



ROYAL COLLEGE OF PHYSICIANS

Organiser's Handbook Information

1 Capacities

Room	Theatre Style	Classroom Style	U Shape	Boardroom	Hollow Square	Cabaret	Banquet Rounds	Banquet Sprigs	Reception
Wolfson Theatre	300	-	-	-	-	-	-	-	-
Osler Room	200	90	40	-	50	72	150	210	300
Long Room	80	-	-	50	-	-	50	84	100
Osler & Long Rooms	250	120	-	-	-	90	220	300	350
Dorchester Library	150	60	40	-	48	48	-	-	200
Seligman Theatre	140	-	-	-	-	-	-	-	-
Platt Room	40	36	23	22	28	-	100	100	150
Council Chamber	60	36	27	54	30	32	-	-	-
Censors' Room	20	24	20	20	24	-	20	-	25
Linacre Room	50	36	23	26	30	24	40	-	60
Sloane Room	50	36	23	26	30	24	40	-	60
Linacre & Sloane	100	72	35	58	64	48	100	-	120
Lasdun Room	20	18	15	15	18	8	10	-	20
Willan Room	20	18	15	16	18	8	10	-	20
Heberden Room	20	18	15	16	18	8	10	-	20

Jerwood Centre

Room	Theatre Style	Classroom Style	U Shape	Boardroom	Hollow Square	Cabaret	Banquet Rounds	Sprigs	Reception
Pickering Room	25	12	17	18	14	-	-	-	-
Rosenheim Room	25	12	17	18	14	-	-	-	-
Pickering Rosenheim	50	36	24	18	28	-	-	-	-
Henry Cohen Room	30	26	18	20	26	-	-	-	-
Donald Hunter Room	25	18	17	20	18	-	-	-	-
Thomas Lewis Room	12	-	-	8	12	-	-	-	-
IT Training Room	-	-	7	-	-	-	-	-	-

2 General Information

Business Services

The College offers general business services, which are available via our reception

- Fax
- Email
- Printing
- Posting
- Photocopying

(Current prices available on the tariff sheet enclosed)

Telephones and Internet access

- There are 3 public telephones located on the lower ground level, one being suitable for wheelchair access
- No calls are permitted via the main switchboard
- All meeting rooms and registration desks have telephones, which can be unbarred for outside calls on request
- Direct dial numbers are available in most meeting rooms (available on request)
- ISDN lines are available in most meeting rooms
- Wireless internet access is available in all meeting rooms and in public areas
Please contact reception for an access number.

Climate Control

The Climate Control system is computerised, so should you require the temperature to be changed, please alert your event manager or the main reception, who will page the technician on duty

Cloakroom

The cloakroom is located on the lower ground floor and will be manned when one or both of the lecture theatres are in use; and in the evening on request

Toilets

Ladies', Gentlemen's as well as disabled facilities are located on the lower ground level

Showers

One shower cubicle is available in both the ladies and gentlemen's toilet

Cold Water Dispensers

A cold water dispenser with plastic cups is located on the Lower Ground level

College Information

Full Postal Address

11 St Andrews Place
Regent's Park
London
NW1 4LE

College opening hours are from 09.00 – 17.00
Reception is manned from 07.00 – 17.00
24 hour security – contactable at the main reception

Main Switchboard

020 7935 1174

Meetings & Events / Sales office

020 7034 4900

Meetings & Events / Sales office fax

020 7224 0900

Meetings & Events / Sales office email

events@rcplondon.ac.uk
College website
www.rcplondon.ac.uk/venue

Disabled facilities

Wheelchair access is situated down to the left of the main entrance of St Andrews Place

