



The ROYAL
SOCIETY of
MEDICINE

RSM professionals

Unique learning experiences



contents

reputation & heritage	2
event management	4
CPD accreditation	6
venue & location	8
support services on the day	10
contact us	12

RSM professionals

Unique learning experiences



RSM professionals arrange bespoke conferences and meetings for medical institutions and clients in the pharmaceutical industry, healthcare associations and related fields. Sitting at the heart of the Education Department of the Royal Society of Medicine, one of the UK's major providers of postgraduate medical and healthcare education, RSM professionals has an established pedigree for exceptional event management and delivering medical conferences.

From roundtable meetings, CPD-accredited short courses, educational workshops to academic conferences, RSM professionals delivers events from a unique perspective that combines rigorous academic standards with sophisticated event management resources.

RSM professionals is based and can benefit from the facilities at one of the capital's most prestigious conference venues at 1 Wimpole Street, located within the Harley Street medical district. RSM professionals can accommodate the requirements of clients who require the very best education, facilities and service, from lecture theatres incorporating state-of-the-art technology to first class catering. RSM professionals can also work with alternative venues to find the venue that best suits your event.

Whether a small-scale or larger event, RSM professionals will take responsibility from concept through to completion, working with clients to build the educational programme, market the event, source and manage speakers and sponsors, register delegates and provide professional, streamlined on-the-day logistics.

reputation

“RSM professionals have impeccably organised the annual RSM aesthetics meetings for the last ten years. These international multidisciplinary scientific meetings are a forum which brings together colleagues from different countries and different specialties to share their various perspectives. Always held in a sensitive, collegiate and non-commercial way, these meetings are highly regarded by delegates and are seen as a beacon of impartial up-to-date information.”

Dr Christopher Rowland Payne
Consultant Dermatologist, London

& heritage



The Royal Society of Medicine is one of the UK's major providers of CPD accredited postgraduate medical and healthcare education. Organising events for over 200 years, The Royal Society of Medicine has a reputation of organising pioneering events.

With an unbeatable track record each year, the RSM organises over 375 meetings, spanning 54 medical and healthcare specialties and providing a multi-disciplinary forum for discussion and debate. As well as providing medical education, the Society hosts a public engagement programme of meetings and lectures.

The Royal Society of Medicine was established in 1805 and was first granted a Royal Charter by His Majesty King William IV in 1834. The RSM's patron is Her Majesty The Queen.

The Society is a registered charity who's income is generated via membership and delegate fees, donations, venue and member club facilities

event



Professional event management from concept to completion backed by rigorous academic standards and superb facilities.

RSM professionals has the expertise and resources to offer an unrivalled event management service from one of London's most prestigious medical establishments.

From roundtable meetings, to CPD accredited courses, workshops and conferences, RSM professionals pays excellent attention to every detail of an event, from initial planning through to final delivery on the day.

- **Educational content:** Work with client and the RSM's Education Department to plan, research and implement event programme.
- **CPD accreditation:** Liaise with RSM Dean and education team to obtain UK medical CPD accreditation.
- **Speakers:** Identify, recruit and liaise with speakers to agree presentation details and obtain abstracts.
- **Sponsorship:** In association with client, source appropriate sponsors and manage participation and liaison throughout the event.
- **Marketing:** Design and deliver a full digital, print and social media marketing and PR programme via the RSM's award-winning marketing team to promote event and recruit delegates.
- **Delegates:** Registration and invoice management.
- **Venue:** Venue sourcing, supplier contracting coordinating catering, audio visual and logistics prior to the event.
- **Accommodation and travel:** Coordinate all accommodation and travel requirements for speakers and delegates.
- **Recording and live streaming:** Arrange audio and video recording, pod casting and live streaming of event.
- **On the day logistics:** Delegate, speaker, catering and
- **Budgeting:** Plan and agree event budget with client and oversee all aspects of financial management.



RSM professionals attendees will be invited to complete their online survey after the meeting. CPD certificates are sent to attendees via email no later than a week after the meeting.

With access to the Royal Society of Medicine's Dean and Education team, RSM professionals is perfectly positioned to assist clients who require CPD accreditation for their meetings. RSM professionals can also support in liaising with other industry bodies outside of healthcare to accredit your meeting with CPD. This can provide a valuable incentive to medical and healthcare professionals who are considering attending an academic meeting.

The RSM is the biggest provider of multi-specialty CPD accredited meetings in the UK. The RSM Dean oversees the awarding of CPD credits for qualifying meetings, ensuring that the appropriate rigour regarding the application of the Society's protocols is upheld at all stages of the submission process. One credit is awarded for every one hour of educational activity and a CPD certificate is issued to each delegate electronically a week after each event.

RSM professionals manages CPD accreditation for its own events as well as assisting other external organisations with their CPD application. This service is offered at competitive rates. RSM professionals can assist clients with CPD submissions from completion of CPD quality assurance forms to liaising with the Dean's office and, finally, providing all the administration to accredit your event.

accreditation

venue

With the flexibility to accommodate any event, 1 Wimpole Street is the ideal conference and meeting venue, with 16 rooms including three state-of-the-art lecture theatres



RSM professionals is based at 1 Wimpole Street, the home of the Royal Society of Medicine and one of London's most prestigious conference centres in the heart of London's West End and the medical district of Harley Street.

