

2nd Annual National South West Plastic Surgery Conference

2nd March 2019

**Research Innovation Learning and Development (RILD) Building,
Royal Devon and Exeter NHS Foundation Trust, Barrack Road, Exeter**

REPORTING INFORMATION

KINDLY READ THE MAIL IN FULL SINCE IT CONTAINS IMPORTANT INFORMATION.

Dear Delegate,

Re: 2nd Annual National South West Plastic Surgery Conference – 2nd March 2019 (Saturday)

Thank you for choosing to attend this conference. May we take this opportunity to kindly welcome you to the conference.

This mail is to inform you of the directions to the venue, the programme and the format for the day.

I. GENERAL AND REPORTING INFORMATION

Date: 2nd March 2019 (Saturday)

Registration: 0830

Start of Conference: 0900

End of Conference: 1800

Venue:

Research Innovation Learning and Development (RILD) Building,
Royal Devon And Exeter NHS Foundation Trust,
Barrack Road,
Exeter, EX2 5AX

Where to Report:

Please report to the main entrance of the RILD building. There will be signage around the building highlighting the main entrance where the conference committee will greet you.

From Barrack Road: Access may be gained via the side of the RILD building. Please walk around the building (following the signage) to the front entrance and reception area.

For detailed directions to the RILD building, please refer to this URL:
<https://www.rdehospital.nhs.uk/rild/how-to-find-us.htm>

II. PROGRAMME AND CONTENTS

The final programme will be very much in line with the one that has been placed online. This will be given to you on the day. Kindly follow this link to view the programme online:

<https://doctorsacademy.org/CourseNw/NSWPS/pdf/Programe.pdf>

There is always the possibility of a lecture or demonstration over-running and thus some flexibility may be necessary within the programme. However, due to the wide range of topics that will be covered during the course, we will adhere to a strict time-schedule. We will endeavour to observe the session times (i.e., morning and afternoon) and hence all breaks, and start and finish times will be followed as per the programme.

III. DRESS CODE

The dress code for this event is professional/semi-formal. Kindly refrain from wearing shorts of any kind, hoodies and flip-flops.

IV. BREAKS FOR REFRESHMENTS AND LUNCH

There are three 15-minute tea and coffee breaks through the day (10:45-11:00; 15:15-15:30; 16:30-16:45). During these refreshment breaks, you will be provided with tea, coffee and biscuits. There will be a one hour 15 minute lunch break. Vegetarian, non-vegetarian and halal food will be available during the lunch period.

V. DIETARY REQUIREMENTS/ALLERGIES

Kindly inform us as soon as possible if you have any specific dietary requirements (e.g., vegetarian, vegan, kosher, halal) or allergies (e.g., nuts, gluten, dairy).

What you need to bring with you:

1. A digital copy of the email you have received from us regarding your confirmation of place (with your name).
2. Any form of ID: medical school/university/hospital ID badge, passport, or driver's license that we can use to confirm your identification during the registration.

Please do not hesitate to contact us at info@doctorsacademy.org.uk if you have any further queries in the interim.

We look forward to meeting you at the course.

With very best wishes,

Conference Organising Committee
Doctors Academy