

# CONFERENCE AND EVENT FAQs

We are pleased to provide some essential information to enable you to plan your event at the Royal College of Physicians. It covers the following topics:

- The Team
- Room Capacities
- Overview of our Facilities
- List of Approved Caterers
- Terms and Conditions

## THE TEAM

The Events Team are Lorraine Deane, Lucy Baillie and Danielle Wood. The Marketing Coordinator is Danielle Ellis. On the day of your event, you will be assisted by one of our College Officers: Billy Hamilton, David Blackie, Bill Blenman, Kenny Reid or Robert Connelly. David Blackie and Bill Blenman are also our AV gurus. You can contact the team on 0131 225 7324 or email [events@rcpe.ac.uk](mailto:events@rcpe.ac.uk).

## ROOM CAPACITIES

Our rooms offer flexible layouts for your event. Check with the Events Team if your required layout is not listed below. These capacities are the maximum allowed to meet Health and Safety requirements and for your comfort:

Facility	Reception	Banquet	Theatre	Boardroom	Area (m)	Ceiling Height	AV inc.
Conference Centre	300 (foyer)		300			Raked	Yes
Seminar Room			50	24	64	3.1	Yes
Meeting Room 1			35	24	41	3.1	Yes
Meeting Room 2			25	15	34	3.1	
Meeting Rooms 1 & 2 combined			60	35	74.5	3.4	Yes
Meeting Room 3			20	10	29	3.4	
Meeting Room 4			28	12	33	3.4	Yes
Meeting Room 5			25	12	32	3.4	
Meeting Rooms 4 & 5 Combined			50	30	65	3.4	Yes
Great Hall	200	150/180 <sup>1,3</sup>	130-180	45	162	10	Yes <sup>2</sup>
New Library	150	50 <sup>4</sup>	80	35 - 50	71	8	Yes <sup>2</sup>
Cullen Suite: Cullen Room	24	24		24	57	3.4	Yes <sup>2</sup>
Cullen Suite: Davidson Room	18	18		9	37	3.4	
Cullen Suite: Duncan Room	9	9		18	35.5	3.4	
Cullen Suite combined	50						

<sup>1</sup> Rounds 150, Rectangular 180 <sup>2</sup> Subject to availability. This equipment is portable and may be used in either the Great Hall, New Library or Cullen Suite. <sup>3</sup> Cabaret style 70 people <sup>4</sup> Cabaret style 28 people

All meeting rooms have natural lighting with the exception of the Conference Centre. For projection in the

## OVERVIEW OF FACILITIES

This section provides detailed information on the equipment provided in each room. Room layouts are available in the Resources section [www.rcpe.ac.uk/](http://www.rcpe.ac.uk/) or on request.

### CONFERENCE CENTRE, FOYER AND EXHIBITION AREA

The main auditorium seats up to 300 people in raked seating. There is a large foyer with space for delegate registration, catering and exhibitions. There is no natural light in this area.

The services of an AV technician are included in your quotation.

The standard equipment comprises:

#### *XGA Data Projection from a laptop*

A laptop computer loaded with Windows 2000/XP and Microsoft Office XP, CD Rom, DVD ROM, Internet access and 250Mb zip drive is provided

#### *Microphones*

There are 3 table top microphones available on the top table and 2 microphones at the podium at the front of the seating together with 11 audience and one lapel and one roving microphone.

#### *Audio Playback And Recording Facilities*

For playing CDs and cassette tapes within the auditorium and foyer and for recording your conference.

#### *VHS Video/DVD Player*

This accepts all video formats except Super VHS

*Power:* 3 phase power split as 64A + 32A

*Single/Dual 35mm projection is not available. Please use Powerpoint.*

### Internet Access

1Mb line Internet access via 802.11b/g wireless technology is available for users who have WIFI installed on their laptops. This is also available in the Conference Centre foyer.

### Additional Items

The following additional items can be hired for use in the Conference Centre. Please ask for a quotation.

#### *Video conferencing*

Live link facility available up to ISDN 12 (768Kb) anywhere in the world. Also available in the Seminar Room

#### *Curtains*

The conference centre can be partitioned off for smaller numbers.

