

Cutting Edge Leeds' Annual Conference- Global Surgery: Redefining Boundaries

21st April 2018
University of Leeds, Worsley Building, Level 6

REPORTING INFORMATION

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

Dear Delegate,

Re: Cutting Edge Leeds' Annual Conference – Global Surgery Redefining Boundaries

Thank you for registering to attend this conference, may we take this opportunity to kindly welcome you.

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: Saturday 21st April 2018

Registration: 9:00 am

Start of conference: 9:15 am

End of conference: 4:00 pm

Please arrive promptly as we will not be able to let you enter the lecture theatre once the welcome address has begun at 9:15 am.

Venue:

Address:

Level 6, Worsley Building
Clarendon Way
University of Leeds
LEEDS
LS2 9NL

Where to report:

Please report to the registrar desk in front of the main lifts/stairwell on level 6 of the Worlsey Building.

What to bring with you:

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 conference without this information.

II. DRESS CODE

The event dress code is professional/smart/semi-formal attire. Please refrain from wearing shorts of any kind, hoodies or flip-flops.

III. PROGRAMME AND CONTENTS

The final programme will be inline with the one placed online, and will be given to you on the day.

It is always possible that a lecture or group session may over-run, and thus some flexibility may be necessary within the programme. We will endeavour to observe the session times (i.e., morning and afternoon), all breaks, and start and finish times as per the programme.

IV. BREAKS FOR REFRESHMENTS AND LUNCH

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

V. DIETARY REQUIREMENTS/ALLERGIES

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

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 conference.

With very best wishes,

Cutting Edge Leeds
Doctors Academy