“It is an art of no little importance to administer medicines properly but it is an art of much greater and more difficult acquisition to know when to suspend or altogether to omit them.”

Phillippe Pinel, (1745-1826)
Treatise on Insanity

The New Zealand General Practitioners Conference 2010
2 - 5 September
Christchurch Convention Centre

Hosted by

The Royal New Zealand College of General Practitioners

Doing the right thing
Registration Information

REGISTER ONLINE NOW www.rnzcgpconference.org.nz

Early Bird Registration closes 2 August 2010
Thank you

The RNZCGP Conference 2010 Organising Committee wishes to acknowledge and thank our sponsors without whom the delivery of this conference would not be possible.

Principal Sponsor: GP Trust
Major Sponsors: Pegasus Health, Medical Assurance Society, ACC
Key Sponsors: Partnership Health Canterbury, Healthcare of New Zealand
Clinical Skills Sponsor: Southern Cross Healthcare Group
Invited Speaker Sponsors: GP Trust, BUPA, PHARMAC
Registration Package Sponsor: BUPA
A Night on Poplar Lane Sponsor: Medical Assurance Society
Cyber Lounge Sponsor: HealthStat
Supporting Sponsors: National Screening Advisory Committee

For further information about the conference please contact:
Helen Shrewsbury, Conference Innovators, PO Box 7191, Christchurch 8240
Tel: 03 3790390, Fax: 03 370 0460
Email: helen@conference.co.nz
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A very warm welcome awaits you at the RNZCGP Conference 2010, this year being held in Christchurch.

Led by Assoc Professor Dee Mangin, the academic organising committee has put together a diverse and challenging programme for you.

As always, welcoming new Fellows to the College is a rewarding experience and this year Governor General Hon Sir Anand Satyanand, GNZM, QSO, will join us at the ceremony.

The social programme provides important opportunities to make and renew friendships and for networking. The opening function, the Oration, and the conference social events will be highlights as always. This year we have taken a fresh approach to the main conference social evening that we think you will enjoy, and also linked the conference with the Artist Doctors Concert - an extremely popular annual event which is always oversubscribed.

Last but certainly not least, the conference is a gathering together to share aspirations, consider challenges, solve problems and celebrate success. Come and enjoy and you will depart with new ideas and refreshed interests.
Welcome, Haere mai and warm greetings
Kia ora tatou

As GPs we face a complex world, both in terms of patient care and in the changing policy environment that requires us to demonstrate that we are providing good care. With an ageing patient population most patients have multiple chronic diseases, yet guidelines for good care see them as though they only have one – doing the right thing becomes increasingly murky in this context. The decisions about which treatments not to give are often the more challenging ones.

Doing the right thing is often seen as simply ‘following the evidence’ however at this conference we wish to explore the challenges inherent in this approach, and return to the original notion of evidence based medicine as the integration of the best research evidence with clinical expertise and patient values. In this sense it is possible to think of a gap between ideal and real practice as the result of wisdom and judgment rather than a failure. Of course to integrate the best research evidence into this framework first you must know it – so this conference will provide practical updates on the latest clinical evidence, with the opportunity to discuss the challenges of implementation, a chance to acquire or update practical clinical skills and topical debates in contentious areas where it is not at all clear what ‘the right thing’ is.

We are extremely fortunate to have Iona Heath as our keynote speaker. Iona is the newly elected president of the UK College of GPs and a fabulous and inspiring speaker. She is a regular contributor to the British Medical Journal writing on the challenging issues of practice, policy and politics. She will speak more than once at the conference – on doing the right thing and in a forum on the appropriate use of science in end of life care.

Do the right thing, and participate in The New Zealand General Practitioners Conference!
Keynote speakers

Iona Heath

Dr Iona Heath is President of the Royal College of GPs (RCGP) in the UK and was a GP in Kentish Town, London, from 1975 until her retirement from clinical work in January 2010. The practice is in one of the more deprived areas of London and continues to be at the cutting edge of general practice. She is a member of the RCGP Council, and former Chair of both the RGCP International Committee and the RCGP Ethics Committee, and member of the World Organisation of Family Doctors (Wonca) Executive Committee.