Other AV equipment and an additional technician can be hired in as required. Please request well in advance.

## EXHIBITIONS

There is a fixed display area in the Conference Centre Foyer measuring 14 m x 1.35 meters. Stands can also be placed around the walls in the Conference Centre Foyer. Other rooms are also suitable for exhibition space.

The College has 50, 1m wide x 2m high mobile display/poster boards available for clients use. Due to the delicate fabric of the building, velcro dots only should be used to display items. These can be provided by the College and added to your invoice if ordered in advance.

## TURNING POINT INTERACTIVE KEYPAD VOTING SYSTEM

A keypad voting system is available for delegates for use in the Conference Centre and smaller meeting rooms that have AV systems for an additional fee. This versatile system uses PowerPoint. You have the option of having the questions set up by our AV technicians or by downloading an add-on to Microsoft PowerPoint and setting up the questions yourself.

The keypads are small and are presented in a plastic holder and lanyard which also incorporates space for a paper badge of up to 10 cm by 8 cm. Clients are responsible for ensuring that all the keypads are returned at the end of the event. A charge of £25 per keypad will be charged in the event of a loss. Delegate lists can be imported into the keypad voting software so that you can allocate and track specific keypads.

Please contact the Events Team for further information.

## **BREAKOUT ROOMS AND MEETING ROOMS**

We have up to ten breakout rooms available depending on your requirements. Meeting Rooms 1 to 5 and Seminar Room have direct access from the Conference Centre. The remaining rooms are a short walk from the Centre. All rooms have natural daylight.

### **SEMINAR ROOM**

The following items are provided in the room. Initial set up by our AV technician is included.

- XGA Data/video projection with laptop.
- VHS video player
- Overhead projector
- Caramate viewer
- Laser pointer
- Dry marker and whiteboard
- Flipchart
- Taping and playback facility
- Video conferencing - Live link facility available up to ISDN 12 (768Kb) anywhere in the world.

### **MEETING ROOMS 1 TO 5**

The following items are provided in the rooms. Initial set up by our AV technician is included.

*Meeting Room 1 or 1 and 2 combined*

- Overhead projector
- Screen
- Data projector and laptop

*Meeting Rooms 2 and 3 have no AV as standard*

*Meeting Room 4 or 4 & 5 combined*

- Data projector, computer and screen

Initial set up by our AV technician is included.

The remaining rooms have no AV as standard. Items can be hired in as required and must be requested well in advance.

## **HISTORIC ROOMS**

These rooms, including the Great Hall, New Library and Cullen Suite, provide flexible facilities for additional breakout rooms and for receptions, dinners, events and meetings. Portable AV equipment is provided for use in the historic rooms. If you are hiring more than one historic room and require AV equipment in each room, additional hire costs will be due.

*Data Projector (5000 lumens) and laptop.*

This is a portable system and can be used in the Great Hall, New Library or Cullen Suite. The services of an AV technician are included in your quotation.

## **GREAT HALL**

This room can be used for meetings in theatre or boardroom style. For receptions and dinners flexible seating and table arrangements can be provided. Please note that this room has natural daylight provided by windows in the roof with no blackout facilities. If you are bringing your own equipment, the projector must have a specification of 5000 lumens or more. The services of an AV technician are included in your quotation.

The following are provided

### *PA System*

The PA system can also be used to pipe through music from CDs and tapes

Microphones

Two handheld, 1 lapel microphones or table top microphones for boardroom set up

### *Power*

Phase 3 cabling can be provided for this room.

Tables and chairs for receptions and dinners are included in the quotation price.

## **NEW LIBRARY**

This room can be used for meetings in theatre or boardroom style. For receptions and dinners flexible seating and table arrangements can be provided.

### *Power*

Phase 3 cabling can be provided for this room.

### *Tables & Chairs*

Tables and chairs for receptions and dinners are included in the quotation price.

## **CULLEN SUITE**

The Cullen Suite, Davidson and Duncan Rooms form the Cullen Suite. The suite is ideal for meetings or small dinners. The tables are permanent fixtures of each room. The suite has overhead projector facilities. There is a TV and video recorder in the Duncan Room. Other AV equipment can be hired in as required and must be requested well in advance.

