

WIMPOLE<sup>St</sup>



Event Management

## General Venue Information

### CLIMATE CONTROL

If you require a temperature adjustment in your meeting room, please notify reception or your event planner.

### CLOAKROOM

The cloakroom at 1 Wimpole St is a manned full service cloak and bag store operated most event days. There are also lockers available for short term use.

### DISABLED FACILITIES AND ACCESS

There is disabled access available in all of our lecture theatres, and all of our meeting rooms at 1 Wimpole St. If you anticipate hosting guests with more serious mobility issues, we recommend they bring their own assistants as the society does not have qualified minders on site. All lecture theatres are equipped with hearing aid loops to assist guests with hearing difficulties.

### PARKING

There is no parking available on-site at 1 Wimpole St. There are limited street parking spaces available in the surrounding area, as well as numerous parking structures close by, including one in Cavendish Square, directly behind the Society.

### PHOTOGRAPHY

Permission must be given by 1 Wimpole St with regards to any recordings photographic, video, audio, or otherwise made at all events at Chandos House, or 1 Wimpole St.

### SIGNAGE

Signage outside of all meeting rooms is provided by the 1 Wimpole St. However, feel free to provide your own signage. Please confirm signage size with your event planner.

### SOCIAL MEDIA

The use of 1WS logo or any other branding by external organisations may not be used without our written permission. The RSM logo and name are trademarked and may not be used by any other organisation or person outside the RSM. Please refer to '1 Wimpole Street - home of The Royal Society of Medicine' on any online/offline marketing promotions you wish to use.

### SMOKING

The Society operates under a strict non-smoking policy in all of its areas. Delegates and guests should please refrain from smoking on the pavement directly outside the doors.

### RECEPTION/SECURITY

The Wimpole Street reception desk is manned Monday to Friday from 8am to 6pm, any evenings when hosting events, and when required Saturday and/or Sunday. Authorised visitors will be permitted entry via Wimpole Street and provided with a day pass issued by the reception team. The pass needs to be worn at all times and handed back to the reception staff at the end of the visit. Organisers will need to provide a delegate list to their Event Planner prior to the event date.

Please note security for individual events must be arranged by the organiser.

**Any items or belongings pertaining to events must be stored in the cloakroom. 1 Wimpole Street cannot be responsible for lost or stolen goods. Any unattended items may be removed and destroyed.**

### TELEPHONE AND INTERNET ACCESS

We are unable to receive client calls via the main switchboard. A direct dial line can be set up in your meeting room if required. Access to our wireless network is free and a password key can be obtained from the reception staff.

A charging facility is also available for mobile devices in our cloakroom.

### WI-FI

The connection speed/bandwidth at 1 Wimpole St is 500Mb/s for upload and download. Free managed wi-fi service throughout the building for up to a 1,000 devices.

Please note bandwidth is shared with the whole building and therefore traffic is variable. We are able to control Wi-Fi usage for specific devices, however for technology oriented events we advise you contact our AV department in order for us to accommodate your requirements. Further information can also be found in our Technical Guide.

### TOILETS

There are ladies, gents' and accessible facilities located in close proximity to all ground and lower ground floor event spaces. Ladies and gents toilets are located on all other floors. There is also a disabled toilet located on the ground floor adjacent to the atrium.



# WIMPOLE<sub>St</sub>

## Transport

1 Wimpole Street is centrally located, and easily accessible by all forms of transport.

### NATIONAL RAIL

- **Victoria station** (Underground: Victoria Line Northbound, 2nd stop Oxford Circus)
- **Euston station** (Underground: Victoria Line Southbound, 2nd stop Oxford Circus)
- **King's Cross/St Pancras** (Underground: Victoria Line Southbound, 3rd stop Oxford Circus)
- **Waterloo** (Underground: Bakerloo Line Northbound, 5th stop Oxford Circus)
- **Paddington station** (Underground: Bakerloo Line Southbound, 5th stop Oxford Circus)
- **Liverpool Street** (Underground: Central Line Westbound, 6th stop Bond Street)

### UNDERGROUND

Please remember to check your journey at [www.tfl.gov.uk](http://www.tfl.gov.uk) before travelling for engineering works.

