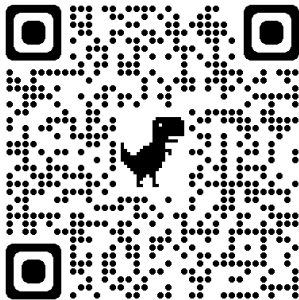




**A warm welcome to the**  
**Joint Annual Collaborators' Meeting**  
**16-17 May 2024**

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

**QR code**



Please use this QR code to access the meeting documents.

**CPD points**

'Heart and Renal Studies Joint Annual Collaborators' Meeting 2024' has been approved by the Federation of the Royal Colleges of Physicians of the United Kingdom for 5 category 1 (external) CPD credit(s).

**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 15 May 2024

Delegates arriving on Wednesday 15 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 Chino Latino Restaurant until 21:30. Alternatively; there are multiple restaurants within easy walking distance of the hotel. Please see the 'Expenses Explanatory Notes' on our website for further details regarding reasonable expense claims for meals.

## Thursday 16 May 2024

**Breakfast:** Breakfast will be served between 06.30 am and 10.30 am in the Chino Latino Restaurant for delegates who arrive on Wednesday 15 May.

**Registration:** Registration will be held in the Ground Floor City Suites between 12.00 noon and 2.00 pm. Given that some presentations contain confidential information, you will be required to sign a Non-Disclosure Agreement as part of the registration process. Following that you will receive a lanyard, which must be worn to the meeting.

**Baggage:** If you are arriving on Thursday 16 May, you can leave your luggage with the hotel staff in the secure designated area in the City Suites, next to the registration desks. You can access your bags during the day should you need to. Formal check-in will be after the meeting, so please be aware you will not be able to access your room until this time.

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

**Meeting:** The meeting on both days will take place in the Ballroom, located on Level -2, starting at 2.00 pm on Thursday 16 May.

### After the meeting

**Hotel Check-in:** If you have requested accommodation, and you are arriving at the venue on Thursday 16 May, you will need to check in to the hotel to pick up your room card and luggage after the meeting. There will be numerous hotel staff ready in the City Suites (where you registered) to assist with this, so you should have plenty of time to get ready for the drinks reception and dinner.

**Drinks reception and dinner:** There will be a drinks and canapé reception at 7.00 pm in the City Suites, followed by dinner at 8.00pm in the Plaza Suite. The dress code will be smart (ties optional). 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 17 May 2024**

**Breakfast:** Breakfast will be served between 7.00 am and 8.45 am in the Plaza Suite.

**Check-out and Registration:** Please check-out before registration for day two of the meeting and return your room card to hotel staff located in the City Suites. You can leave your baggage with the hotel staff in the secure designated area in the City Suites until the meeting has finished. After check-out, CTSU staff will register you for the meeting outside the Ballroom on Level -2. You must wear your lanyard for the meeting on both days.

The meeting will begin at 9.00 am and finish at approximately 12.00 noon, followed by an optional lunch in the Plaza Suite.

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

**For NDPH staff only – return coaches will be available, leaving at 1.30 pm from outside the entrance of the hotel.**

### **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.

### **Evaluation form & certificate of attendance**

We will send you an email post-meeting with a link to complete an evaluation form, together with your certificate of attendance, containing CPD points. Please do complete the evaluation form. The information you provide is valuable to us, and assists greatly in planning future meetings.

**We hope you enjoy the meeting.**