



## Patient Information Forum

*For Professionals Working in Consumer Health Information*

### EVENT INFORMATION FOR DELEGATES

#### **Putting theory into practice: How to empower patients through high-quality health information and support**

**10<sup>th</sup> Annual Conference for People Working in Patient and Health Information held by the Patient Information Forum**

**WEDNESDAY 1st JULY 2015**  
**ROYAL COLLEGE OF SURGEONS OF ENGLAND**  
**35-43 Lincoln's Inn Fields, London WC2A 3PE**

#### ***Contact information***

---

- Carol Stevenson, Event Manager – 07974 306 933  
conference@pifonline.org.uk
- Nicole Naylor, PiF Joint Head of Operations – 07813 143 384  
nicole.naylor@pifonline.org.uk
- Claire Murray, PiF Joint Head of Operations – 07502 394 360  
claire.murray@pifonline.org.uk
- Sophie Simpson, Royal College of Surgeons – 020 7869 6707  
ssimpson@rcseng.ac.uk

If you need to contact us the day before the event, please call Carol Stevenson on the number above.

#### ***Agenda***

---

Registration and refreshments will be available from 9:30, with the conference commencing promptly at 10:00. The event will finish at 16:30, but please do stay to celebrate our 10th Annual Conference with an informal drink and more networking opportunities until 17:30. Please refer to the Patient Information Forum website for the most current agenda at:  
[www.pifonline.org.uk/2015-conference](http://www.pifonline.org.uk/2015-conference)

## ***Submit questions for the Keynote Conversation***

---

We truly want you to be engaged and involved in the Question Time-style Keynote Conversations with our invited guests. You can submit your questions in advance, or on the day to:

Email: [nicole.naylor@pifonline.org.uk](mailto:nicole.naylor@pifonline.org.uk)

Tweet: #PiFconf2015 via [Twitter.com](https://twitter.com)

Text: 07813 143 384

## ***Best Poster Competition***

---

You are invited to submit an entry for our Best Poster Competition. The best judged poster on the day will win a prize, and be featured on the PiF website and in our weekly e-newsletter - PiF Aware.

For further details please contact: [claire.murray@pifonline.org.uk](mailto:claire.murray@pifonline.org.uk).

## ***Payments, refunds, cancellations and substitutions***

---

Full payment must be received before the event, or we will not be able to admit you to the conference. Payment can be made by cheque in exceptional circumstances at the event.

If you find you are unable to attend the event please notify us as soon as possible. A refund, less a 20% administration fee, will be made if cancellations are received, in writing, at least 4 weeks before the event. We regret that any cancellation after this time cannot be refunded, and that refunds for failure to attend the conference cannot be made.

Substitute delegates are welcome at any time, but must be notified to us as soon as possible via [admin@pifonline.org.uk](mailto:admin@pifonline.org.uk) to ensure changes can be made to name badges and attendee lists. A non-member replacing a Patient Information Forum member will be required to pay the difference in the delegate fee.

## ***Social media***

---

Please follow us on Twitter for the latest updates: [twitter.com/PiFonline](https://twitter.com/PiFonline)

The official event hashtag is #PiFconf2015

## ***Venue information***

- 
- **Location:** The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London WC2A 3PE Tel: 020 7869 6702
  - **WIFI:** There is public wifi throughout the building. Signs will be displayed explaining how to join on the day.
  - **Security:** Coatrails will be provided in a cloakroom close to the registration desk where you are welcome to leave suitcases and coats, however please note that this is at your own risk. We will however make every effort to ensure that this area is manned at all times.
  - **Access:** The event takes place on the ground floor, and is fully accessible to wheelchair users. A hearing loop is also provided in the main lecture theatre, however please advise us in advance if you need this to be switched on.
  - **Dietary requirements:** If you have any dietary requirements please indicate these when you register for the event or let us know BEFORE the event by emailing Nicole Naylor at [nicole.naylor@pifonline.org.uk](mailto:nicole.naylor@pifonline.org.uk).

### *Travel information*

---

The College is centrally located at Lincoln's Inn Fields within walking distance of Holborn (Piccadilly and Central lines) underground station. It is a short taxi or underground journey from most major rail stations. Two NCP car parks are situated nearby.

#### **By underground/Air**

The nearest Tube station is Holborn (Piccadilly and Central Lines). When leaving Holborn station, turn left. Follow the road down and take the 3rd street on the left (Sardinia Street). The College is on the right hand side, with large pillars outside the entrance.

Temple (District and Circle Lines) and Charing Cross stations (Northern and Bakerloo Lines) are a 10-20 minute walk or short taxi ride away.

