

Use this QR code to access the documentation you will need for this meeting:



### COVID-19

We politely request that you take a lateral flow test prior to attending the meeting.

### Wi-Fi details

**Login:** Hilton Honors **Password:** honors

### Dress Code

**Meeting:** smart casual.

**Dinner:** smart (ties optional)

### Wednesday 25th May

Delegates arriving on Wednesday 25 May should check in to the hotel on arrival at the main reception desk. Drinks and light meals will be available to purchase in the Tyburn Market until 22:00, or in the Bow Bar & Lounge until 01:00.

### Thursday 26th May

**Breakfast:** Breakfast will be served between 06:30 and 10:30 in the Tyburn Kitchen of the West Wing for delegates who arrived on Wednesday 25 May.

**Registration:** Registration will be held in the West Wing of the hotel between 12:00 and 14:00 at the desks to the left of the main entrance. You will receive a lanyard and meeting pack. Lanyards must be worn to the meeting.

The meeting area in the West Wing of the hotel will be for the exclusive use of the Joint Annual Collaborators' Meeting and there will be signage to direct you to all areas of the venue.

**Baggage:** If you are arriving on Thursday 26 May, you can leave your luggage with the hotel staff in the secure designated area adjacent 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 and 14:00 in the Kensington Suite located on the third

floor of the West Wing.

**Meeting:** The meeting on both days will take place in the Richmond Suite conference room on the first floor of the West Wing, starting at 14:00 on Thursday 26 May.

**Fire Regulations:** A copy of the fire regulations can be found at the registration desk should you wish to review them.

### After the Meeting

**Hotel Check-in:** If you have requested accommodation and are arriving at the venue on Thursday 26 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 West Wing to assist with this, so you should have plenty of time to get ready for dinner.

**Drinks reception and canapés:** There will be a drinks and canapé reception at 19:00 in the Kensington Suite and West Wing foyer areas, followed by dinner in the Kensington Suite at 20:00. The dress code will be smart (ties optional).

If you registered any 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 inside the Kensington Suite before the meal. Please make sure you collect your dietary card, if you have one, and put this prominently on your table at the dinner.

Also included inside your lanyard is a drinks voucher for the Bow Bar on the ground floor, which can be exchanged for any single pint/bottle of beer, glass of house wine or soft drink. Please note: this voucher may only be used once.

### Friday 27th May

**Breakfast:** Breakfast will be served from 07:00 to 08:45 in the Kensington Suite.

**Check-out and Registration:** Please check-out before registration for day two of the meeting and return your room card, ideally through the drop-box situated in the ground floor foyer of the West Wing, or alternatively at the main reception. You can leave your baggage with the hotel staff in the secure designated area until the meeting has finished. After check-out, please proceed to the entrance of the Richmond Suite conference room on the first floor of the West Wing, where CTSU staff will register you. The meeting will begin at 9.00 am and finish at approximately 12:00, followed by an optional lunch in the Kensington Suite.

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

### 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.

For NDPH staff only – return coaches will be available leaving at 13:30 from outside the entrance of the West Wing.

We hope you enjoy the meeting.