



A warm welcome to the
Joint Annual Collaborators' Meeting
20-21 April 2023

We have put together the following information to help you enjoy the meeting

QR Code



Please use this QR code to access the meeting documents.

CPD details

The meeting has been approved by the Federation of the Royal Colleges of Physicians of the United Kingdom for 7 category 1 (external) CPD credits.

Wi-fi details

Login: Hilton Honors
Password: Honors

ENTER YOUR LAST NAME AND ROOM NUMBER TO CONNECT

SIGN-IN FOR GUEST WI-FI

Last Name

Room Number

 Connect

[I have a Promotional Code](#)

Click on the 'I have a Promotional Code' link, and enter the code 'Honors' to connect.

Dress code

Meeting: Smart casual

Dinner: Smart (ties optional)

Wednesday 19 April

Delegates arriving on Wednesday 19 April 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 10.00 pm, or in the Bow Bar & Lounge until 01.00 am.

Thursday 20 April

Breakfast: Breakfast will be served between 06.30 am and 10.30 am in the Tyburn Kitchen for delegates who arrived on Wednesday 19 April.

Registration: Registration will be held in the West Wing of the Hotel between 12.00 noon and 2.00 pm at the desks to the left of the main entrance. You will receive a lanyard, which 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 20 April, you can leave your luggage with the hotel staff in the secure designated area adjacent to the West Wing 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 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 2.00 pm on Thursday 20 April.

After the meeting

Hotel Check-in: If you have requested accommodation and you are arriving at the venue on Thursday 20 April, 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 the drinks reception and dinner.

Drinks reception and canapés: There will be a drinks and canapé reception at 7.00 pm, followed by dinner at 8.00pm, in the Kensington Suite. 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 dinner.

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

Friday 21 April

Breakfast: Breakfast will be served between 7.00 am to 8.45 am 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 Main Reception. You can leave your baggage with the hotel staff in the secure designated area in the West Wing 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 for the meeting.

The meeting will begin at 9.00 am and finish at approximately 12.00 noon, 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.

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

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.