#### **By bus**

A number of buses stop near the College:

**High Holborn** (travelling east and west) 1, 8, 25, 38, 55, 98, 242

**Kingsway** (travelling north and south) 1, 59, 68, 91, 168, 171, 188, 243, 521

**Aldwych** (travelling east and west) 9, 11, 15, 23, 341

**Aldwych** (travelling north and south) 4, 6, 13, 26, 76, 77A, 139, 172, 176, 341

### **By rail**

The nearest railway stations are Kings Cross St. Pancras, Euston, Waterloo and Charing Cross. It takes about 20-30 minutes to walk from each to the College.

### **Parking**

On street parking is available outside the College on Lincoln's Inn Fields. The pay and display charges are in operation from Monday to Saturday, 8.30am - 6.30pm. The current charge in the Westminster bays is £4 per hour with a maximum stay of 2 hours.

Visitors should be aware that both Westminster and Camden councils operate parking bays around the Fields. Please check the signs carefully when you park to determine which borough you are parked in and ensure you purchase a ticket from the correct pay and display machine. The nearest multi-storey car parks are in Drury Lane and Bloomsbury Square.

The College has a dedicated parking space for use by disabled visitors. Please book this space in advance by calling Reception on 020 7869 6400. Blue Badge holders can park in marked bays for up to 4 hours, Monday to Friday, 8.30am to 6.30am, and without time limits outside these hours. As a Blue Badge holder you are also entitled to park at a meter/pay-and-display bay for an extra hour once the paid time has expired.

### ***Hotel accommodation***

---

The Royal College of Surgeons has agreed a preferential rate with the following hotels for people attending conferences at the College. Please note that hotel accommodation costs are not included in any delegate fees. You are advised to book and pay for the hotel yourself. PiF cannot accept any liability.

#### **Grange Holborn Hotel – 5 Stars**

<http://www.grangehotels.com/hotels-london/grange-holborn/about-this-hotel/>

50-60 Southampton Row, London WC1B 4AR

Reservations – 020 7233 7888 or [reservations@grangehotels.com](mailto:reservations@grangehotels.com)

Discount – Please quote ID number 22281 when booking.

Superior Room - £153.70+VAT, Executive Room - £169.60+VAT

#### **Rosewood Hotel – 5 stars**

[www.rosewoodhotels.com](http://www.rosewoodhotels.com)

252 High Holborn, London, Greater London WC1V 7EN

Reservations - 0203 747 8000 or [London.reservations@rosewoodhotels.com](mailto:London.reservations@rosewoodhotels.com)

Discount - Please quote 'RCS' upon booking for 10% off best available rates

#### **Hilton Waldorf – 5 Stars**

<http://www.waldorfhilton.co.uk/>

Aldwych, City of London WC2B 4DD

Reservations - 020 7836 2400

Discount – 10% off best available rate - please quote ID Number - D236202123 when booking

### **Citadines ApartHotel – 4 Stars**

[http://www.citadines.com/en/uk/london/holborn\\_covent\\_garden.html](http://www.citadines.com/en/uk/london/holborn_covent_garden.html)

94-99 High Holborn, London WC1V 6LF

Reservations – 0207 395 8800 or [Holborn@citadines.com](mailto:Holborn@citadines.com)

Discount – Studio Premier - £160+VAT, Studio Club - £197+VAT

### **Kingsway Hall – 4 Stars**

<http://www.kingswayhall.co.uk/services-en.html>

66 Great Queen St, City of London WC2B 5BX

Reservations – [reservations@kingswayhall.co.uk](mailto:reservations@kingswayhall.co.uk)

Discount – 5% off best available rate - please quote 'Royal' when booking

## ***Membership of the Patient Information Forum***

---

The Patient Information Forum (PiF) is the UK's largest membership organisation for professionals working in health information. If you produce or provide health information for patients or the public, or simply have an interest in the topic, then PiF is YOUR membership organisation.

The Patient Information Forum is committed to helping organisations and individuals create high quality information for patients and the public. We exist so that health information professionals feel supported, valued and heard, and that patients are seen as equals in the information exchange process. To find out more about the benefits of PiF visit: [www.pifonline.org.uk](http://www.pifonline.org.uk)

## ***Sponsorship and exhibition opportunities***

---

We have a range of sponsorship opportunities available from delegate inserts, to sponsorship of one of our Interactive Shared Learning Zones, as well as traditional exhibiting packages, providing you with an ideal platform to engage with attendees. To find out more about sponsorship, exhibition and media opportunities, please contact: [conference@pifonline.org.uk](mailto:conference@pifonline.org.uk)