- Access is via electric double doors into the Lower Hall
- There is access to all meeting rooms
- We strongly advise that delegates bring their own carers if they are severely disabled as the College does not have qualified minders
- There are 2 main lifts that access all levels, except for the Wolfson Theatre, registration desk and main reception level
- There is a wheelchair lift down to the cloakroom and unisex disabled toilet facilities on the lower ground level. There is also a disabled toilet in the gentlemen's public toilet
- Each lecture theatre has a loop-aid hearing system available on request for delegates who are hard-of-hearing
- There are 2 designated disabled parking bays close to the disabled entrance
- An induction loop is also available at reception

Parking

A limited amount of car park spaces are available at the College and will be offered to organisers as priority and thereafter on a first come, first served basis @ £25.00 per vehicle per day

2 General Information

Parking continued

- Parking fees are payable at reception on arrival, unless we have prior instructions to charge to the main account. All major credit cards are accepted except for American Express
- Please see our location map for the NCP car park locations in the area. Pay and Display parking is also available around the perimeter of the park
- The College is outside the congestion charge zone

Photography

Special permission is required for all photographs, filming and video taping within the College Precincts

Portering

Porters are available to assist organisers if required. This needs to be arranged in advance. Please see the tariff sheet for rates

Reception

Reception is manned from 07.00 till 17.00 Monday to Friday and, when required, on Saturday and Sunday. Reception can assist with the following:

- Business Services
- Local information
 - Bank
 - Post offices
 - Hotels (The College has negotiated discounted rates with local hotels)
 - Attractions
 - Restaurants
- Taxis (Please note that the person being collected will need to provide a telephone number and name and will have to pay the cab driver directly)

Security

We have 24 hour security based at the reception desk

This is College security and as a general rule will not be responsible for the security at your event. Please provide your own security where necessary, or advise us in advance so that this can be arranged on your behalf (quotation on request).

- All staff and visitors to the College are asked to wear an identity badge or pass. Organisations hiring facilities should ensure that all participants are issued with and wear name badges
- The College cannot accept responsibility for any items lost or mislaid on the premises
- All personal luggage should be left in the designated cloakroom to avoid any unnecessary security alerts. Any unattended items may be removed and destroyed

Smoking

The College operates a no-smoking policy. We would be grateful if you could inform your delegates of this policy and ensure that they do not smoke in the College, on the College forecourt, or in the car park

Transport

The College is easily accessible by all forms of transport:

By Underground

- Regents Park Station – Bakerloo line (5 minutes walk)
- Great Portland Street Station – Circle, Metropolitan and City lines (5 minutes walk)
- Warren Street Station – Victoria and Northern lines (10 minutes walk)

By Train

- Euston Station (15 minutes walk)
- King's Cross station (5 minutes by taxi)
- St Pancras Station (5 minutes by taxi)
- Marylebone Station (5 minutes by taxi)

By Car

Easy access via M40 and M1

By Air

Heathrow: Express train from Heathrow Airport – 15 minutes to Paddington Station, then 3 stops on the underground to Great Portland Street Station

Gatwick: Express train from Gatwick Airport – 30 minutes to Victoria Station, then 3 stops on the underground to Warren Street Station

Stansted: Express train from Stansted Airport – 45 minutes to Liverpool Street, then 5 stops on the underground to Great Portland Street Station

Accommodation

There is a good range of 3, 4 and 5 star hotels in close proximity to the College. Our recommended hotel booking agent has negotiated discounted rates with local hotels:

Mr Lloyd Harris
Hotel Reservations Limited
Tel: 01268 572003
Fax: 01268 572002
Email: Lloyd@hotelreservations.ltd.uk
Website: www.hotelreservations.ltd.uk

3 Emergency Procedures & Exhibitor Guidelines

Emergency Procedures

The Fire Alarm

- Is a continuous alarm bell
- It is tested every Wednesday morning at 10.00

If your meeting is on a Wednesday morning, please warn your delegates. The alarm will sound for approximately 10/20 seconds
No action is to be taken

Fire Exits

- Are indicated prominently in all rooms and corridors
- Please familiarise yourself and your delegates of those exits which are pertinent to your meeting room
- Exits must not be obstructed

