

# EMPA-KIDNEY Results Meeting

## Attendee Information

### Friday 9 and Saturday 10 December 2022

### Park Plaza Westminster Bridge London Hotel

## QR Code



Use this QR code to access the documentation you will need for this meeting.  
There will be no physical meeting packs.

## COVID-19

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

## Wi-Fi details

Attendees can choose the complimentary Wi-Fi network “Park Plaza Westminster Bridge” and will be connected automatically. No password required. Please note this will not be a secure network.

## Dress Code

Meeting: smart casual.

Dinner: formal.

## Thursday 8 December

Delegates arriving on Thursday 8 December should check into the hotel on arrival at the main reception desk.

## Friday 9 December

**Breakfast:** Breakfast will be served in Brasseries Joel on the Lobby level. It will be served from 6:30am to 10:30am for those who arrived on Thursday 8 December.

### Staying at Park Plaza

If you are arriving on Friday 9 December and have requested accommodation at the Park Plaza, the room key will be given out after the meeting. Please make your way to the registration area in the Plaza Suite on -1 level.

## Incidentals

If you wish to order incidentals or room service, the hotel will require guests to register a payment card at reception prior to ordering.

**Registration Day 1:** Registration will be held in the Plaza Suite on -1 level of the hotel between 12:00 and 14:00. You will receive a lanyard, which must be worn to the meeting on both days. There will be no physical meeting packs, all relevant information is available via the above QR code.

**Baggage:** If you are arriving on Friday 9 December, you can leave your luggage in the secure room 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 Plaza Suite on -1 level.

**Meeting:** The meeting on both days will take place in the Ballroom on -3 level starting at 14:00 on Friday 9 December.

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

## After the Meeting

**Hotel Check-in:** If you have requested accommodation and are arriving at the venue on Friday 9 December, your room key will be handed out in the space outside the meeting room and you can then collect your luggage.

## Coaches to the Gala Dinner at the Royal Lancaster London Hotel

There will be coaches leaving Park Plaza to take you to the Royal Lancaster London. The coaches will leave from the front of the hotel from 18:10 - 18:40. At the end of the dinner, coaches have been arranged to take you back to Park Plaza and will leave promptly at 23:00.

**Please ensure you get to the coaches in good time, if you miss the coaches, you will need to make your own way to the Royal Lancaster at your own cost.**

## Royal Lancaster London

**Drinks reception, canapés and dinner:** There will be a drinks and canapé reception at 19:15 to 20:00 followed by dinner at 20:00 in the Westbourne Suite. The dress code will be formal. If you registered any dietary requirements (vegan, vegetarian, allergies, etc), the hotel has been provided with the seating plan and will know which table you are seated at (please do not change tables).

**Wi-Fi details:** Attendees can choose the complimentary Wi-Fi network "RL-Guest", password: 'WeAlwaysCare'. Please note this will not be a secure network.

## Saturday 10<sup>th</sup> December

**Breakfast:** Breakfast will be served from 07:00 to 08:45 in Plaza Suite on -1 level.

**Check-out of hotel rooms:** Please check-out before registration for day two of the meeting and return your room card at hotel reception or at the key drop-off points on the Lobby level. You can leave your baggage in the secure room next to the registration desks until the meeting has finished.

**Registration Day 2:** After check-out, please proceed to the Plaza Suite on -1 level (same as day 1), where CTSU staff will register you. The meeting will begin at 9:00 and finish at 12:30, followed by lunch 12:30 to 13:30 in the Kensington Suite for those that have requested it.

## Unwanted lanyards

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

## Certificate of Attendance

We will email your certificate of attendance to you after the meeting.

## For NDPH staff only

Return coaches will be available leaving at 13:30 from outside the front of the hotel.

**We hope you enjoy the meeting.**