### **Additional Items**

Other AV equipment, lighting and staging can be hired in as required. Please request well in advance.

## **TIMES OF HIRE**

The hours of hire agreed upon with the Events for your booking must be adhered to. The finish time for social events is 1 am. We suggest that the bar is closed at 12.30 am with dancing shortly after to ensure that all guests leave by 1 am.

## **CLIENTS USING OWN EQUIPMENT**

Clients are welcome to bring their own AV equipment but we ask you to discuss your requirements in advance with our AV technician. We regret we are unable to accommodate requests on the day of the meeting or conference for AV assistance, if not booked in advance. Any electrical equipment brought into the college must be electrically tested and have the testing label displayed on the item.

## **CATERING FOR YOUR EVENT**

The College has a list of approved caterers from which we ask you to choose. We can suggest a suitable caterer to suit your price point. You will then deal with the caterer direct. All caterers pay a 10% facility fee to the Royal College payable on food and drink.

We will need to know which caterer that you are using and the timing of meals and refreshments to ensure rooms are cleared promptly.

When more than one large event is taking place at the same time, caterers may have to share the large kitchen or use the smaller kitchen, which may restrict the menus available. We will be able to advise you at the time of booking what is available.

## **PHOTOCOPYING**

Clients may make use of the College's photocopiers. We ask you to pay in cash or by cheque on the day of your event. Please contact a member of College staff before copying.

Black and white copies A4 5 p per copy, A3 10p per copy, single or double sided.

Colour copies at 40p per single or double sided A4 copy and 80 p per A3 copy.

## **ACCESS TO THE COLLEGE**

The Royal College of Physicians of Edinburgh is a listed building. We have limited disabled access to the premises.

There is a wheelchair hoist for access from rear of the building that accommodates most wheelchairs with a weight limit of 150 kg. However, we would ask clients to note that specially adapted models may not fit the 700mm x 750mm platform. The College has a wheelchair which fits the hoist and a separate stair lift should the attendee be able to manoeuvre from their own chair. This entrance gives access to the Conference Centre, Great Hall, New Library and Cullen Suite. Meetings 1 to 5 and the Seminar Room

are not accessible by wheelchair. We will take all reasonable steps to assist you. Please give as much advance warning is given prior to the event.

## **GETTING TO THE COLLEGE**

For guests arriving by car, the NCP car park is a short walk away in York Place. On-street parking is available on Queen Street and adjacent roads. There is no parking available on site.

The bus and train stations are a 5 minute walks away with Edinburgh Airport approximately 25 minutes drive by bus or taxi. There is an interactive map on our website, [www.rcpe.ac.uk/conferencing](http://www.rcpe.ac.uk/conferencing) (click on the Resources link in the blue panel) or a PDF map to download.

## **VISITING THE COLLEGE**

We recommend visiting the College to truly appreciate our facilities. Appointments can be made Monday to Friday, 9 am to 4.30 pm and on selected Saturdays by special arrangement.

If you are unable to visit, we have a Virtual Tour of many of our rooms on our website. Visit the Conferencing and Events section and click on Virtual Tour.

## **FURTHER INFORMATION**

We have special arrangements with hotels within 10 minutes walk of the College and a list of recommended suppliers. These lists are available on our website, [www.rcpe.ac.uk/conferencing](http://www.rcpe.ac.uk/conferencing) (click on the Resources link in the blue panel) or by email on request.

# RECOMMENDED CATERERS

We have a specially selected panel of five caterers from whom you must choose. Please contact the caterer to discuss your requirements for the day or ask the Events Team to make initial contact on your behalf. All Caterers pay a facility fee to the College.

