

WIMPOLE<sup>St</sup>



**Event Management**

## General Venue Information

### CLIMATE CONTROL

If you require a temperature adjustment in your meeting room, please notify reception via ext. 3939.

### CLOAKROOM

The cloakroom at 1 Wimpole St is self-service cloak and bag store operated on most event days. Items are left at your own risk.

### DISABLED FACILITIES AND ACCESS

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

Refuge areas are provided in the protected zones near the lifts & staff are trained to use our Evac chairs to assist disabled persons to escape the building in an emergency.

In an emergency, use the phone in the stairwell to contact reception.

### 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 car parks close by, including one in Cavendish Square, directly behind the venue.

### PHOTOGRAPHY

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

### SIGNAGE

Signage outside of the meeting rooms is provided by the 1 Wimpole St. However, you are welcome to provide your own signage which is usually A4 or A3 size.

### MARKETING AND COMMUNICATIONS MATERIALS

The use of the 1 Wimpole St. logo or any other branding by an external organisation may not be used without our written permission. The RSM logo and name are trademarked and may not be used in any marketing, social media or communications material by any other organisation or person outside the RSM.

### SMOKING

The venue 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 1 Wimpole St 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.

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

1 Wimpole St 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.

### 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 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-orientated events we advise you contact your event planner 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.

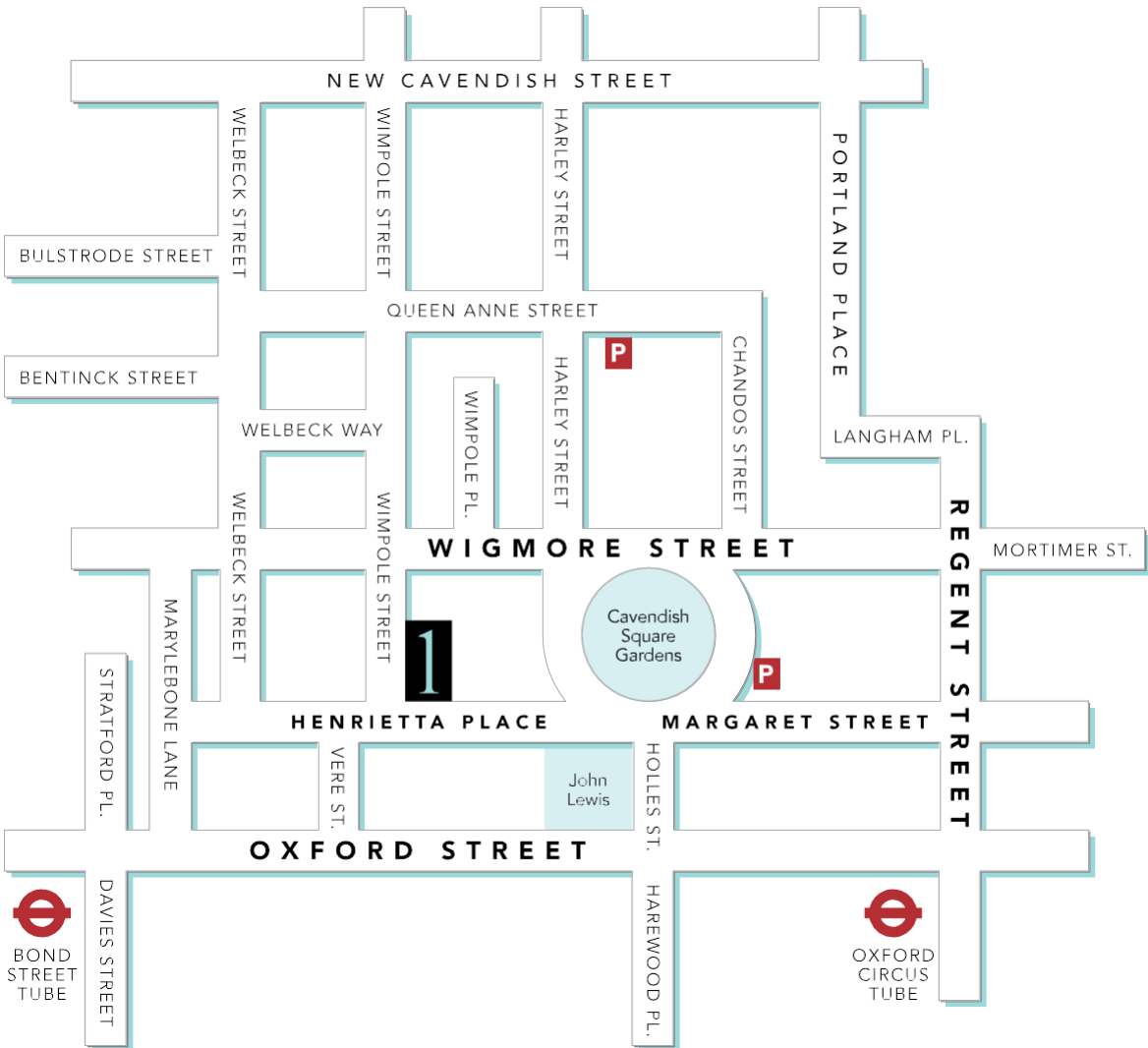
- Oxford Circus station – (Victoria, Bakerloo, Central lines) 5 minute walk
- Bond Street – (Central, Jubilee lines) 5 minutes walk
- Great Portland Street (Hammersmith & City, Circle lines) 15 minute walk

