

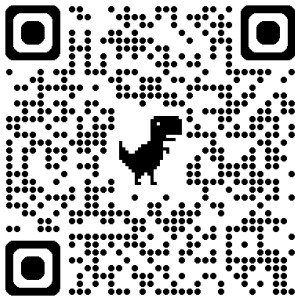
ACST-2 Collaborators' Meeting



**A warm welcome to the
ACST-2 Collaborators' Meeting
15-16 May 2025**

*We have put together the following information to help you enjoy the meeting
at the Park Plaza London Waterloo Hotel*

QR Code



Please use this QR code to access the meeting documents.

Wi-Fi details

Please utilise the Park Plaza guest Wi-Fi. You will need to accept the Terms and Conditions on the website when you first log on.

Dress code

Meeting: Smart casual
Dinner: Smart (ties optional)

Wednesday 14 May

Delegates arriving on Wednesday 14 May should check in to the hotel upon arrival at the Main Reception desk. Drinks and light meals will be available to purchase in the Florentine Trattoria Restaurant until 22:00. Alternatively; there are multiple restaurants within easy walking distance of the hotel.

Breakfast: Breakfast will be served between 06.30 am and 10.30 am in the C Florentine Trattoria Restaurant for delegates who arrive on Wednesday 14 May.

Thursday 15 May

Registration: You are warmly invited and encouraged to attend the NDPH Joint Annual Collaborators' meeting on Thursday afternoon! Please travel directly to Park Plaza Riverbank – **not** Park Plaza Waterloo. Registration will be held in the Ground Floor City Suites at the Park Plaza Riverbank between 12.00 noon and 2.00 pm. Following that you will receive a lanyard, which must be worn to the meeting.

Baggage: You can leave your luggage securely with the hotel staff next to the registration desks. You can access your bags during the day should you need to.

Lunch: Lunch will be served between 12.00 noon and 2.00 pm in the Plaza Suite at the Park Plaza Riverbank, located on Level -4 beneath the Ballroom.

Meeting: The meeting will take place in the Ballroom, located on Level -2, starting at 2.00 pm on Thursday 15 May.

After the meeting

Hotel Check-in: Those attending the NDPH collaborators' meeting on Thursday afternoon, can check-in immediately after the meeting. Hotel staff will be ready to assist with this. After you collect your room card, a coach will be waiting for you outside the Hotel, which will take you to PP Waterloo at 17:40, alternatively, you can take a 15 minute walk.

Drinks reception and dinner: There will be a drinks and canapé reception at 7.00 pm in the Plaza Suite at the Park Plaza Riverbank, followed by dinner at 8.00pm in the Ballroom Suite. The dress code will be smart (ties optional). Return coach transfers from PP Waterloo to PP Riverbank are available. Coaches will leave PP Waterloo at 18:45 for the drinks reception and will take you back at 22:30. You are welcome to stay longer, but please note that you will need to arrange your own travel to PP Waterloo.

If you registered any allergies or dietary requirements (Vegan, Vegetarian, Special Requirements), the hotel will be providing dietary cards with your name and request. These dietary cards will be placed on tables outside the Plaza Suite before the meal. Please make sure you collect your dietary card, if you have one, and put this prominently on your table at dinner.

Also included inside your lanyard is a drinks voucher for the Chino Latino Bar on the first floor of the hotel. After dinner this voucher can be exchanged for a pint/bottle of

beer, glass of house wine or a soft drink at the bar. **Please note, this voucher may only be used once.**

Friday 15 May

Breakfast: Breakfast will be served between 7.00 am and 8.30 am in the Florentine Trattoria Restaurant at Park Plaza Waterloo.

Check-out and Registration: Please check-out *before* registration for ACST-2 meeting and return your room card by dropping it in the express check-out box at reception. You can leave your baggage with the hotel staff in the secure designated area until the meeting has finished. After check-out, CTSU staff will register you for the meeting outside the Conference room. You must wear your lanyard for the meeting on both days.

The meeting will begin at 8.45 am and finish at approximately 12.30 noon, followed by an optional lunch in the Plaza Suite at Park Plaza Riverbank.

There will be a lanyard recycling point located outside the meeting room for the return of all lanyards.

Expense Claim

To claim back travel expenses, please find the expense claim guide and expense claim form on the website. Plane tickets and airport transfer via public transport can be re-imbursed, however taxis are highly discouraged as they are quite expensive and are not fixed.

Fire Regulations

The hotel fire regulations are available on the meeting website.

Incidentals

All guests will be required to attend Main Reception to swipe their credit card prior to ordering incidentals.

We hope you enjoy the meeting.