The Assembly Point

- Is on the cobblestone area outside the Nash Terrace Houses, 1 – 8 St Andrews Place (the precinct)
- On arrival at the assembly point, please report to the "Incident Controller" who will ask you to confirm that all your delegates are accounted for

On Hearing the Alarm

- If the alarm continues for more than 20 seconds, start evacuating immediately
- Evacuate those present quickly and quietly by the nearest Fire Exits
- No one should stop to collect personal belongings

First Aid Facilities

The College has its own first aiders and first aid facilities. These include a defibrillator and trauma trolley. All requests for first aid must go through reception please.

Security

Please ask your delegates not to leave bags or personal belongings unattended at any time as they may be removed for safekeeping. Meeting organisers and delegates are to wear badges whilst in the building.

A copy of the College Health & Safety Procedures is provided in all our meeting rooms.

Exhibitor Guidelines

Couriers

- The College is not responsible for arranging couriers. Please feel free to ask the reception staff for contact telephone numbers should you require assistance.

Deliveries & Collections

Delivery Address

11 St Andrews Place (by prior arrangement only)
Regent's Park
London
NW1 4LE

Large Deliveries

53 Albany Street
London
NW1 4LE

Please address your deliveries as follows:

The Royal College of Physicians
Title of event
Name of contact at the venue
Date of event
Meetings & Events Department
Event organiser name (client)
Delivery Address
Room the box needs to be on the day

Additional information:

Exhibitors name and stand number if possible.
The sender's details should also be clearly marked on each item.

If you require boxes to be collected, please label them as follows:

Name of Company (receiving)
Title of event
Name of person (receiving) and telephone number
Date of event
Delivery Address (receiving)

- Deliveries should be made within the College opening hours. Any out of hours deliveries should be arranged with the Meetings & Events department in advance
- Any deliveries arriving on the day of your event will be stored at reception for you. Please ask reception to page a porter if you require assistance moving the items to your meeting room
- As storage is at a premium, please do not deliver items more than 24 hours prior to your event

3 Exhibitor Guidelines

Parking

- Car spaces for exhibitors cannot be booked in advance. Parking is on a first come, first served basis at £25.00 per day
- Parking fees are payable at reception on arrival. Credit card payments are accepted. All major credit cards are accepted except for American Express
- Exhibitors may park in front of the building for offloading purposes only and should then move to the nearby car park if there is no parking available
- Pay and display meters are available directly outside the College and around the perimeter of the park. Please see the College location map for details
- Local NCP car parks can also be found locally. Please see the College location map for details

Signage

Signage for events will be done on your behalf, please provide us with the relevant wording before your event. You are most welcome to provide your own signage, our sign stands take an A3 portrait page.

Stands

- Please ensure that freestanding exhibits are erected as detailed on the floor plan, avoiding the Heritage protected areas marked with a 'H' on the floor plans. This will have been agreed in advance by the Meetings & Events department
- Exhibitors must ensure that their stands remain in front of the rope barriers at all times
- No signs should be stuck or attached, in anyway **to the fabric of the building**
- Please be aware that there are many valuable portraits lining the walls; please ensure that your stand leaves adequate space, as agreed with your event manager to prevent damage
- No stands are to be erected in front of any portrait in the College

Exhibitors and organisers must have appropriate insurance in the event of damage sustained by exhibition stands.