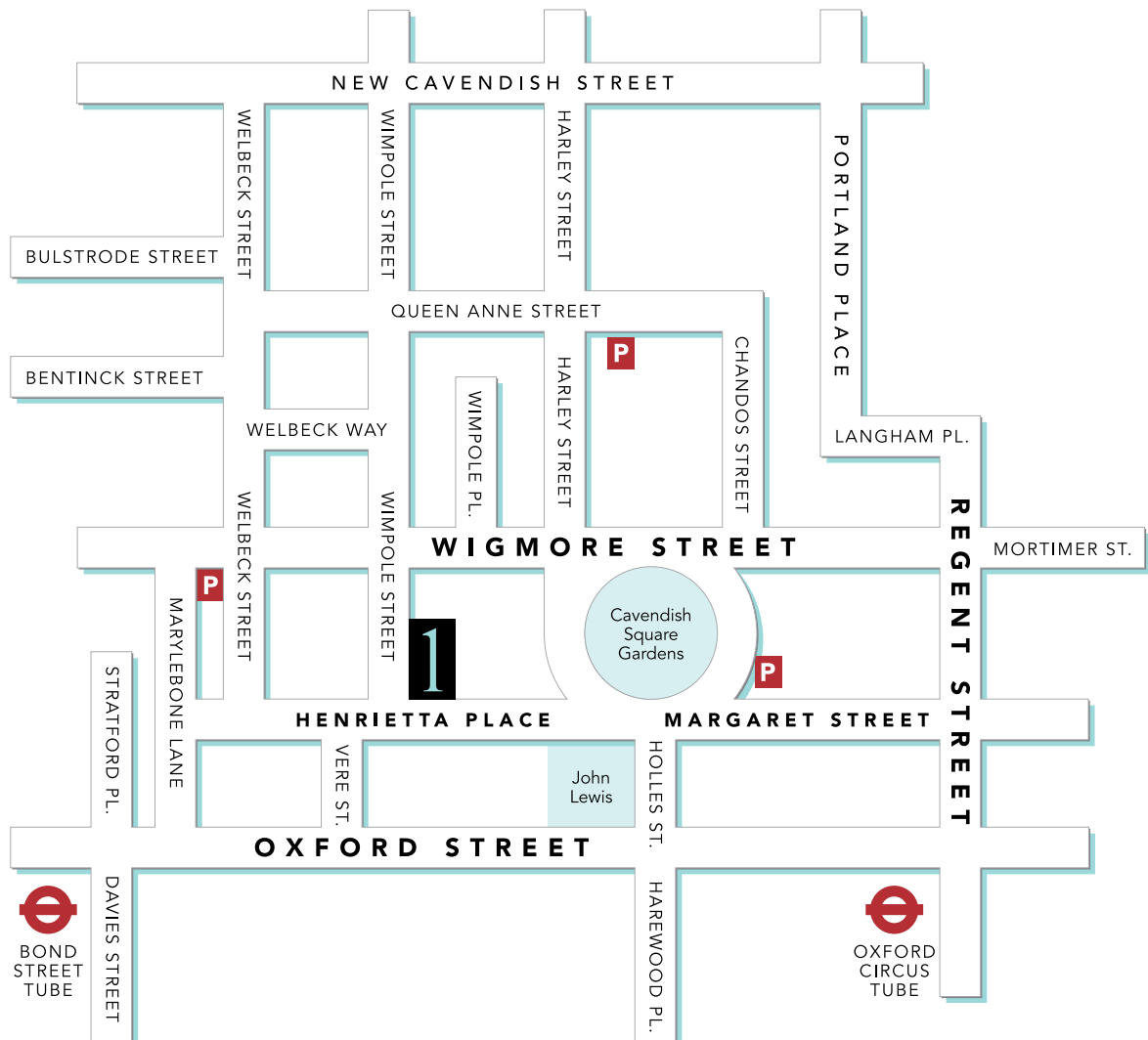
- **Oxford Circus station** – (Victoria, Bakerloo, Central lines) 5 minute walk
- **Bond Street** – (Central, Jubilee lines) 5 minutes walk
- **Great Portland Street** (Hammersmith & City, Circle lines) 15 minute walk

### AIRPORTS

- **Gatwick Airport** – Gatwick Express (30 min) to Victoria station, then 2 stops to on the Victoria line to Oxford Circus station
- **Heathrow Airport** – Heathrow express to Paddington station, then 4 stops on the Bakerloo line to Oxford Circus station

### CAR

- Access by **M1** and **M40**



## Emergency Procedures

ALL visitors to the Royal Society of Medicine should please note the following details of Emergency Procedures in relation to the Society's Health & Safety Regulations:

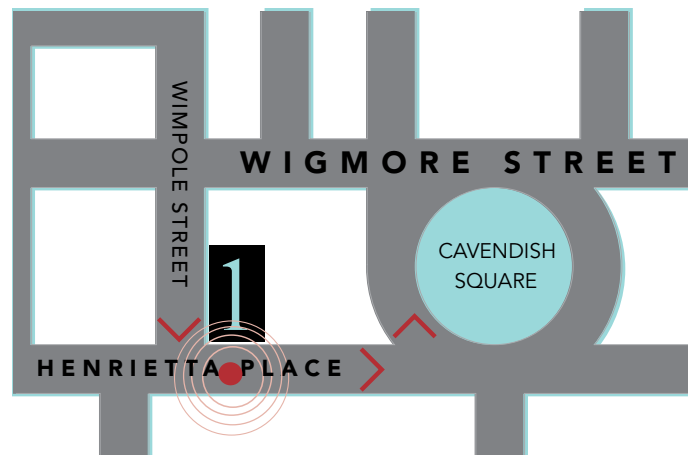
**EMERGENCY PROCEDURES** - If you hear a constant fire alarm evacuate immediately. If you hear an intermittent fire alarm a PA broadcast will be announced therefore;