### 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 1 Wimpole St should please note the following details of Emergency Procedures in relation to the venue's Health & Safety Regulations:

Please arrange for the following direction to be announced to your guests/visitors via an announcement at the start of your event, or by another suitable method.

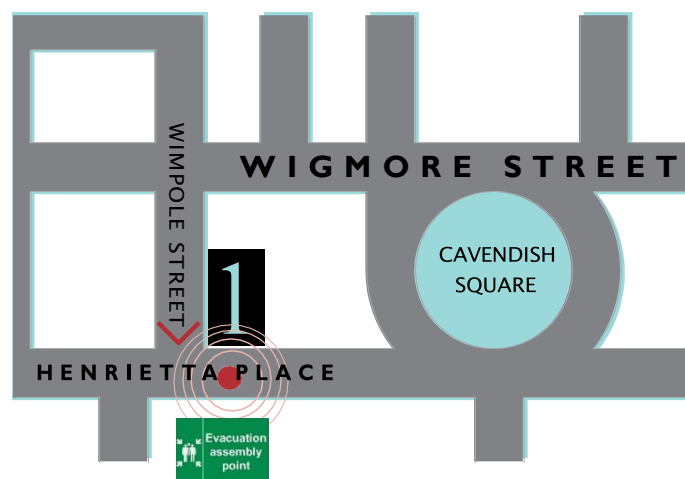
EMERGENCY PROCEDURES - If you hear a constant fire alarm evacuate immediately. The fire alarm is tested every Monday morning at 9am, a PA broadcast will usually announce that it is not necessary to evacuate during the Monday morning test.

### IF THE ALARM SOUNDS:

- ✓ Leave the building by the nearest exit
- ✓ Follow any instructions given by Fire Wardens/Staff
- ✓ Proceed to the Assembly Point in Chapel Place, (see below)
- ✓ Move away from the building and do not block exits
- ✓ Do not run
- ✓ Take care of traffic when crossing Henrietta Place
- ✓ Ensure that all persons within your group or area are accounted for
- ✓ Ensure that any disabled persons have assistance

### 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 **RED** CALL POINT AND CALL 999. MAKE SURE YOU INFORM THE CLOSEST FIRE WARDEN OR IF POSSIBLE, STAFF MEMBER OF THE LOCATION OF THE FIRE ON ROUTE TO THE ASSEMBLY AREA.