## HERITAGE PORTFOLIO

Gillian Walker  
Eventt Designer  
Heritage Portfolio Ltd  
49a North Fort Street  
Edinburgh EH6 4HJ  
0131 555 2229  
[enquiries@heritageportfolio.co.uk](mailto:enquiries@heritageportfolio.co.uk)  
[www.heritageportfolio.co.uk](http://www.heritageportfolio.co.uk)

Buffet, receptions and dinners. No limit on numbers

## HOME TO HOME CATERING

Dorothy Rigg  
46 Fountain Place  
Loanhead, Edinburgh  
EH20 9DU  
0131 440 1385

Buffet, receptions and dinners up to 120 people

## PINKERTONS

Jill Zorab or Fiona Chalmers-Watson  
30 Easter Drylaw Place  
Edinburgh  
EH4 2QF  
0131 332 3800  
[pink@caterering.fsnet.co.uk](mailto:pink@caterering.fsnet.co.uk)

Buffet, receptions and dinners No limit on numbers

## PRESTIGE SCOTLAND

Elaine Brown  
31 The Loan  
Viewforth House  
Edinburgh  
EH30 9ND  
0800 328 1373  
[sales@prestigescotland.co.uk](mailto:sales@prestigescotland.co.uk)  
[www.prestigescotland.co.uk](http://www.prestigescotland.co.uk)

Buffet, receptions and dinners. No limit on numbers

## SALTIRE HOSPITALITY

David Peters  
Highland Centre  
Ingliston, Edinburgh EH28 8NF  
0131 333 0131  
[sales@saltirehospitality.co.uk](mailto:sales@saltirehospitality.co.uk)  
[www.saltirehospitality.co.uk](http://www.saltirehospitality.co.uk)

Buffet, receptions and dinners. No limit on numbers

# TERMS AND CONDITIONS

## DEFINITIONS

“The College” and “we” means the facilities for which a contract is agreed.

“The Client” and “you” means the organising individual/body/company and organiser responsible for commissioning of and payment for the event.

“The Contract” or “Booking Form” means the agreement between the College and the Client for a specific booking or series of bookings. These Terms and Conditions will form part of the Contract, together with any other terms in the contract.

## CHARGES AND PAYMENTS

1. The deposit required for any event will be specified on the booking form. If the event is less than 16 weeks from the date of booking, full payment is required. The deposit is non-refundable except at the discretion of the Event team.
2. The balance must be paid in full before any event.
3. In the event of payment becoming overdue, interest at 2.5% above the current payable bank rate, as at date of invoice, will be added to your account.
4. Our prices are valid for 30 days.
5. Where an event is booked for a date other than the current year, the prices will be adjusted by the rate of inflation over the period.
6. We do not charge VAT.

## CONFIRMATION BY CLIENT

7. All bookings are considered as provisional until the Contract is signed by the Client. Once the Contract is signed, all such facilities and services reserved on your behalf will be subject to the terms and conditions of the Contract.
8. Provisional bookings are held for 15 days only. This period can be renewed at the discretion of the Events Team
9. The booking form must be returned by the Clients and received by the College within 15 days of the

date or issue, or if such time is not available prior to the date of arrival, within a maximum of 48 hours. If the Contract is not received by the College within this period, the College reserves the right to release the provisional booking and re-let the facilities.

10. Numbers must be advised to the College at the time of booking and will be identified on the Booking Form. Final numbers, timings and any special requests must be confirmed to the College at least 7 days prior to arrival.
11. As a listed building, the College has limited disabled access. Clients must advise the college of any attendees requiring disabled access 7 days before the date of the conference.

## AMENDMENTS BY THE CLIENT

12. Amendments to the numbers and/or arrangement must be confirmed to the College in writing.
13. Reduction in the duration or contracted value of the booking are subject to the College's Cancellation Policy.

## CANCELLATION BY THE CLIENT

14. In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, the College will make every effort to re-sell the facilities on your behalf. The College's Cancellation Policy is loss of deposit up to 16 weeks before the event, 100% thereafter.
15. Any cancellation, postponement or partial cancellation should be advised the College verbally in the first instance. We also request that cancellations are put in writing by the Client.
16. Definitive cancellation charges can only be confirmed to you after the intended date of your event, when we shall reduce the charge by the profit on any alternative business we have been able to secure.

## ARRIVAL/DEPARTURE

17. The facilities are available for time shown on your Contract. Any extension may incur additional charges. Social events booked to 1 am must ensure all guests have left the building by that time

otherwise additional charges will be levied.