### PREPARE TO:

- ✓ Leave the building by the nearest exit
- ✓ Ensure that all persons within your group or area are accounted for
- ✓ Ensure that any disabled persons have assistance
- ✓ Follow any instructions given by Fire Wardens/Staff
- ✓ Proceed to the Assembly Point by House of Fraser, (see below)

### DO NOT:

- Stop for belongings
- Use the lifts
- Return to the building or enter without authority



IF YOU DISCOVER A FIRE,  
IMMEDIATELY ACTIVATE THE  
NEAREST CALL POINT AND CALL 999.  
MAKE SURE YOU INFORM THE  
CLOSEST FIRE WARDEN OR IF  
POSSIBLE STAFF MEMBER ON ROUTE  
TO THE ASSEMBLY AREA.



## Exhibitors Procedures

### EXHIBITION STANDS

All exhibition stands and tables must be pre-arranged with your 1 Wimpole Street event planner. Please ensure that these exhibition locations are consistent with those on the floor plan.

1 Wimpole Street staff reserve the right to move or remove any stands blocking exits, thoroughfares, or obstructing areas in which staff are to operate.

No signs are to be fixed to the walls by any means inside the building.

There are many valuable portraits and treasures in the Society please make sure Exhibitors working in these spaces are mindful of them.

Organisers and exhibitors are strongly advised to have appropriate insurance in the event of damage to the Society's property.

### DELIVERIES AND COLLECTIONS

**The Society is not responsible for boxes and materials stored for events or exhibitors. Please acknowledge this is done at your own risk.**

Please ensure that all deliveries are pre-arranged with a member of the Venue Sales and Events team. All deliveries must be made within the Society's opening hours, 7am - 6pm Monday through Friday. Any deliveries outside these hours must be pre-arranged with the Venue Sales and Events team.

Items for collection must be boxed up with clear labelling and booked in with the reception staff so they can be stored and given to the courier.

Please note, as storage space is limited we are unable to accept items more than 24 hours prior to the start of your event. The contents will be destroyed if they are not collected within 24 hours. We maintain a climate controlled, secure area to store and receive all Conference materials.

### ON EACH ITEM PLEASE INCLUDE

The Royal Society of Medicine

(Your Event title)

Attention of

(Name of your 1 Wimpole Street contact)

(Event date)

(Event organiser name)

(Room you will be using on the day)

An item sequence

e.g. 1 of 5/ 2 of 5 etc.

- We are unable to provide car parking for exhibitors, even for off-loading purposes.

### PLEASE ADDRESS YOUR DELIVERIES AS FOLLOWS

The Royal Society of Medicine  
1 Wimpole Street  
London  
W1G 0AE



## Print Services

1 Wimpole Street offer a range of printing services to clients, provided by our in-house Print Services team. All print requests will be professionally finished to a high standard, in a variety of sizes ranging up to A3 paper size and 250gsm.

We offer very competitive rates and any print service costs can be included in your final meeting or event invoice, offering you maximum convenience. The Print Services team will prepare your documents and have them waiting for your arrival on the day of your event, thus eliminating any delivery costs.

### SERVICES INCLUDED;

- Black and white copying
- Colour copying
- Comb binding, laminating and folding
- Posters, flyers, booklets, pamphlets, and brochures

FOR FULL DETAILS AND PRICES PLEASE CONTACT JIM KANE.

Jim Kane  
Print & Paper Services Manager  
+44 (0)20 7290 2918  
Jim.kane@1wimpolestreet.co.uk



## Environmental Responsibility

1 Wimpole Street aims to operate a sustainable event policy wherever and whenever possible.

### RECYCLING

We currently recycle;

- Paper
- Glass
- Cardboard
- Cooking oil

### RUBBISH DISPOSAL AND MATERIAL STORAGE

Any materials left more than 24 hours after the date of an event will be disposed of, unless arrangements are made prior with the 1 Wimpole Street Venue Sales and Events team.

Please ensure all items are properly labelled, (see above). Any items without proper contact details will be disposed of.

The Society cannot be held responsible for anything lost or damaged in the post or sent by courier after your event.

Rubbish, boxes, leaflets will be disposed of by 1 Wimpole Street staff unless prior arrangements are made with the Venue Sales and Events team.

### WE DO...

- Manage our venue's energy consumption by turning off unnecessary light and climate control to our rooms
- Use Fairtrade products wherever possible
- Buy from small independent suppliers, and use seasonal produce
- Have an on-site water purification system which has saved an estimated 270,000 1 litre glass bottles from being transported and saving an estimated 25 tonnes of carbon emissions
- Use environmentally friendly cleaning products
- Operate an emission free electric vehicle to transport materials
- Use electronic documentation and files where possible to limit paper consumption

### WE DON'T...

- Use air freight transport
- Use disposable or non-recyclable packaging
- Believe that the events industry needs to be a wasteful one



At 1 with conferences and meetings

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