

# The Oxford Elective Conference 2019

11<sup>th</sup> May 2019

Academic Centre, John Radcliffe Hospital, Oxford, Oxfordshire

## REPORTING INFORMATION

Dear Delegate,

**Re: OXFORD ELECTIVES CONFERENCE 2019 – 11<sup>th</sup> May 2019 (Saturday)**

Thank you for choosing to attend this event. 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 INFORMATION

**Date:** Saturday 11<sup>th</sup> May 2019

**Start of Conference:** 0900 hours

**End of Conference:** 1745 hours

There is always the possibility of a lecture 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-scheduling. 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.

**Address:** John Radcliffe Hospital, Headley Way, Headington, Oxford, OX3 9DU

**Where to Report:**

Please report to the foyer of the Academic Centre (which will be signposted) at the John Radcliffe Hospital in Oxford for registration.

You can either go to the main entrance, go up the stairs to level 3, turn right, past the George Pickering Education Centre and the library to the foyer, or go into the Academic Centre from its main entrance and go up the stairs.

The days events will be split between the lecture theatre, the skills lab and George Pickering Education Centre. These will all be clearly signposted on the day, and there will be helpers available to direct you on the day.

### 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/OXEC/>

### III. DRESS CODE

The dress code for this event is professional/ward-appropriate attire. Please dress as you would for a clinical placement.

### IV. BREAKS FOR REFRESHMENTS AND LUNCH

There will be a 45-minute lunch break. During the refreshment breaks, you will be provided with tea, coffee and biscuits. Vegetarian, non-vegetarian and halal food will be available.

### V. DIETARY REQUIREMENTS/ALLERGIES

Kindly inform if 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 copy of the email you have received from us regarding your confirmation of place (with your name). Please note that you will not be allowed to attend the course without this information.

Please do not hesitate to contact us at [info@doctorsacademy.org.uk](mailto:info@doctorsacademy.org.uk) if you have any further queries in the interim.

We look forward to meeting you at the conference.

With very best wishes,

Organising Committee  
Oxford Electives Conference 2019