

Organiser's Handbook Information



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1. General information

College information

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

College opening hours are from 8am to 5pm with
24 hour security – contactable at the main reception.

Meetings & Events / Sales office

E-mail: events@rcp.ac.uk
Meetings & Events: 020 7034 4900
Website: www.rcpevents.co.uk

Smoking

The RCP operates a strict no-smoking policy. Please inform your delegates of this policy and ensure that they do not smoke in the RCP, on the RCP forecourt, garden, or in the car park.

Green policy

The RCP is concerned about the environment and recognises that good environmental management must be an integral and fundamental part of its activities. As such, it encourages sustainability through recycling, reduction of water usage, energy efficiency, waste materials reduction and minimisation of carbon emissions footprint amongst its staff, suppliers and clients.



Access to the facilities

The RCP is open from 8am. If you require access earlier, please advise your account manager of your arrival time.

Complimentary access is available from 7am, earlier access (from 5am) is available @ £ 200 +VAT per half hour or part thereof.

An additional charge of £100 + VAT per hour is applicable any catering requests before 8am. Should other staff be required to be onsite, prices can be quoted on request.

Please ensure that you vacate the rooms and registration area within the agreed time, as the rooms might be in use after your event.

Exhibitions

Organisers must submit a method statement, a risk assessment, along with PAT test certificates where appropriate prior to the date of the event. This is particularly relevant for events where you are using your own AV or those who are setting up large exhibition stands, stages, moving large pieces of furniture, bringing in electrical items for use in RCP, etc.



Delivery & collection address

The RCP will only accept deliveries and collections between 8am and 4pm, Monday-Friday at the following address, only:

53 Albany Street
London NW1 4EB

Deliveries

Please address your deliveries as follows:

The Royal College of Physicians

Title of event

Name of contact at the venue (e.g. organiser/ exhibitor stand name and number)

Date of event

Delivery address

Room the box needs to be on the day

Box (number) of (total number)

Collections

Please mark any items to be collected as follows:

Name of company (receiving)

Title of event

Name of contact and telephone number

Date of event

Delivery address (receiving)

Date of collection and by which courier company

Box (number) of (total number)

As storage is at a premium, please do not deliver items more than 24 hours prior to your event and collect them no later than 24 hours after your event. Any items left longer at the RCP may be destroyed.

All items stored are at your own risk and any items not labelled with return address will be disposed of.

The RCP will not be responsible for any item sent by post or courier that gets lost or damaged or for any items left at the RCP after the event has taken place.



Parking

A limited amount of car park spaces are available at the RCP and will be offered to organisers as priority and thereafter on a first come, first served basis at £20 + VAT per vehicle per day.

- 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 RCP is outside the congestion charge zone.

Toilets

Ladies', gentlemen's and accessible facilities are located on the lower ground level.

Showers

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

Climate control

The climate control system in all large rooms is computerised, so should you require the temperature to be changed, please alert your event manager or the main reception, who will contact the technician on duty.



Business services

The RCP offers general business services, which are available via our reception (current prices available on the tariff sheet enclosed).

Telephones and internet access

- All meeting rooms and registration desks have telephones, which can be opened for outside calls and direct dial (available on request).
- Wireless internet access is available in all meeting rooms and in public areas on a complimentary basis.
- Wifi can be accessed by filling in your email address on the RCP log in page, when you choose the RCP wireless network.

Portering

Porters are available to assist organisers, if required. This needs to be arranged in advance. Contact your Event Manager for more details and rates.

Cloakroom

A staffed cloakroom is provided in the lower ground floor of the RCP. All delegates should be urged to use this rather than taking coats into the function rooms.

The cloakroom is manned from 8:30am until 5:30pm unless otherwise requested. Please note that for evening and weekend events as well as events of less than 60 people a charge may apply.



Filming and Photography

Special permission is required for all photographs, filming and video-taping within the RCP precincts.

If you are considering having your event video recorded or web-streamed, the RCP AV team will be happy to assist you. The team offers a full HD event filming and post production service, as well as a video streaming and on-demand solution for events.

For further details please email filming@rcp.ac.uk or call 020 3075 1758 to discuss your requirements. If you require photography for your event, please contact. For further details please contact 020 3069 9575 or email info@rupaphotography.co.uk.

Please note that the name 'Royal College of Physicians' may only be used to indicate where the meeting is located. The use of its logo is not permitted.

Flowers

Your account manager can arrange flowers for your event, or you can also contact Portland Florist directly on 020 8292 8530 or visit the website www.portlandsflorist.co.uk. Alternatively, you can arrange for your own florist.

Due to the historic nature of the building and the heritage within, no flowers are to be placed in front of portraits or can be attached to the walls or cages, or be placed near them. No pollen-heavy flowers or potted plants are to be put in the rooms, due to the risk of insect infestation and resinous fumes.