## First Aid

In the event of an accident or incident, please contact the 1 Wimpole St reception desk on ext. 2998. The reception team will arrange for a qualified First Aider to attend any incident.

In case of emergencies, we have access to Defibrillator/AED, Oxygen bottles and a Wheelchair.

Please notify the reception desk if a member of your party has called for an ambulance so they can be quickly directed from reception to the incident.

The closest hospitals are:

(0.3 miles)

**University College Hospital at Westmoreland Street**

16-18 Westmoreland Street

London

W1G 8PH

020 3456 7898

(1.1 miles)

**St Mary's Hospital (HQ)**

Praed Street

London

W2 1NY

020 3312 6666



## Exhibitors Procedures

### EXHIBITION STANDS

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

1 Wimpole St staff reserve the right to move or remove any stands blocking exits, fire escapes, thoroughfares, or obstructing areas in which staff need to operate.

Trailing cables, or anything that may present a trip hazard or a fall hazard, must be removed.

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

There are many valuable portraits and treasures in the venue 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 venue's property.

Any temporary constructions such as staging or non-venue audio visual equipment or lighting displays will require prior consent. A copy of Risk Assessments for such activity must be provided to your 1 Wimpole St event planner.

Pyrotechnics, use of naked flames, candles or smoke machines is not permitted.

### DELIVERIES AND COLLECTIONS

The venue 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 venue's opening hours, 8am - 6pm Monday to 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 post-event unless arrangements are made prior with the 1 Wimpole St Venue Sales and Events team. We maintain a climate controlled, secure area to store and receive all conference and event materials.

### ON EACH ITEM PLEASE INCLUDE

The event title or reference

For the attention of (main contact on the day)

Company name

Name of your 1 Wimpole St event planner

Event date

Event organiser name (if different to the contact on the day)

Room the materials will be delivered to on the event day

An item sequence: e.g. 1 of 5 / 2 of 5 etc.

### PLEASE ADDRESS YOUR DELIVERIES AS FOLLOWS

The Royal Society of Medicine

1 Wimpole Street

London W1G 0AE

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



## Environmental Responsibility

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

### RECYCLING

We currently recycle;

- Paper
- Plastic
- Glass
- Cardboard
- Cans
- Cooking oil
- Print cartridges

### WE DON'T...

- ✗ Use air freight transport, allowing us to limit "food miles"
- ✗ Use disposable or non-recyclable packaging.
- ✗ Use aerosols as all our cleaning materials are held within reusable
- ✗ Believe the Event industry should be wasteful

### WE DO...

- ✓ Manage our venue's energy consumption by turning off unnecessary light and climate control to our rooms through a computerised Building Management System (BMS)
- ✓ Procure electricity from 100% renewable energy sources, wind, biomass, solar
- ✓ Reduce electrical load on aircon chilling plant by using fresh air only when weather below 19 degrees and not using any re-circulation function
- ✓ All waste food from production waste, such as vegetable trimmings combined with food waste post service is sent to Veolia UK | Leeming Biogas gas-to-grid anaerobic digestion
- ✓ Buy from small independent suppliers, and have seasonal produce tailored to our conference menus
- ✓ Have an on-site water purification system which has saved annually an estimated 92,000 1 litre glass bottles from being transported and saving an estimated 7,200 tonnes of carbon emissions
- ✓ Use environmentally friendly cleaning products
- ✓ Operate an emission free electric vehicle
- ✓ Use electronic documentation and files where possible to limit paper consumption.
- ✓ Promote the use of hybrid events to reach overseas delegates, in order to reduce their carbon footprint
- ✓ Encourage the streaming of events so fringe delegates can access the conference at a time that suits them
- ✓ Encourage the use of video conferencing in all meetings allowing potential overseas attendees to reduce their carbon footprint by accessing the event remotely
- ✓ Use low energy light bulbs wherever possible



At 1 with conferences and meetings

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