

WIMPOLE_{St}

Event Management Guide



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General Venue Information

WIMPOLESt

Accessible Facilities

All lecture theatres and meeting rooms are accessible. If you anticipate hosting guests with more serious mobility issues, we require they bring their own assistants/buddies as the RSM does not have qualified assistance 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.

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 in person or via 020 7290 3939.

Cloakroom

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

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

The closest car parks are located in Cavendish Square, directly behind the RSM and Harley Street. Street parking is available in the surrounding area or, the RSM has limited car parking that must be booked in advance.

Photography

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

General Venue Information

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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.

Security for individual events must be arranged by the event organiser. Please inform your account manager of any specific security details.

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

Safeguarding

1 Wimpole St is committed to providing a safe environment for all persons including vulnerable children and adults. If any event attendees become aware that a young person or a vulnerable adult is being harassed or intimidated in any way, please notify a member of staff at the venue who will alert our Safeguarding Team.

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, and in some cases digital signage can be arranged.

Smoking, Vaping and Eletronic Cigarettes

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

Toilets

Toilets and accessible facilities are located in close proximity to all ground and lower ground floor event spaces. Toilets are located on all other floors.

WI-FI, Internet and Telephone

Access to our wireless network is free and a password key can be obtained from the reception staff. Average wireless speed will be between 95Mbps - 180Mbps depending on device and number of active clients in building. Wired internet can be arranged in certain event spaces with notice. A direct dial line can be set up in your meeting room if required.

Transport

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1 Wimpole Street is centrally located, and easily accessible by all forms of transport; www.tfl.gov.uk, 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

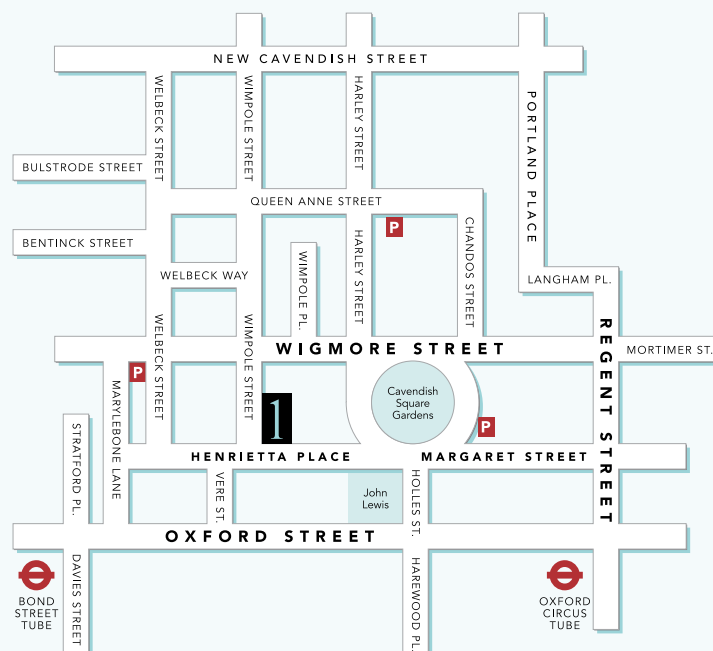
- Oxford Circus station (Victoria, Bakerloo, Central lines) 5 minute walk
- Bond Street – (Elizabeth, Central, Jubilee lines) 5 minutes walk
- Great Portland Street (Hammersmith & City, Circle lines) 15 minute walk

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

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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 - The fire alarm is tested every Monday morning at 9am, a PA broadcast will usually announce it is not necessary to evacuate during the test. If you hear a constant fire alarm bell evacuate immediately via the nearest signed exit (green running person).

If the alarm sounds:

- Leave the building by the nearest exit
- Follow all instructions given by Fire Wardens/Staff
- Proceed to the Assembly Point on the footpath in Wimpole Street opposite the main Wimpole Street entrance (see map below)
- Move away from the building and do not block exits
- Ensure that all persons within your group or area are accounted for, notify a fire warden/staff if anyone is missing
- Ensure that any persons with a disability have assistance
- Take care when crossing the road

Do not:

- Run
- Collect 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 wearing a high visibility yellow vest or a staff.

First Aid

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In the event of an accident or incident, please contact the 1 Wimpole St reception desk on 020 7290 2998 / 2960 or from an internal phone ext. 2998 / 2960. The reception team will arrange for a qualified First Aider to attend any incident.

In case of emergencies, we have access to a Defibrillator/AED and first aid boxes located at all lift lobbies and a wheelchair is located at Wimpole Street reception.

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 ST
16-18 WESTMORELAND STEET
LONDON
W1G 8PH
020 3456 7898



(1.1 MILES)

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

Exhibitor Procedures

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Deliveries & Collections

All deliveries need to be pre-arranged with the 1WS Event Planner and take place between 2pm and 6pm Monday to Friday.

Storage space is limited, therefore restricted to 48 hours prior to the start of your event.

Items should be removed on the day of the event or boxed up for collection with clear labelling and booked in with the reception staff for storage and couriered within 48 hours. Items left beyond 48 hours without pre-arrangement will be disposed of.

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

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.

Please address your deliveries as follows

1 Wimpole Street
London W1G 0AE
Unloading is direct from 1 Wimpole Street into the main entrance.

Exhibitor Procedures

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Exhibition Stand Guidelines

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.

Devices, machinery and electrical equipment must be approved in advance (large items of kit may require a double space option) and must be new or PAT-tested within the last 12 months.

Single stand: One table (140cm by 80cm, height 73cm) and two chairs. Space is available behind the stand for a single pull-up banner.

Double stand: Two tables (140cm by 80cm, height 73cm each) and four chairs. Space is available behind the stand for two single or one double pull-up banner.

Access to power can be arranged with prior notice.

Exhibitors are obliged to be aware of their Health & Safety obligations under the Health and Safety at Work Act 1974 and the HSE 'Guidance on Running Events Safely' with exhibition stands deemed to be part of the sponsor, exhibitor or partner's workplace with responsibility for duty of care. All relevant sponsors, exhibitors and partners must comply with the ABPI Code of Practice for the Pharmaceutical Industry.

Exhibitors are ultimately responsible for all aspects of safety on their stands during the set-up, during the event and during the breakdown. It is strongly advised that they have appropriate insurance in the event of damage to the venue and Society's property. All items or property that are delivered to, brought to, displayed at, and removed from, the venue are at the risk of sponsors, exhibitors and partners and the venue is not liable for any loss or damage.

Environmental Responsibility

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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.

WIMPOLESt

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.

1 Wimpole Street is owned and operated by the Royal Society of Medicine. The Royal Society of Medicine's mission is to share learning and support innovation across all areas of healthcare. To support this, the RSM aims to provide a safe and pleasant environment in which people can meet socially and work. To facilitate its mission, members, visitors, volunteers and staff are expected to observe the **RSM Code of Conduct**.

www.1wimpolestreet.co.uk



Contact