Storage / Rubbish disposal

- The College does not have a lock up storage facility
- All items stored are at your own risk
- Any items not collected within 24 hours of the event will be disposed of unless prior arrangements have been made. Items stored outside these times may incur additional charges
- Any items not labelled with a return address will be disposed of
- The College will not be responsible for any item sent by post or courier that gets lost or damaged or for any items left at the College after the event has taken place
- Rubbish, empty boxes, leaflets and papers etc can be left at the College and will be disposed of by the porters

4 Technical Specifications

THE THEATRES

AUDIO VISUAL SPECIFICATIONS

The Audio Visual infrastructure of the theatres is of a high specification and can include (by prior arrangement):

- Fully controllable lighting system
- Data projector
- Octo FX video/data scalar switcher logo inserter
- Full size installed projector screen
- Preview/comfort monitors at lectern and top table with full control of presentation advance and return for the Speaker
- PC laptop, 512Mb Ram - Office 2003
- High speed Internet access at lectern or in the projection booth
- 3 x ISDN 2e lines in the projection booth
- Wireless internet connection (WiFi)
- SVHS player
- DVD player
- Full audio system including:
 - 6 x radio microphone systems (can be lapel or handheld)
 - 4 x top table microphones
 - 2 x lectern microphones
 - Hearing aid loop
 - 24-channel mixer
 - Audio recording to audio cassette, mini-disc or mp2 disc

Overhead Projection:

- 1 x 400w Overhead Projector (acetates and pens are available at an extra charge)

Slide Projection:

- 35mm slide projector, with single, dual or triple with remote operation available by request
- Simultaneous projection of OHP/Slide/PowerPoint available by request

Please note that we are not able to accept any presentations for downloading to our equipment that contain hyperlinks

One audio visual technician is included in the Day Delegate Rate. For more complicated programs, a 2nd technician may be necessary. This will be charged at either a daily or hourly rate, (minimum of 4hrs), depending on the nature and duration of the event. Technical assistance is available for meetings and will be charged for at either a daily or hourly rate.

Flip Chart, Pad & Pens	£25.00
Overhead Projector	£30.00
35mm Slide Projector	£55.00
Light Box	£30.00
PC laptop, 512Mb Ram - Office 2003	£190.00
LCD Projector (Min 1700 Lumens) and Tripod Screen	£245.00
LCD Projector (Min 3000 Lumens) and Tripod Screen	£300.00
42" Plasma screen	£245.00
46" Plasma screen	£300.00
Laser Pointer	£20.00
5', 6' Tripod Screen	£30.00
8' x 6' Fast-Fold Screen	£80.00
14' x 10.5' Fast-Fold Screen	£100.00
Wooden Lectern	£25.00
Combo DVD/VHS Player including Monitor	£100.00
Audio CD Player	£25.00
Digital Camcorder with Tripod	£100.00
Hand Held UHF Radio Microphone	£50.00
Lapel UHF Microphone	£50.00
PA System including 4 microphones	£275.00
Use of ISDN Line	£50.00
Wireless internal connection (WiFi)	£5.00
Video recording on CD or tape	POA
Photographic record of the conference	POA

Technicians cost:

Monday - Saturday: Daily Rate (08.00 – 17.30)	£250.00
Monday - Saturday: Hourly Rate	£40.00
(minimum 4 hours, or part thereof)	
Evenings (after 17:30) and Sundays	£325.00
Evenings (after 17:30) and Sundays: Hourly Rate	£52.00
(minimum 4 hours, or part thereof)	

All these tariff prices do not include VAT

5 Audio Visual Price List

AUDIO VISUAL PACKAGES NON DAY DELEGATE PACKAGE

Package A (for small meetings) £345.00

- LCD Projector (Min 1700 Lumens)
- 5' Tripod Screen
- or
- 42" Plasma Screen
- PC Laptop, 512 Mb Ram – Office 2003
- Unicol Stand
- Laser Pointer
- Set – up and de-rig of equipment

Package B (for meetings with PA system) £575.00

- LCD Projector (Min 1700 Lumens)
- 6' Tripod Screen
- PC Laptop, 512 Mb Ram – Office 2003
- PA system
- 1 x Lapel UHF microphone
- 1 x Hand held UHF Radio Microphone
- 2 x Top table microphones
- Wooden lectern or Unicol stand
- Laser Pointer
- Set – up and de-rig of equipment