Reception

Reception is manned from 7am until 6pm Monday to Friday and, when required, on Saturday and Sunday. Reception can assist with the following:

- Business services
- Local information
- Banks
- Post offices
- Hotels (the RCP has negotiated discounted rates with local hotels)
- Attractions
- Restaurants
- Taxis (please note that there are numerous black taxis available on Euston Road at any time of the day)

Accommodation

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

Lloyd Harris

Hotel Reservations Limited

Telephone: 0777 1914587

Email: res@hotelreservations.uk.com

Website: www.hotelreservations.uk.com



Security

We have 24 hour security. 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).

- Organisations hiring facilities must ensure that all participants are issued with and wear name badges.
- The RCP 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.

Badges

Kindly note that due to new security protocol, RCP Badges will be provided for small meetings up to 50 guests.

All delegates will be required to wear these badges at all times while attending an event at the RCP. We kindly ask for all the badges to be left inside the room once the event is over.

For events over 50 guests the organiser is in charge of providing the badges.



Disabled facilities

The RCP has recently carried out extensive work to improve our accessible facilities. This includes taking into account physical, sensory and other disabilities to all our users. Our event staff are disability aware and will work with the organiser to ensure that the event is inclusive. Please refer to our website for more details. It is the responsibility of the organiser to inform the Meetings and Events staff of any attendees with additional requirements.

Assistance dogs are welcome.

Car parking

Guests with disabilities are very welcome to park their vehicles in the RCP car park, free of charge. Please notify the RCP in advance and a space will be allocated. Please also let us know if you require any assistance on your arrival at the RCP. There are two designated parking bays just to the right of the car park, opposite the RCP entrance.

Accessible entrance into the building

The lift platform to enter the building is to the left of the entrance, to access the lift platform follow the black rails. At the door entrance to the RCP is an automatic door opening inwards, allowing direct access to reception and an internal platform lift.

Finding your way

Via the front entrance, on the reception level there is access to the reception desk, a platform lift and the Wolfson Theatre wheelchair booths which are situated to the left and right of the Wolfson theatre entrance.

Accessing different levels in the building

There are six different levels in the RCP. They can be accessed either by using the platform lift, or the front service lifts. All lifts have tactile call buttons and an audible announcement of the level reached.

Hearing assistance systems

Induction loop systems are installed in both our theatres and in the main reception area. Portable induction loops can be provided in any of our meeting rooms on request.



2. Emergency procedures

The fire alarm

- Is a continuous alarm bell.
- Is tested every Wednesday morning at 9:30am. If your meeting is on 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 RCP has its own first aiders and first aid facilities. These include a defibrillator, oxygen and first aid kit. All requests for first aid must go through reception, please.



3. Access information

The RCP is easily accessible by all forms of transport:

By underground

- Regent's Park Station – Bakerloo line (2 minutes walk)
- Great Portland Street Station – Circle, Metropolitan and City lines (2 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 to Paddington Station, then 3 stops on the underground to Great Portland Street Station.

Gatwick: Express train from Gatwick Airport to Victoria Station, then 3 stops to Warren Street Station.

Stansted: Express train from Stansted Airport to Liverpool Street, then 5 stops to Great Portland Street Station.



Access to Regent's Park

Regent's Park gates open at 6:30am and close at 12am Monday to Friday for vehicles. Clarence Gate and Hanover Gate are open after midnight.

Commercial vehicles are not allowed in Regent's Park at the weekend. Prior permission must be obtained from Crown Estates on 020 7935 8049 or danny.brown@cepc.org.uk

Clients wishing to bring a coach or bus into the Outer Circle to drop-off or pick-up guests will need to seek permission from Royal Parks. For further details please contact 020 7486 7905 or email jforbes@royalparks.gsi.gov.uk

Proof of why the access to Regent's Park is needed will be requested (email will suffice).



4. Tariff sheet

Business Services

Item	Cost
WiFi	Complimentary 1Mb
Printing	Black & white: 20p + VAT per page Colour: 50p + VAT per page
Posting	Courier services are available on request
Photocopying	Black & white: 20p + VAT per page Colour: 50p + VAT per page



5. Telephone lines

Main building

Wolfson Registration Desk	Ext 1733
Seligman Registration Desk	Ext 1734
Linacre Room	Ext 2385
Sloane Room	Ext 2386
Willan Room	Ext 2387
Heberden Room	Ext 2388
Council Chamber	Ext 2394
Park Room	Ext 2526
Platt Room	Ext 2389
Lower Hall	Ext 2204
Censors Room	Ext 2203

The above internal extensions need to be activated on request.

Please dial 020 3075 and the extension number in order to connect to the above extensions.



Marketing & Facilities

Royal College of Physicians
11 St Andrews Place
Regent's Park
London NW1 4LE

Tel: 020 7034 4900

Fax: 020 7224 0900

Email: events@rcp.ac.uk

www.rcpevents.co.uk

Twitter: @RCPvenue

