WIMPOLE St

Event Management Guide

Venue Information | Exhibitors Procedures | Transport & More

General Venue Information

W1MPOLE St

Accessible Facilities

All meeting and events rooms:

- Fully accessible with step-free, flat-floor or ramp access.
- Accessible toilets available on Lower Ground (ambulant), Ground and Mezzanine floors.
- Lift access to all floors.
- Assistance dogs welcome.

Lecture Theatres:

- Step-free, flat-floor or ramp access onto the lecture theatre stages (Guy Whittle Auditorium, Max Rayne Auditorium and Naim Dangoor Auditorium stage).
- Portable hearing assistance devices for the lecture theatres available from 1 Wimpole Street Reception.
- The Max Rayne and Naim Dangoor Auditoriums have built-in induction loops.
- The Guy Whittle Auditorium operates a digital app-based hearing system; technician support is available to assist with connection.

Audio Loops

Hearing induction loops are installed at 1 Wimpole Street Reception.

The Max Rayne Auditorium and Naim Dangoor Auditorium have built in Induction Loops for those with hearing aids, and signage indicating to users to adjust to the loop system. Hearing assist devices are also available for these rooms, for those without hearing aids but are hard of hearing. Collect them from the 1 Wimpole Street Reception.

The Guy Whittle Auditorium has a digital app based system, and the audio visual team can assist you with connection to the app and relevant wifi channel.

In all cases, reach out to our teams, who will be able to assist you.

Baby care/baby-change

A parenting room is located on the lower ground floor and contains a fridge. Additional baby changing facilities are available in the Shower Room in Domus Medica Hotel on the 1st Floor.

Please collect a keycard from the Domus Medica Hotel reception on the Ground Floor.

Climate Control

If you require a temperature adjustment in your meeting room, please notify reception in person or via 020 7290 3939.

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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.

Enabling dogs

Enabling dogs are welcome. Reception will be able to provide water for your enabling dog. Please inform reception on your arrival.

Faith Room

The faith room is located on the lower ground floor, within the members locker room. A keycard for access can be requested at the Hotel reception on the Ground floor.

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.

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.

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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.

Environmental Responsibility

W1MPOLE St

Intent

At 1 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 UK. 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 as a venue.

We fulfill this mission by a commitment to:

- Understanding environmental issues and sharing this information.
- Developing innovative and flexible solutions to bring about change.
- Sourcing products and services that are produced and distributed in a responsible fashion.
- Recognising that managed social responsibility is essential to our future.
- Monitoring and measurement of our progress for each project.
- Encouraging all our suppliers and partners to share in our aims.

Policy

We understand that our operations have a carbon footprint, and we are dedicated to minimising it. We have implemented a framework that underscores our commitment to sustainability, ensuring that every event we host leaves a minimal negative impact on the environment. 1 Wimpole Street commits to the following practices:

- All waste food from production waste, such as vegetable trimmings combined with food waste post service is sent to Veolia UK | Leeming Biogas for gas-to-grid anaerobic digestion.
- Buy from small independent suppliers, and have seasonal produce tailored to our menus when available.
- Manage our venue's energy consumption by turning off unnecessary light and climate control in our rooms through a computerised Building Management System (BMS).
- 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.
- We recycle: paper, glass, cardboard, cooking oil, plastic, cans, batteries, printer cartridges, electrical equipment, IT equipment.
- Encourage bedroom guests to reuse towels and reduce linen usage during their stay which in turn uses less water and detergent.
- Minimise cardboard packaging on deliveries where possible.
- 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.
- Meeting room notepads are made from FSC certified paper, and pens from recycled aluminium.
- Use electronic documentation and files where possible to limit paper consumption.
- Offer video conferencing in all meetings allowing potential overseas or UK based attendees travelling far distances to reduce their carbon footprint by accessing the event remotely.
- Use low energy light bulbs wherever possible.
- Use reusable dispensers for soaps and shampoo in the hotel rooms and toilet areas of the building.
- We will continue to offer our employees the Cycle to Work scheme. In addition to the health benefits of regular exercise, making the switch from commuting by car to cycling massively reduces an individual employee's carbon footprint.

Environmental Responsibility

WIMPOLE St

Thoughtful & Considerate Staff

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

Responsible Suppliers & Partners

The source of our food ingredients means a great deal to us. Of course, we want them to be the finest and freshest available, but we also want to know that they are from suppliers with integrity.

That's why we source our fish from suppliers dedicated to promoting sustainability and minimising food miles. The butchers we use can trace every link in their supply chain back to the farm. Our cheese comes from artisan makers in the UK who are passionate about their craft. Wherever possible, our chefs use fruit and vegetables from British growers. And all our hot beverages are supplied by importers who are as committed to the welfare of the growers as they are to the quality of the product.

We're proud to work with our table cloth supplier Johnsons, with over 50% of their cotton purchases being Better Cotton Sourced. Better Cotton provides responsibly grown fabric that supports more sustainable farming practices, ensuring lower environmental impact right from the source.

Communication

All staff and contractors will be made aware of this policy and their individual responsibilities within it. We recognise that sharing this policy will not only raise awareness of the environmental practices we are already doing, but also start a discussion on possible improvements that can always be made.

Accreditations and Awards

Green Meetings

Green tourism: Bronze badge

1 Wimpole Street has successfully achieved the Green Meetings Bronze Award. This significant accomplishment showcases our commitment to promoting excellent environmental practices.

As a world-leading sustainability certification for travel, tourism and hospitality businesses, Green Tourism aim to help embed responsible, sustainable, and environmentally friendly practices across venues and the wider tourism sector.