Sponsored by

Graham Stokes

Dr Graham Stokes is Director of Dementia Care for Bupa. Dr Stokes was previously a consultant clinical psychologist and head of specialty for older people’s mental health and adults with neurodegenerative disease at South Staffordshire and Shropshire Healthcare NHS Foundation Trust, UK. He has been an adviser to Bupa Care Services as head of mental health since 2002.

Sponsored by
James McCormack PharmD. and G Michael Allan MD, CCFP

James is Professor, Faculty of Pharmaceutical Sciences at the University of British Columbia in Vancouver. His main area of research/scholarly activity is in the area of providing physicians and pharmacists with up to date, evidence based, practical information in the area of rational drug therapy.

Mike Allan is Associate Professor and Director of Evidence-Based Medicine, Dept of Family Medicine at the University of Alberta and the Medical Director of Towards Optimised Practice (TOP) with the Alberta Medical Association.

James and Mike host a regular podcast which can be found on iTunes and at the Therapeutics Education Collaboration (TEC) website (http://therapeuticseducation.org). TEC was established to provide health professionals and the public with current, evidence-based, practical and relevant information on rational drug therapy. The overall philosophy of the TEC is to encourage clinicians to engage in shared informed decision-making, critical thinking, and exercise some degree of healthy skepticism when it comes to the use of new and old medications.

Sponsored by
Thursday 2 September

8.45am – 3.45pm
Research Day
(see under Pre-conference information on page 15)

1.00pm – 5.00pm
ACLS Course

3.30pm – 7.30pm
Registration Desk open

5.00pm – 6.15pm
Conference Opening and Fellowship Awards with special
guest the Governor-General, Hon Sir Anand Satyanand

6.15pm – 7.30pm
Welcome Drinks and Exhibition Opening

Miranda Harcourt
Conference MC

We are delighted to have Miranda Harcourt back again as our conference MC.

Miranda is one of New Zealand’s best known faces in the performing arts. Since graduating from Toi Whakaari she has explored all aspects of the performing arts, winning awards as an actor, a short film director and a stage director. She is also a drama-therapy graduate of the Central School in London, and has worked extensively with the deaf community, on self-devised theatre and with prison inmates on stage and screen.

Correct at time of print

Full programme is available on the conference website:

www.rnzcgpconference.co.nz
**Friday 3 September**

**7.30am – 6.00pm**  
Registration Desk open

**8.30am – 10.00am**  
**Keynote session 1**

Sacred Monsters: Evidence Guidelines and the Nature of Good Care  
**Dee Mangin**

Cures and Wounds and Sores  
**Iona Heath, Sponsored by GP Trust**

**10.00am – 10.30am**  
Morning tea amongst the Industry Exhibition

**10.00am – 2.00pm**  
ACLS Course

**10.30am – 12.00pm**  
**Concurrent sessions A** including Clinical Skills

Workshops *sponsored by Southern Cross Healthcare Group*  
(see page 11 - 14 for Workshop details)

**12.00pm – 1.00pm**  
Lunch amongst the Industry Exhibition

**1.00pm – 2.00pm**  
**Hot Topics Interactive Keynote Debate**

**2.00pm – 4.00pm**  
Oration

Awards Ceremony  
**RNZCGP AGM**

**4.00pm – 4.30pm**  
Afternoon tea amongst the Industry Exhibition

**4.30pm – 5.50pm**  
**Concurrent sessions B** including Clinical Skills

Workshops *sponsored by Southern Cross Healthcare Group*  
(see page 11 - 14 for Workshop details)

**5.30pm – 7.30pm**  
Exhibition Drinks

**7.30pm**  
Artist Doctors Concert, Christchurch Town Hall, optional activity
Saturday 4 September

7.30am – 5.30pm  Registration Desk open

9.00am - 10.30am  **Keynote session 2**

Therapeutics Initiative
_**James McCormack**_ and _**Mike Allan**_
sponsored by PHARMAC

Optimising Patient Care By Managing Variation in Clinical Practice: Do it Yourself or Have it Done to You
_**Les Toop**_

10.00am – 2.00pm  **ACLS Course**

10.30am – 11.00am  Morning tea amongst the Industry Exhibition

11.00am – 12.30pm  **Concurrent sessions C** including Clinical Skills
Workshops sponsored by Southern Cross Healthcare Group
(see page 11 - 14 for Workshop details)

