

Royal Institute of British Architects

66 Portland Place, London W1

A - Z GUIDE

A

Accommodation - For discounted accommodation please contact Venue Search on Tel: +44 (0) 20 8541 5656, Fax: +44 (0) 20 8547 3427 or alternatively E-mail: beds@venuesearch.co.uk. Please quote the conference as reference.

Agenda - The most up to date version will be included in your delegate pack. Any subsequent changes will be announced by the Chairman during the course of the conference.

B

Badges - You will be given a badge at registration, please wear it at all times to ensure entrance to the main conference room and also as a courtesy to other delegates. If you lose your badge please return to the registration desk where another one will be made for you. Badges are laid out alphabetically by **SURNAME** not **COMPANY NAME**.

C

Catering - All refreshment breaks will be served in the **Jarvis Foyer**, which is situated next to the conference theatre.

Car Parking - There are two council car parks on Bolsover Street, close to R.I.B.A. and a NCP car park on Wigmore Street

Cloakroom - The cloakroom will be open throughout the conference and is situated in the lower ground foyer area.

Conference Room - The conference will take place in **Jarvis Theatre**, which is situated on the lower ground floor.

Contact Details -

66 Portland Place: Telephone: +44 (0) 20 7580 5533
Fax: +44 (0) 20 7307 3763

Conference Team Telephone: +44 (0) 20 7426 0424
London Office: Fax: +44 (0) 20 7426 0042
On the Day: Mobile: +44 (0) 77 81260097

D

Delegate List - A full list of pre-registered delegates will be posted in the conference reception area and will also be included in your delegate pack. This list includes names, job titles and company names.

Disabled Facilities - There are lifts in the main reception with disabled access to all floors. There are disabled access toilets on the lower ground floor. If you require any other special facilities please let the Events Manager know in advance.

Documentation - Whilst every effort is made to ensure that all conference papers are available on the day there may still be some missing. These will either be made available to you at the registration desk or sent on after the conference. Please contact the Events Manager if you have any queries.

Dress Code - Business.

E

Emergency Procedures – In the unlikely event of an emergency, the Conference Team and R.I.B.A. Staff will be on hand instantly to usher you to the correct meeting points. Where necessary you will be informed of the emergency procedure by the Chairman.

Evaluation Forms – We are constantly seeking to improve our conferences and the customer service we offer. An evaluation form is included in your documentation pack, please take the time to fill it in and return it to the Conference Team on departure.

F

First Aid – Should you require medical attention please let a member of the Conference Team know so that we may contact the Duty Manager who will be able to help.

L

Lost Property – If you lose any of your personal belongings please inform a member of the Conference Team via the registration desk in case it has been handed in. If it has not we will contact the Security Manager on your behalf.

M

Messages – If we receive any messages for you, they will be held at the registration desk and the Chairman will read out your name at a convenient break.

Mobile Phones – Please turn off all mobile phones during the conference sessions.

R

Registration – Registration is in the Jarvis Foyer on the Lower ground floor between 8.30am and 9.30am. The conference commences at 9.30am.

Refreshments – All refreshment breaks will take place in the **Jarvis Foyer**. There will be a mid-morning break at 11:00am, lunch will be served at approximately 1:00pm and there will be an afternoon break at 4:00pm.

S

Smoking – Please refrain from smoking in the conference room.

Special Requirements – If you have any special requirements please speak to a member of the Conference Team and we will be pleased to help. The registration desk will be manned throughout the day.

T

Toilets – These are situated on the lower ground floor.

Telephones – Pay phones are available in the basement opposite the toilets.

Travel –

By Tube: The nearest underground station is:

Oxford Circus – Take the exit which brings you out in front of Nike Town the shop walk straight down towards Broadcast House (BBC), carry on walking straight down which will lead you onto Portland Place, RIBA is on your right hand side opposite the Chinese Embassy.

By Rail: The nearest over-ground station is Euston Station, which is about a 15-minute walk or a 5-10 minute taxi ride.