

# 3<sup>rd</sup> Annual South West Plastic Surgery Conference

**21<sup>st</sup> March 2020**

**Research Innovation Learning and Development (RILD), Barrack Road, Exeter**

## REPORTING INFORMATION

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

Dear Delegate,

**Re: South West Plastic Surgery Conference - 21<sup>st</sup> March 2020**

Thank you very much 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.

Please complete the pre-conference questionnaire linked here by the 19<sup>th</sup> March noon:

<https://forms.gle/RpE7bzjZg2Hdsxs47>

### **I. GENERAL AND REPORTING INFORMATION**

**Date:**

21/03/2020 (Saturday)

**Registration:** 8:45am

**Start of Conference:** 9:15 am

**End of Conference:** 17:30

**Venue:**

**Address:**

RILD building,  
Royal Devon and Exeter Hospital,  
Barrack Road,  
Exeter  
EX2 5DW

**Where to Report:**

Please report to Main Entrance

### **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/ASWP/>

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, start and finish times will be followed as per the programme. Please bear in mind that pigs' skin and trotters will be used in two out of four workshops. Please do get in touch if you feel you will be unable to take part in these workshops due to any reason.

### **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 will be a morning tea break and a lunch break. During the refreshment break, you will be provided with tea, coffee and biscuits. Vegetarian, non-vegetarian and halal food will be available.

### **V. DIETARY REQUIREMENTS/ALLERGIES**

Kindly inform us as soon as possible (if you haven't already) 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.
2. Evidence of your Exeter Surgical Society membership if you have purchased a member ticket.

Please do not hesitate to contact us at [southwestpsc@gmail.com](mailto:southwestpsc@gmail.com) if you have any further queries in the interim.

We look forward to meeting you at the conference.

With very best wishes,

Conference Organising Committee  
Doctors Academy