12.30pm – 1.30pm  Lunch amongst the Industry Exhibition sponsored by
_Medical Assurance Society_

1.30pm – 2.30pm  **Plenary Debate**

2.30pm – 3.30pm  **Concurrent sessions D** including Clinical Skills
Workshops sponsored by Southern Cross Healthcare Group
(see page 11 - 14 for Workshop details)

3.30pm – 4.00pm  Afternoon tea amongst the Industry Exhibition

4.00pm – 5.30pm  **Keynote session 3**

Dementia – Doing it Right
_**Graham Stokes**, sponsored by BUPA_

5.30pm  Close of day

7.00pm  A Night on Poplar Lane sponsored by
_Medical Assurance Society_
Sunday 5 September

8.00am – 1.00pm  Registration Desk open

9.00am – 10.30am  Concurrent sessions E including Clinical Skills
Workshops sponsored by Southern Cross Healthcare Group
(see page 11 - 14 for Workshop details)

10.30am – 11.00am  Morning tea amongst the Industry Exhibition

11.00am – 12.45pm  Political Plenary

12.45pm – 1.00pm  Conference Summing Up and Closing

1.00pm – 1.30pm  Light lunch amongst the Industry Exhibition

For further detail on the programme and concurrent sessions and workshops please visit the RNZCGP Conference Website
www.rnzcgpconference.org.nz
Concurrent Sessions

The Concurrent Sessions will include a variety of topical subjects which will stimulate critical thinking. These include:

- Greening Your Practice
- Dealing with Sexual Problems in General Practice
- Medical Care of the Intellectually Disabled
- Sleep Disorders
- Better Help for People who Smoke – How to Help More Patients who Smoke
- Palliative Care and General Practice Teams

Please check the conference website for full details. Once all details are finalised registrants will be contacted and asked to select their preferred sessions.
For the last 12 months the plastic surgeons have been assisting General Practitioners to improve minor surgery techniques for removing skin lesions. There have been two General Practitioners at each outpatient session who remove skin lesions from patients that have been referred to the clinic. They work under close supervision and have up-skilled their techniques. This has increased the number of patients who have had skin lesions removed and also has been highly valued by the General Practitioners who have attended.

We are privileged therefore to have these consultants and GP experts in minor surgery to assist us with this Clinical Skills Workshop. They aim to teach the simple basics (we are not anticipating doing flaps or grafts) to ensure that most who attend will feel confident to remove lesions well, and improve their techniques. It will be pitched both at the novice but also the more confident who wish to improve their skill. Participants will be practicing on pigs trotters or the equivalent but will need to bring their own basic minor surgery instruments. A list of what will be required will be given to participants. Suture material will be provided. As part of the workshop there will be advice on the best instruments and materials to use.

Clinical Skills Workshops
sponsored by Southern Cross Healthcare Group

These have been very popular in previous conferences so this year a choice of seven hands-on activities have been organised. To ensure more people have access to these sessions, registrations will be limited to one clinical skills session per person, until 2 August. After this time all registrants will be notified of remaining availability and given the opportunity to book other sessions.

The following is a brief summary of the learning outcomes of each workshop.

**Skin Surgery**

**Friday 3 September**
10.30am – 12.00noon

**Saturday 4 September**
11.00am – 12.30noon

Limited to 32 attendees per session

For the last 12 months the plastic surgeons have been assisting General Practitioners to improve minor surgery techniques for removing skin lesions. There have been two General Practitioners at each outpatient session who remove skin lesions from patients that have been referred to the clinic. They work under close supervision and have up-skilled their techniques. This has increased the number of patients who have had skin lesions removed and also has been highly valued by the General Practitioners who have attended.

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Jadelle Insertion
Saturday 4 September
2.30pm – 3.30pm
Sunday 5 September
9.45am – 10.30am
Limited to 18 attendees per session

Jadelle is a single-rod long acting reversible hormonal contraceptive subdermal implant inserted into a woman’s upper arm. The 4cm by 2mm Jadelle rod contains 68 milligrams of etonogestrel (a progestogen) which is released over a three year period. It has about a 0.5% failure rate and is in widespread use worldwide.

Attend the session and find out who would most benefit from this form of contraception and the problems that might occur. Learn the practical skills of insertion and removal using models.

