

WIMPOLE<sub>St</sub>

# EVENT MANAGEMENT

*Guide*



# GENERAL VENUE INFORMATION

WIMPOLE<sup>St</sup>

The 1 Wimpole St is committed to providing a safe environment for all persons including Vulnerable Children and Adults. If any exhibitor becomes aware that a young person or a vulnerable adult is being harassed or intimidated in any way, please notify your 1 Wimpole St event planner who will alert our Safeguarding Team.

## **BABY CHANGE FACILITIES**

Available in the accessible toilet on the ground floor or the nursing room in the hotel on the first floor (keycard access required via the hotel reception team).

## **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 mobility issues, we require they bring suitable assistance as the venue does not have qualified assistants 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.

## **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.

## **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.

# GENERAL VENUE INFORMATION

WIMPOLE<sup>St</sup>

## **RECEPTION/SECURITY**

The 1 Wimpole St reception desk is staffed 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 event organiser.

1 Wimpole St cannot be responsible for lost or stolen goods. Any unattended items may be removed and destroyed.

## **SIGNAGE**

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

## **SMOKING**

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

## **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.

## **TOILETS**

There are toilets and accessible facilities located in close proximity to all ground and lower ground floor event spaces. Toilets are located on all other floors. There is also an accessible toilet located on the ground floor adjacent to the Atrium.

## **WI-FI**

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.

# TRANSPORT

# WIMPOLE<sup>St</sup>

1 Wimpole Street is centrally located, and easily accessible by all forms of transport; [www.tfl.gov.uk](http://www.tfl.gov.uk), [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

## NATIONAL RAIL

- Victoria station (Underground: Victoria Line Northbound)
- Euston station (Underground: Victoria Line Southbound)
- King's Cross/St Pancras (Underground: Victoria Line Southbound)
- Waterloo (Underground: Bakerloo Line Northbound)
- Paddington station (Underground: Elizabeth line or Bakerloo Line)
- Liverpool Street (Underground: Central Line Westbound)

## BIKE

- Bicycles can be secured at Cavendish Square. Cycle hire
- docking stations are located nearby on Chapel Place.

## BUS

- 3, 6, 8, 12, 13, 15, 23, 25, 73, 88, 94, 98, 113, 137, 139 & 159

## UNDERGROUND

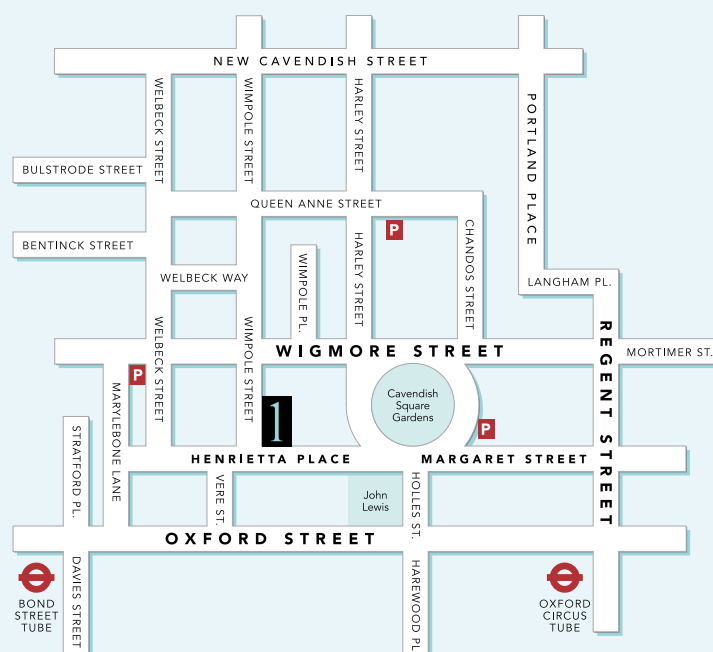
- Oxford Circus station (Victoria, Bakerloo, Central lines) 5 minute walk
- Bond Street - (Elizabeth, Central, Jubilee lines) 5 minutes walk
- Great Portland Street (Hammersmith & City, Circle lines) 15 minute walk

## 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

- Car parks are located in Cavendish Square and Harley Street



# EMERGENCY PROCEDURES

WIMPOLE<sub>St</sub>

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

Please arrange for the following instruction to be announced to your guests/visitors 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 announce it is not necessary to evacuate during the Monday morning test. The fire alarm test is held at 9am every Monday morning, where an announcement is made. If you hear the alarm bell at any other time - evacuate via the nearest signed exit (green running person).

