

South West Orthopaedic Conference

9th February 2019
RILD Building, Royal Devon & Exeter NHS Foundation Trust, Exeter

REPORTING INFORMATION

KINDLY READ THE MAIL IN FULL SINCE IT CONTAINS IMPORTANT INFORMATION

Dear Candidate,

Re: South West Orthopaedic Conference – 9th February 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: Saturday 9th February 2019

Registration: From 0830

Start of Conference: 0900

End of Conference: 1715

Address:

RILD (Research Innovation Learning & Development) Building
Royal Devon and Exeter Hospital

Barrack Road,

Exeter,

Devon,

EX2 5DW

<https://www.rdehospital.nhs.uk/rild/how-to-find-us.htm>

Map enclosed.

Where to Report:

Please report to the RILD main entrance where registration and further information will be available.

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/swc/>

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 event, 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.

IV. DRESS CODE

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

V. BREAKS FOR REFRESHMENTS AND LUNCH

There will be a 55 minute lunch break from 12:55 – 13:50 and two 15 minute refreshment breaks. During the refreshment breaks you will be provided with tea, coffee and biscuits. Vegetarian and non-vegetarian food will be available at lunch.

VI. 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:

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.

If you have been selected to present a poster please bring this with you in size A2.

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,

SWOC Organising Committee
Doctors Academy