Mirena insertion, Pipelle biopsy, Ring Pessary and Diaphragm insertion
Saturday 4 September
11.45am – 12.30pm
Sunday 5 September
9.00am – 10.30am
Limited to 18 attendees per session

Learn how to confidently manage all of these tasks. If you can insert an IUD then you can easily add pipelle biopsy to your list of skills. Removal of polyps from the cervix will also be explained.

This will be a practical workshop using models for IUD insertion and pipelle biopsy which have similar techniques. Ring pessary and diaphragm insertions will also be taught.

There will be 3 leaders for this: Dr Jane Fielder, Dr Mary Olliver, Dr Karyn Johnson - there should be a maximum of 8 attendees for each leader.
Many General Practitioners have little chance in training to do ENT as a specialty. This session will allow attendees to practice some of the examination techniques and treatments so that the myriad of ENT problems presented to GPs can be more effectively managed. You will learn:

- The correct assessment of the anterior nasal passages using Thuddicumb’s speculum. (Swollen turbinates are often mistaken for polyps.) Eustachian tube patency can be more effectively assessed by pneumatic otoscopy.

- How to manage epistaxis.

- The effective and simple management of BPPV by demonstration of the Hallpike/Epley manoeuvre and then practicing on each other. It is a very satisfying procedure to do correctly and our patients will be very grateful.

This is a workshop to help improve knowledge and techniques of ophthalmoscopy run by Mr Malcolm McKellar and his registrars. This session will give a big boost to your skills and help you know when to refer and what to treat. Mr McKellar teaches the General Practice registrars and makes the whole process enjoyable to learn. This promises to be a very exciting workshop.
This task is so useful to be able to do well in General Practice and patients are very impressed when the pain all settles down. This session will cover the major joints and show how tendon sheaths can be injected with good effect. Participants will need to come in appropriate dress so that shoulders and elbows can easily be seen in order to demonstrate landmarks for injection.

There will be multiple models to practice on as well. This workshop will be led by Dr Peter Chapman who is an enthusiastic teacher and his sessions are enjoyed by all who have attended in the past. You will go away confident that you can inject big joints well and may also feel confident with smaller joints and tendon sheaths.

**ACLS**

**Thursday 2 September**
1.00pm – 5.00pm

**Friday 3 September**
10.00am – 2.00pm

**Saturday 4 September**
1.30pm – 5.30pm

Limited to 12 attendees per session

Cost: $303.75 per person

This is part of our three yearly CPD requirement. However it is something we all wish to be familiar with as feeling incompetent in an emergency is very disturbing. Recently the guidelines for CPR have been simplified and the emphasis is on chest compressions and doing the simple things well. The latest advice helps keep the process very achievable and it is exciting to know that you can do it well and hope to remember if for longer than just one week.
Pre-conference Research Day

Thursday 2 September, 8.45am – 3.45pm
Christchurch Convention Centre
Cost: $200 per person

This is a full day symposium focused on research in primary care. The full programme can be viewed on the conference website: www.rnzcgpconference.org.nz

Some of the papers to be presented include:

- Why Don’t Patients Sleep?
- Are Senior GP Registrars Prepared to Work in Palliative Care Teams?
- Smoking and Resilience in the General Population
- A Comprehensive Family Violence Intervention Programme in Primary Care - The First Year

Registration includes a folder of research day papers, morning and afternoon refreshments, lunch, entry to all Research Day sessions, entry to The Graduation Ceremony, one ticket to the Exhibition Opening and Trade Drinks and GST.
Social Functions

Welcome Drinks and Exhibition Opening
Thursday 4 September, 6.15pm – 7.30pm
Halls B & C, Christchurch Convention Centre
Included in cost of full registration
Additional tickets @ $45 per person

Exhibition Drinks
Friday 5 September, 5.50pm – 7.30pm
Halls B & C, Christchurch Convention Centre
Included in cost of full registration
Additional tickets @ $45 per person

Artist Doctors Concert
Friday 3 September, 7.30pm
James Hay Theatre, Christchurch Town Hall
$25 per person

The highlight of the local medical calendar is the Annual Concert of the NZ Association of Artist Doctors. The skirl of the bagpipes will usher you into the theatre where you will be treated to a variety of entertaining items including comedy and a colourful palette of musical items ranging from a rock band to solo items to a jazz big-band to an orchestra and choir, performing everything from jazz to opera. The climax of the evening will be Medical Manpower strutting their stuff. You will leave with a smile, marveling at how much talent there is in the medical community.

