions;

- For those **registered**, we will email 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.
- We post a note to the website indicating the meeting has been cancelled.

To enable members to have a reasonable chance of receiving notification of cancellation, we endeavor to make the decision to cancel within the following times:

- 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
- 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/phone messages and the BGPERT website.

If you are in doubt please phone 01225 448444, this number is usually staffed 9:30am – 4:30pm, Monday – Friday. If there is no answer, please leave a message and we will get back to you as soon as we can.

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