

Event

Organisers Guide

one
wimpole street

The HOME of The ROYAL SOCIETY of MEDICINE



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General Venue Information

Toilets

There are ladies, gents, and disabled facilities located in close proximity to both lecture theatres, as well as public facilities off of the members reception area. There is also a disabled toilet located on the ground floor adjacent to the atrium.

Cloakroom

The cloakroom at the One Wimpole Street building is located next to the main reception area, and is coin operated.

Parking

There is no parking facility available at the One Wimpole Street to accommodate vehicles. 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 opposite the Society.

Telephone and internet access

There are pay phone facilities located in the cloakroom area at 1 Wimpole Street. 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. One Wimpole Street offers a WiFi system available for client use.

Disabled Facilities and Access

There is disabled access available in both our lecture theatres, and most of our meeting rooms at the Royal Society of Medicine. If you anticipate hosting severely disabled delegates, we recommend they bring their own assistants as the society does not have qualified minders on site. Both main lecture theatres are equipped with hearing aid loops to assist guests with h

Security

There are pay phone facilities located in the cloakroom area at 1 Wimpole Street.

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

Signage

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

Photography

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

Climate Control

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

Reception/Security

Our reception desk is manned Monday through Friday from 8am to 6 pm, and when required, Saturday and/or Sunday. The members reception area is manned 24 hours a day. This security cover is provided for the Society's use, please note security for events outside normal office hours must be arranged by the organiser.

Any items or belongings pertaining to events must be stored in the cloakroom. The Royal Society of Medicine cannot be responsible for lost or stolen goods. Any unattended items may be removed and destroyed.



Transport

The Society is centrally located, and easily accessible by all forms of transport

Underground

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

National rail

Euston (10 minutes by taxi)

King's cross (10 minutes by taxi)

Marylebone (5 minutes by taxi)

Liverpool Street (10 minutes by taxi)

Victoria (20 minutes by taxi)

Car

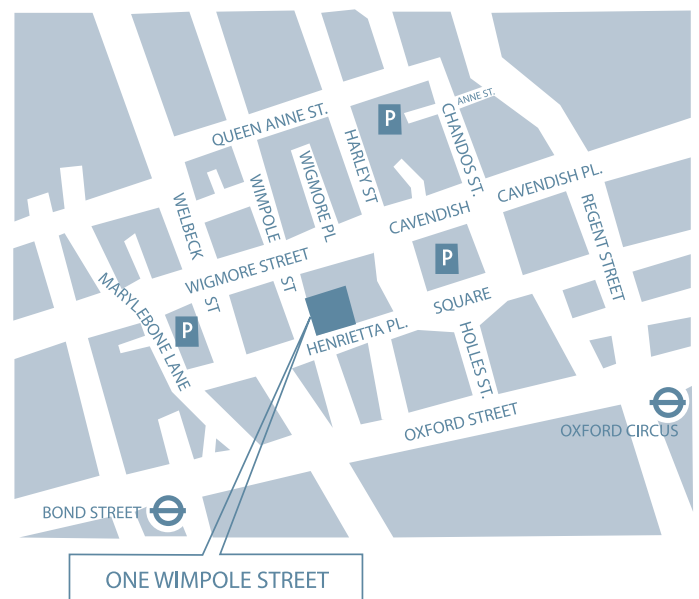
Access by M1 and M40

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

Stansted airport – Stansted express to Liverpool street station, then 6 stops to Oxford circus station





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Emergency procedures

If you hear the Fire Alarm;

The initial fire bell will sound first, this will be followed by an announcement on the PA system. The cause will be investigated, and in the event of a fire, an evacuation call on the PA will follow. Please take no action until the order to evacuate the building (if necessary) is given.

In the event of an evacuation order;

Please leave the building in an orderly fashion by the nearest exit. All fire evacuation routes are clearly marked. Please make sure all of your delegates are aware of the nearest fire evacuation route.

Ensure all members of your group or area are accounted for. If you have disabled persons within that group, please make sure they have the appropriate assistance.

Follow any instructions given by staff, or Fire Marshal.

Please proceed to the assembly point across Henrietta place, to Chapel place, next to the Chapel and await further instruction.

Under no circumstances during a fire alarm should you;

- Use the lifts
- Allow anyone to collect personal belongings
- Return to the building without permission to do so by the fire marshal or One Wimpole Street attending staff

First Aid facilities

The Society has a purpose built first aid room located next to the toilets on the Lower Ground floor. The Society has first aiders on staff. Please direct all first aid requests through the reception desk at ext. 2997.

Accommodation

We have 18 guest rooms at our sister property Chandos House, a fully restored Georgian townhouse. It is a short walk across Cavendish Square to the One Wimpole Street main building. A discounted rate is available to those booking accommodations linked to an event. Please ask a member of the events team for details.

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 One Wimpole Street 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 One Wimpole Street staff unless prior arrangements are made with the events team.

Exhibition stands

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

Stands are not allowed to be erected in front of any of the Society's portraits

One 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.



Exhibitors procedures

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 Events team. All deliveries must be made within the Society's opening hours. Any deliveries outside these hours must be pre-arranged with the Events team. Please note, as storage space is limited we are unable to accept items more than 24 hours prior to the start of your event. We maintain a climate controlled, secure area to store and receive all Conference materials

Please address your deliveries as follows;

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

On each item please include;

The Royal Society of Medicine
(Your Event title)
Attention (name of your One 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

Environmental responsibility

One Wimpole Street aims to operate a sustainable event policy wherever and whenever possible. We have been assessed by The Carbon Trust, and currently seeking a BSI 8901 "Sustainable Events" certification.

Recycling

We currently recycle;
Paper, Glass, Cardboard, Cooking oil, printer cartridges

We do;

- Manage our venue's energy consumption by turning off unnecessary light and climate control to our rooms
- Use Fairtrade products wherever possible
- Where 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, no aerosols
- 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



Environmental Policy

Our Environmental Mission Statement

At One Wimpole Street we realise our actions have an impact on the environment around us. We regard sustainability and tackling climate change as key strategic issues for us, and for the U.K. as a whole. We are therefore committed to the implementation of an effective environmental system that will not only reduce the impact of our activities on the environment but also increase our efficiency and effectiveness.

We will fulfil this mission by a commitment to:

1. Understanding environmental issues and sharing this information with our team
2. Developing innovative and flexible solutions to bring about change
3. Sourcing products and services which are produced and distributed in a responsible fashion
4. Recognising that managed social responsibility is essential to our future
5. Monitoring and measurement of our progress for each project
6. Encouraging all of our suppliers and partners to share in our mission

Our staff

One Wimpole Street recognises the responsibility our staff have in contributing to good environmental management. We will seek to harness and channel the enthusiasm and interest shown by our employees, and provide the appropriate training and support to ensure all staff exercise their environmental responsibility.

Our Clients

One Wimpole Street will encourage our customers to embrace our passion for the environment so that it can be appreciated by future generations. We will seek to raise awareness amongst our conference visitors about what they can do to reduce their impact

Our Suppliers and Partners

One Wimpole Street will promote and encourage good environmental practice to its business partners. We will seek to do business with those who share our vision, encouraging a shared responsibility in preserving the natural spaces that sustain our planet