There is an opportunity on Thursday 2 September to view the annual exhibition of the NZ Association of Artist Doctors. Prepare to be amazed by the paintings, photographs, sculpture and craftwork creations on show - all created by talented doctors and their families.
A Night on Poplar Lane

Come and celebrate with us at Poplar Lane, a distinct heritage district that is in the city centre within easy walk of all the conference hotels. In this vibrant central city development you will have the choice of restaurants, cafes and bars to catch up with friends, meet new people and dance the night away. You will be issued with $40 of Poplar Lane vouchers and these can be spent where you like, on what you like, whether it's great food, great wine or great beer. It is your choice! Music, Dancing and Dessert will be at The Twisted Hop from 9pm onwards, although you may choose to eat there beforehand. Those purchasing vouchers will have access to special offers and discounts and have entry to the Twisted Hop party central!

Saturday 4 September,
7.00pm onwards
The Twisted Hop, Poplar Lane
$50 per person

Sponsored by
How to Register

Visit the website [www.rnzcgpconference.org.nz](http://www.rnzcgpconference.org.nz), click on the Registration page and follow the link to the online registration form. Print a copy for your records. Payment for registration can be made by credit card (secure site) or an invoice can be requested.

Once you have completed the registration process, a summary of your registration will be e-mailed automatically and a tax invoice/receipt will be e-mailed within seven days. You may access and amend your details until one month prior to the conference.

-Mail the registration form together with your cheque or credit card payment to:
RNZCGP Conference 2010, Conference Innovators, PO Box 7191, Christchurch 8240, New Zealand.

A summary of your registration and a tax invoice/receipt will be mailed to you within seven days.

-Fax the completed registration form (both sides) together with your credit card payment to: 03 379 0460.
Registration Fees

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**Goods & Services Tax**

GST is included in all fees and ticket costs listed in this brochure. GST payable will be calculated at the rate on the day fees and tickets are invoiced. The GST rate at the time of printing is 12.5%.

**Cancellation Policy**

Should you need to cancel your registration, you may reassign your registration to another person. Please notify the Conference Secretariat in writing. If you are unable to arrange a replacement, a full refund less an administration charge of $100.00 will be made providing notification is received by Wednesday 4 August. After this date, refunds will be at the discretion of RNZCGP. If, for reasons beyond the control of RNZCGP, the conference is cancelled, the registration fee will be refunded after deduction of expenses already incurred.

**Accommodation**

Block bookings with special conference rates have been secured for the conference, which can be booked via the registration process.
Enquiries

For further information about the conference please contact:

Helen Shrewsbury
Conference Innovators
PO Box 7191, Christchurch 8240
Tel 03 379 0390, Fax 03 379 0460
Email: helen@conference.co.nz
To register online: www.rnzcgpconference.org.nz

Please complete this form, take a copy for your records and forward it to:
New Zealand General Practice Conference 2010
Conference Innovators Ltd
PO Box 7191
Christchurch 8240, New Zealand
Facsimile: 03 379 0460
GST: 97 515 441

### Delegate Registration Details

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Special Requirements e.g. dietary, disabilities etc

### How to Register

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Once you have completed the registration process, a summary of your registration will be e-mailed automatically and a tax invoice/receipt will be e-mailed within seven days. You may access and amend your details until one month prior to the Conference.

Mail the registration form together with your cheque or credit card payment to:
RNZCGP Conference 2010, Conference Innovators, PO Box 7191, Christchurch 8240, New Zealand.

A summary of your registration and a tax invoice/receipt will be mailed to you within seven days.

Fax the completed registration form (both sides) together with your credit card payment to: 03 379 0460.
**Conference Registration**  
Please note: full registration fees include the Conference Opening and Exhibition Drinks. All costs include GST calculated at time of print at 12.5%. GST Payable will be calculated at the rate on the day fees and tickets are invoiced.

