

Conference FAQs

BSSPD Conference 15th and 16th March 2019

Conference Venue

- The conference will be held at The Royal College of Physicians, 11 St Andrews Place, Regent's Park, London, NW1 4LE
- +44 (0)20 7034 4900
- <https://www.rcpevents.co.uk>

Etiquette

- Please wear your lanyards at all times whilst attending the Conference
- Please switch off or mute any phones whilst in the auditorium (lectures will take place in The Wolfson Theatre). On Friday, The Dorchester Library will be available as an overflow space once the Wolfson Theatre is full and will have live audio and visual streaming from The Wolfson Theatre.
- The recording, photographing or taping of any of the presentation or posters is not allowed, and the intellectual property rights of the presenters and their presentations must be respected.
- Do not take uncovered drinks into the auditorium
- Please dispose of any litter respectfully and carefully
- The RCP operates a strict no-smoking policy. Please ensure that you do not smoke in the RCP, on the RCP forecourt, garden, or in the car park.
- If you have specific requirements you should contact the conference organiser or society administrator to make these known.

CPD arrangements

- You have to sign in **at the start of each day that you attend** to be eligible for CPD and sign in areas will be made available. After the conference, a link will be emailed to you

to complete feedback and download your CPD certificate. Please ensure when signing in that your name and GDC number are correct.

- Please be aware that on Friday we have a large number of delegates attending so to ease congestion, please note that the signing in sheets will be in alphabetical order by surname starting with A on the left as you face the registration desks.

Wi Fi

- As a delegate at the Conference, complimentary WiFi Access will be available

Tea and coffee

- Tea and Coffee breaks are factored in to the programme and will take place in The Osler/Long Room.

Lunch arrangements

- Lunch on both days is included in the costs of the conference and will take place in The Osler/Long Room.
- Special dietary requirements must be made known to the administrative manager (Kirstin) well in advance

Conference Drinks reception arrangements

- The Drinks reception will take place in The Osler and Long Room of The RCP from 19:30. Please note that this is not a formal dinner, but instead sharing platters and hot bites will be served.
- Special dietary requirements must be made known to the administrative manager (Kirstin) well in advance
- Dress code is smart casual
- If you have booked to attend, your ticket will be in with your name badge.

Trade

- You are encouraged to visit the trade (they have a significant role to play in helping us meet costs and make it a successful conference).

Oral Presenters

- Are advised to have their presentations uploaded by the audio-visual staff in good time for your presentations, this can be done during any of the break times and ideally should be done well in advance. Please see the AV staff in The Wolfson Theatre in order to do this.

Poster presenters

- You will be given your poster code with your name badge. Please affix your poster to the boards in the Osler/Long room in your allotted space with the Velcro provided on the boards.
- Please note that we do not have facilities for printing your poster for you.
- You are not required to formally present your poster but should attend it during the lunch break on Friday.
- Prize announcements will be made on Saturday at 16:30. If you are not attending the conference on Saturday you will be informed by email if you have won one of the awards.

Thank you and have a wonderful conference