## IF THE ALARM SOUNDS:

- Leave the building by the nearest exit
- Follow any instructions given by Fire Wardens/Staff
- Proceed to the Assembly on the footpath in Wimpole Street - adjacent to the CBRE building, (see map)
- 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, notify a fire warden if any missing
- 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 redcall point and call 999. Make sure you inform a fire warden or staff member of the location of the fire on route to the assembly area.

# FIRST AID

WIMPOLE<sub>St</sub>

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 emergencies, we have a Defibrillator/AED, Oxygen and a Wheelchair / Privacy screen.

Please notify the reception desk if you or a member of your party has called for an ambulance so they can be escorted from reception to the incident upon arrival.

The closest hospitals are:

(0.3 MILES)

UNIVERSITY COLLEGE HOSPITAL AT WESTMORELAND ST  
16-18 WESTMORELAND STEET  
LONDON  
W1G 8PH  
020 3456 7898

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(1.1 MILES)

ST MARY'S HOSPITAL (HQ)  
PRAED STREET  
LONDON  
W2 1NY  
020 3312 6666

# EXHIBITOR PROCEDURES

WIMPOLE<sup>St</sup>

## DELIVERIES & 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 between the hours of 2pm to 6pm Monday to Friday. Any deliveries outside these hours must be pre-arranged with the 1WS Event Planner.

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 of items more than 24 hours prior to the start of your event. The contents will be disposed of if they are not collected within 24 hours post-event unless arrangements are made with the 1WS Event Planner.

### DELIVERIES TO THE VENUE 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.

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### PLEASE ADDRESS YOUR DELIVERIES AS FOLLOWS

1 Wimpole Street  
London W1G 0AE  
We are unable to provide car parking for exhibitors, even for off-loading purposes.

# EXHIBITOR PROCEDURES

WIMPOLE<sub>St</sub>

## 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, extinguishers, 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.

Exhibitors needing to bring bulk chemical products onto site will need to provide your 1 Wimpole St event planner with a CoSHH Assessment for these products in advance.



# ENVIRONMENTAL RESPONSIBILITY

WIMPOLE<sub>St</sub>

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

## **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
- 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)
- We endeavour to procure electricity from 100% renewable energy sources, wind, biomass and solar
- Reduce electrical load on the aircon chilling plant by using the fresh air only when the weather is 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
- Meeting room notepads are made from FSC certified paper
- Use electronic documentation and files where possible to limit paper consumption
- Facilitate the use of hybrid events to reach overseas delegates, in order to reduce their carbon footprint
- Have the ability to stream events so fringe delegates can access the conference at a time that suits them
- Offer 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
- Use of reusable dispensers for soaps and shampoo in the hotel rooms and toilet areas of the building
- Have aerators on taps and showers in the bedrooms to reduce water usage
- Encourage bedroom guests to reuse towels, and reduce linen usage during their stay which in turn uses less water and detergent

## **WE RECYCLE**

We currently recycle: Paper, plastic, glass, cardboard, cans, cooking oil, print cartridges, food waste, light bulbs and recycled plastic water cups.

WIMPOLE<sub>St</sub>

## WHY CHOOSE US?

Every penny of profit we make is reinvested into the charitable activities of the Royal Society of Medicine, which owns and operates 1 Wimpole Street. By holding your event with us, you are directly contributing to the continuing learning of healthcare professionals.



Contact

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1 Wimpole Street W1G OAE	+44 020 7290 2951
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[www.1wimpolestreet.co.uk](http://www.1wimpolestreet.co.uk)

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