### Pre-conference Research Day: Thursday 2nd September, 8.45am – 3.45pm

| All delegates | $200 | $ | 

### Conference Registration

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- **Friday**
  - $300
- **Saturday**
  - $300
- **Sunday**
  - $300

**Conference Registration Sub-Total**  

### Social Functions

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  - Yes, I wish to attend
  - No, I do not wish to attend
  - Additional ticket(s) | $45 | |
| 3 Sep | Exhibition Drinks | Included in cost of full registration | | |
  - Yes, I wish to attend
  - No, I do not wish to attend
  - Additional ticket(s) | $45 | |
| 3 Sep | Artist Doctors Concert | Additional for all delegates | | |
  - Ticket(s) | $25 per person | |
| 4 Sep | A Night on Poplar Lane sponsored by MAS | Additional for all delegates | | |
  - Ticket(s) | $50 per person | |

**Social Functions Sub-Total**  

### Clinical Skills Workshops sponsored by Southern Cross

To ensure more people have access to these sessions, registrations will be limited to one clinical skills workshop (not including ACLS Courses) per person, until 2 August. After this time all registrants will be notified of remaining availability and given the opportunity to book other sessions. If you have a few sessions you would like to attend please number them 1 – 7 with your preference, 1 being your most preferred.

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<td>Jadelle Insertion</td>
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### ACLS Courses

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</table>
Accommodation Information

Block bookings with special conference rates have been secured by the Conference. Rooms will be allocated on a ‘first in first served’ basis until Friday 30 July 2010 as long as there are rooms available. After this date the rooms will be released and no guarantee can be made that rooms will still be available for late bookings. Cancellation fees may apply within the month prior to Conference.

Please note your credit card details must be supplied to secure your accommodation booking (see below). No charges will be debited prior to check out (except late cancellation fees which may be applicable). Accommodation costs can be settled by cash, EFTPOS or credit card on departure.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Room</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crowne Plaza</td>
<td>Standard Room</td>
<td>$150.00 incl GST</td>
</tr>
<tr>
<td>Calthorne Durham</td>
<td>Standard Room</td>
<td>$150.00 incl GST</td>
</tr>
<tr>
<td>Scenic Circle Apartments</td>
<td>1 Bedroom</td>
<td>$185.63 incl GST</td>
</tr>
<tr>
<td></td>
<td>2 Bedroom</td>
<td>$213.75 incl GST</td>
</tr>
</tbody>
</table>

Check-in date ____________ Approx arrival time ____________
Check-out date ____________ Total nights ____________

Payment Summary

Method of payment
☐ Credit Card: See below
☐ Cheque: Cheques in NZ$ payable to RNZCgp Conference
☐ Direct Credit: Bank Acc# 06 0817 0316472 00
Swift code is: ANZBNZ22
Please use delegate's last name and invoice number as a reference

<table>
<thead>
<tr>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Day</td>
</tr>
<tr>
<td>Conference Registration</td>
</tr>
<tr>
<td>ACLS</td>
</tr>
<tr>
<td>Social Functions</td>
</tr>
<tr>
<td>Total Payment Due</td>
</tr>
</tbody>
</table>

$ ____________
$ ____________
$ ____________
$ ____________
$ ____________

Credit Card Authorisation for Accommodation and Registration

Accommodation bookings must be guaranteed with a credit card. Please tick if you wish your Registration Fee to be deducted from this card.

☐ Yes, deduct my credit card for my Registration Fee.
   ☐ MasterCard   ☐ AMEX   ☐ Visa

Card number ____________ Expiry Date ____________
Cardholder’s Name ____________________________
Signature ____________________________ Date ____________

Privacy

The information supplied on this registration form will be shared and used by RNZCgp. The Privacy Act 1993 requires that, before your name and organisation details can be published in the list of delegates either for distribution to fellow delegates or any other party, you must give your consent. Unless you advise Conference Innovators below, your name and organisation will be included on the list of Conference delegates distributed at the Conference.

☐ Please indicate if you DO NOT wish your name and details to be included in the list of Conference delegates

Cancellation Policy

Should you need to cancel your registration, you may reassign your registration to another person. Please notify the Conference Secretariat in writing. If you are unable to arrange a replacement, a full refund less an administration charge of $100.00 will be made providing notification is received by Wednesday 4 August 2010. After this date, refunds will be at the discretion of RNZCgp. If, for reasons beyond the control of RNZCgp the Conference is cancelled, the registration fee will be refunded after deduction of expenses already incurred.