Green Tourism is an accrediting body which understands that sustainability is the key to success within the modern hospitality industry. For the industry to be successful both nationally and internationally, it is important that venues have a system in place to help set targets to show continuous improvement.

Environmental Responsibility

1 WIMPOLE ST

Greengage ECOsmart: Silver Award

1 Wimpole Street has officially been awarded the Silver Badge in the Greengage ECOsmart Hotels and Venues Certification. This
means that as a venue and hotel we have 'taken advanced steps to achieve a wide range of eco-focused actions'.

The ECOsmart certification is awarded to hotels and meeting venues, like us, who demonstrate an eco-friendly and sustainable approach. Booking an ECOsmart certified property provides environmentally conscious consumers with the reassurance that the venue has been comprehensively and independently assessed and operates in a sustainable way.

We are making greener business choices – and we encourage our clients and other venues to do the same.

Royal Society of Medicine (RSM)

The Royal Society of Medicine owns and operates 1 Wimpole Street. Holding your event at 1 Wimpole Street is an investment in the future of UK healthcare as profits are reinvested into the RSM's primary charitable purpose: to provide education for doctors and other healthcare professionals.

The RSM highlights key health issues such as the impact of climate change within its education programmes. It is also a founding member of the UK Health Alliance on Climate Change which brings together healthcare professionals to advocate for better responses to climate change that protect and promote public health.

The RSM's Council is aware of its need to invest the Society's funds in a responsible manner and to have a positive impact on people and the planet. This is done by investing in funds that adopt screening policies that exclude areas of significant social or environmental harm and integrate ESG factors within the investment selection process. One such exclusion is the direct holding of investments whose primary business is in fossil fuels including the production, extraction and refining of oil, gas and coal, screened at more than 10% of revenue.

Transport

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

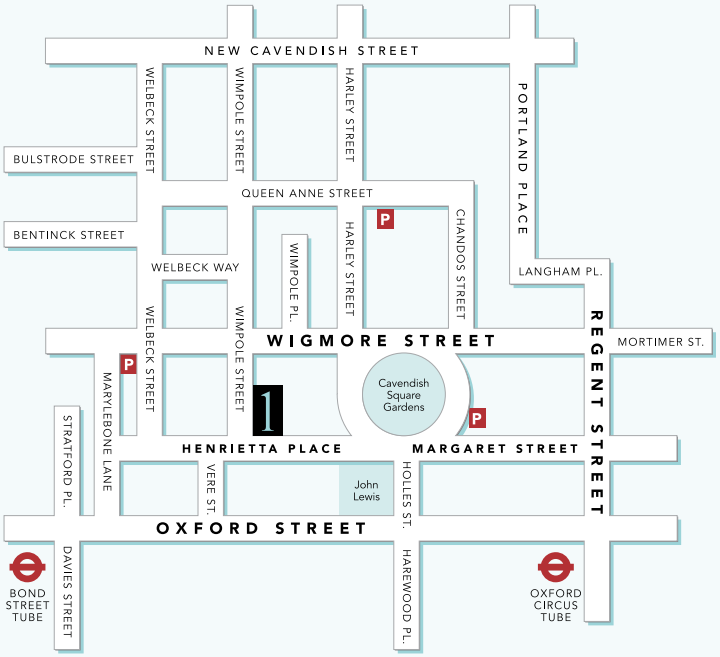
- Oxford Circus station (Victoria, Bakerloo, Central lines) 5 minute walk
- Bond Street – (Elizabeth, Central, Jubilee lines) 5 minutes walk
- Great Portland Street (Hammersmith & City, Circle lines) 15 minute walk

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

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

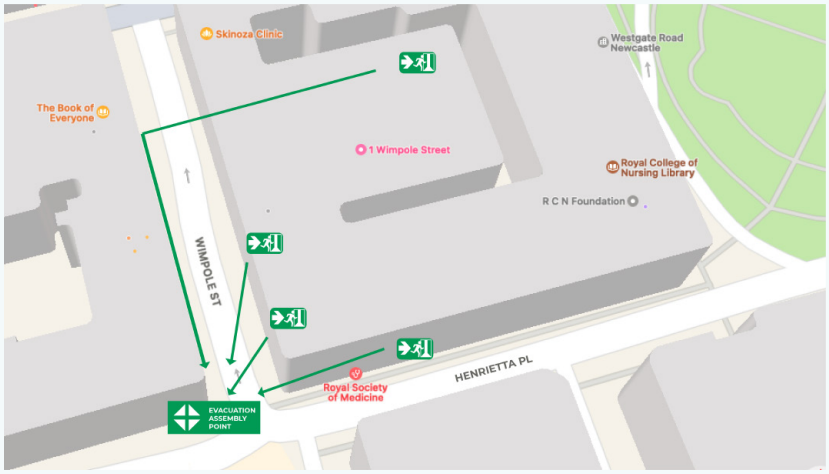
The fire alarm is tested every Monday morning at 9am, a PA broadcast will usually announce it is not necessary to evacuate during the test. If you hear a constant fire alarm bell evacuate immediately via the nearest signed exit (green running person).

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

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 exhibitions 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.

W1MPOLE St

Why choose us?

1 Wimpole Street, home to the Royal Society of Medicine, offers the perfect blend of traditional and modern surroundings, located close to Oxford Circus, Bond Street, Harley Street and Marylebone Lane.

Holding an event at 1 Wimpole Street is an investment in the future of healthcare, with profits supporting the Royal Society of Medicine's mission to share learning and support innovation within healthcare.

To facilitate its mission, members, visitors, volunteers and staff are expected to observe the **RSM Code of Conduct.**

www.1wimpolestreet.co.uk

Contact