Package C (for theatre) £775.00

- LCD Projector (Min 1700 Lumens)
- Build-in screen
- PC Laptop, 512 Mb Ram – Office 2003
- Laser Pointer
- PA system
- 2 x Lapel UHF microphones
- 4 x Hand held UHF Radio Microphone
- Audio CD Player
- 35 mm Slide projector or Overhead projector
- Wooden Lectern or Unicol stand
- Audio recording of conference
- Technician
- Set – up and de-rig of equipment

All these tariff prices do not include VAT

5 Audio Visual Price list

THE ROYAL COLLEGE OF PHYSICIANS INDIVIDUAL AUDIO VISUAL EQUIPMENT HIRE

Flip Chart, Pad & Pens	£25.00
Overhead Projector	£30.00
35mm Slide Projector	£55.00
Light Box	£30.00
PC laptop, 512Mb Ram - Office 2003	£190.00
LCD Projector (Min 1700 Lumens) and Tripod Screen	£245.00
LCD Projector (Min 3000 Lumens) and Tripod Screen	£300.00
42" Plasma screen	£245.00
46" Plasma screen	£300.00
Laser Pointer	£20.00
5', 6' Tripod Screen	£30.00
8' x 6' Fast-Fold Screen	£80.00
14' x 10.5' Fast-Fold Screen	£100.00
Wooden Lectern	£25.00
Combo DVD/VHS Player including Monitor	£100.00
Audio CD Player	£25.00
Digital Camcorder with Tripod	£100.00
Hand Held UHF Radio Microphone	£50.00
Lapel UHF Microphone	£50.00
PA System including 4 microphones	£275.00
Use of ISDN Line	£50.00
Wireless internal connection (WiFi)	£5.00
Video recording on CD or tape	POA
Photographic record of the conference	POA

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(minimum 4 hours, or part thereof)	
Evenings (after 17:30) and Sundays	£325.00
Evenings (after 17:30) and Sundays: Hourly Rate	£52.00
(minimum 4 hours, or part thereof)	

All these tariff prices do not include VAT

6 Tariff Sheet

Business Services

Item	Cost
Faxing	Inland – outgoing 1st page £2.00, thereafter £1.00 a page International – outgoing 1st page £3.00, thereafter £1.50 a page Incoming – 50p a page
WiFi	£5.00 per user per day
Printing	20p per page
Posting	1st and 2nd class post facilities are available at the Current rate Courier services are available on request
Photocopying	20p per copy (Black and White) 50p per copy (Colour)
Telephone line	£50.00 (includes cost of calls up to £50.00)
ISDN line	£ 50.00 (includes cost of calls up to £50.00)

General Services

Item	Cost
Parking	£25.00 per vehicle per day
Portering	£25.00 per hour, per porter (minimum 4 hours)
Storage	Prices on application

Additional Services

Item	Cost
Acetates	£1.00
CD	£1.50
Floppy Disc	£1.50
Note pad & pens	£1.00
Menu printing	£1.00
Place name cards	£0.50
College Merchandise	College merchandise is available from the reception (Price list available on request)

6 Telephone lines

Telephone Extensions

Wolfson Registration Desk	Ext 217
Seligman Registration Desk	Ext 469
Linacre Room	Ext 385
Sloane Room	Ext 386
Willan Room	Ext 387
Heberden Room	Ext 388
Council Chamber	Ext 394
Lasdun Room	Ext 526
Platt Room	Ext 389
Lower Hall	Ext 204
Censors Room	Ext 203
Jerwood Centre	
IT Training Room	Ext 499
Henry Cohen Room	Ext 496
Pickering Room	Ext 495
Rosenheim Room	Ext 494
Thomas Lewis Room	Ext 492
Donald Hunter Room	Ext 498
Jerwood Reception	Ext 490

Any internal Extensions need to be activated on request. Please dial switch board on 0207 935 1174 first in order to connect to above extensions

All these tariff prices do not include VAT