#### AMENDMENTS OR CANCELLATION BY THE COLLEGE

18. Should the College for reasons beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative choice of facilities of a similar calibre.
19. Should the Client make significant changes to the programme or expected number of guests, this may result in amendments in the applicable rates and/or facilities offered by the College. The Client may not exceed the maximum number of people approved for using each room.
20. The College may cancel the booking:
  - a. If the Client is more than 30 days in arrears of payments to the College
  - b. If the Client becomes aware of any alteration in the Client's financial situation.

#### GENERAL

21. Please note that there is a strict NO SMOKING policy throughout the College.
22. Room hire includes the services of a Doorman and College Officer as standard where more than 30 people are attending. For smaller meetings, the services of a College Officer are provided.
23. Hire of the Conference Centre and the Video Conferencing Suite come with dedicated services of an AV technician. In other rooms the AV support provided will be confirmed if more than for set up only.
24. Our standard day is from 9 am to 5 pm. Additional charges are made for hire outside these times and will be included in your quotation.
25. Commission paid to agencies is on the room hire only, i.e. services of AV technicians, College Officers and Doormen, etc. are excluded. As we do not charge VAT on room hire, invoices for commission should include VAT, i.e. not shown as a separate amount.
26. We offer reductions for charities and medical conferences. These reductions are made on the room hire only, i.e. services of AV technicians, College Officers and Doormen etc. are excluded.
27. Users will be liable to meet the cost of rectifying any loss or damage to College property caused by them or their guests.
28. We strongly recommend that Insurance is arranged to protect you and your event against cancellation or abandonment of an event. Insurance can also cover non-appearance of speakers or delegates, property damage at or to the venue or its contents, third party bodily injury and third party damage. The College does not accept liability for these unless required by statute.

The College does not accept responsibility for loss or damage to possessions. All possessions must be taken away at the end of the meeting or event.
29. We are concerned for your health and safety and that of our college. We cannot permit you fix items to the walls, floors or ceilings. Helium balloons are not permitted. We do not allow kegs of beer to be

used for functions.

30. The three Office Bearers' chairs in the Hall and New Library should not be used. If they need to be moved please contact the College Officer on duty.
31. The College's name, logo or photographs may be used in printed or online publicity once approval has been given by the College.
32. The College reserves the right to approve any externally arrangement entertainment, services or activities that you have arranged and cannot accept liability for any resultant cost.
33. Should any of your delegates be unable to correct any aspect of poor behaviour or activities unacceptable to the College, the College reserves the right to terminate the hire of the facilities if a suitable resolution cannot be agreed. Should this occur, no monies will be refunded. The Duty College Officer's decision is final.

#### CATERING

34. We have a panel of approved caterers rather than a dedicated in-house team. We can suggest an appropriate caterer for your particular price requirements. Caterers who are not on our approved list cannot be used.
35. All caterers are required to pay a 10% facility fee payable on all food and beverages.
36. Caterers must ensure that the premises, and in particular the kitchen, are left clean and tidy and the duty College Officer will inspect the premises with the organiser at the conclusion of the function.
37. The College reserves the right to remove from its list of approved caterers any firm which does not maintain the standard of cleanliness required.

#### GUESTS

38. We would appreciate having prior warning of distinguished visitor e.g. a senior member of the Medical Profession or a member of Government taking part in your meeting. On occasion additional facilities may be required for special hospitality and we will be glad to assist this when required.

#### AUDIO VISUAL

39. Hire of the Conference Centre and the Video Conferencing Suite come with dedicated services of an AV technician. In other rooms the level AV is for set up only unless advised otherwise.
40. If you employ the services of an external AV company, you must arrange an appointment for the company either to come into the College to go through the regulations at least one week in advance of the event or where this is not possible have a detailed discussion with our AV technician by phone.
41. If you are using our video conferencing services, unless requested otherwise, our AV technician will monitor your meeting to ensure that the equipment is correctly functioning. This may be vision only or sound and vision.
42. When using the keypad voting system, it is the client's responsibility to ensure all handsets are returned after the meeting. The replacement value of the handset is payable if the handset is lost.