Facilities include the latest developments in meeting technology and an award-winning audio visual team who are on hand at all times to ensure clients can make the most of the technical facilities available.

Catering for meetings, seminars and conferences is of the highest quality with a range of conference menus that demonstrate both British and international influences, seasonal ingredients and a choice of healthier options.

Clients can also benefit from our Georgian townhouse, Chandos House. Located a short walk away from 1 Wimpole Street, Chandos House offers the perfect space for a more intimate meeting or dinner and features a beautiful garden terrace which is open all year round.



RSM professionals support services on the day

The superb facilities at the Royal Society of Medicine, combined with the expertise and professionalism offered by RSM professionals, will guarantee a memorable and successful event for everyone involved.

If your expected attendee numbers are in excess of our capacities, or if you want to run an event outside of London, an alternative venue finding service is available.

We will work with partners including convention bureaus to organise site visits, short list venues and find the perfect location for your next event.

Rooms

There are a range of meeting rooms available, accommodating every style of event, from committee meetings, round table discussions and training sessions to larger events for up to 300 delegates.

There are three flagship lecture theatres, all equipped with built-in, high-specification technology:

- Guy Whittle Auditorium (seats 300)
- Max Rayne Auditorium (seats 150)
- Naim Dangoor Auditorium (seats 80)

Smaller meeting rooms come equipped with the best in meeting technology, flipchart, pens and conference speaker phone.

There is free Wi-Fi throughout the venue.

Audio visual

The RSM's award-winning* in-house audio visual team is on hand at all times to advise on the technical facilities available and to support the technology on the day of the event

All three lecture theatres benefit from:

- Height-adjustable lecterns, microphones and in-built PC with monitor
- HD or 4K projection
- Audience response units
- LCD screens
- Video recording and production
- Live streaming
- Throwable microphones
- Slido event app
- State-of-the-art assistive listening systems
- Digital signage

Smaller function rooms are equipped with:

- HD LCD screens or data projectors
- PA systems
- Wired and wireless laptop connectivity and multiple wired internet inputs
- Hands-free conference telephones
- Video conference facilities

*Recent accolades include winners of: AV Team of the Year 2017; Best in-house technology - AV Academic Awards 2017; Outstanding contribution to the AV industry 2018 - AV Tech Europe Awards



Catering

The RSM offers catering to the highest standards, from private dinners and drinks receptions to breakfast briefings, working lunches and major conferences.

Accommodating a wide range of dietary requirements, the conference menus devised by the in-house RSM chefs demonstrate both British and international influences. Our chefs understand that nutritionally balanced menus sustain delegates throughout the day and will offer healthier options and seasonal produce.

Menus are designed to ensure that service times are minimised and queuing reduced.

On the day

Throughout the day the RSM professionals team alongside the Events Operation Manager are on hand to look after every aspect of the event, including handling pre-event deliveries, managing exhibition stand set-up, registering delegates in the RSM's impressive Auchin Foyer and directing delegates to the cloakroom facilities and meeting rooms. Any last minute client queries are always handled quickly and efficiently to ensure the event proceeds seamlessly, with constant liaison between catering and AV teams.

RSM membership

The membership benefits of the RSM can be made available to delegates attending events managed by RSM professionals, including access to the world-class RSM Library open 24/7, and the exclusive Club areas including the restaurant, bar, café and lounge.

A tour of this prestigious building can be arranged on request and special offers negotiated for delegates who wish to join the RSM.

The Royal Society of Medicine also offers two types of corporate membership, venue and academic.

Venue membership offers discounts on room hire and access to club facilities. Academic membership benefits those organisations looking to provide learning and development opportunities.

All of these services are available onsite, however alternative venues can be sourced where the same high specification of services will be achieved.

contact US

To discuss your event with RSM professionals and to find out how we can help contact:

T: 020 7290 3946 M: 07342 887 006

E: rsmprofessionals@rsm.ac.uk

W: www.rsm.ac.uk/rsmprofessionals

RSM professionals
Education Department
The Royal Society of Medicine
1 Wimpole Street
London W1G 0AE

For venue hire opportunities contact:

Business Development Manager

T: 020 7290 2979

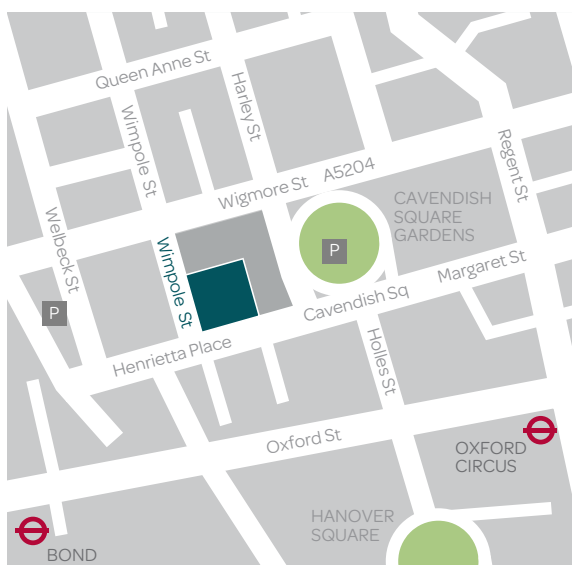
E: enquiries@1wimpolestreet.co.uk

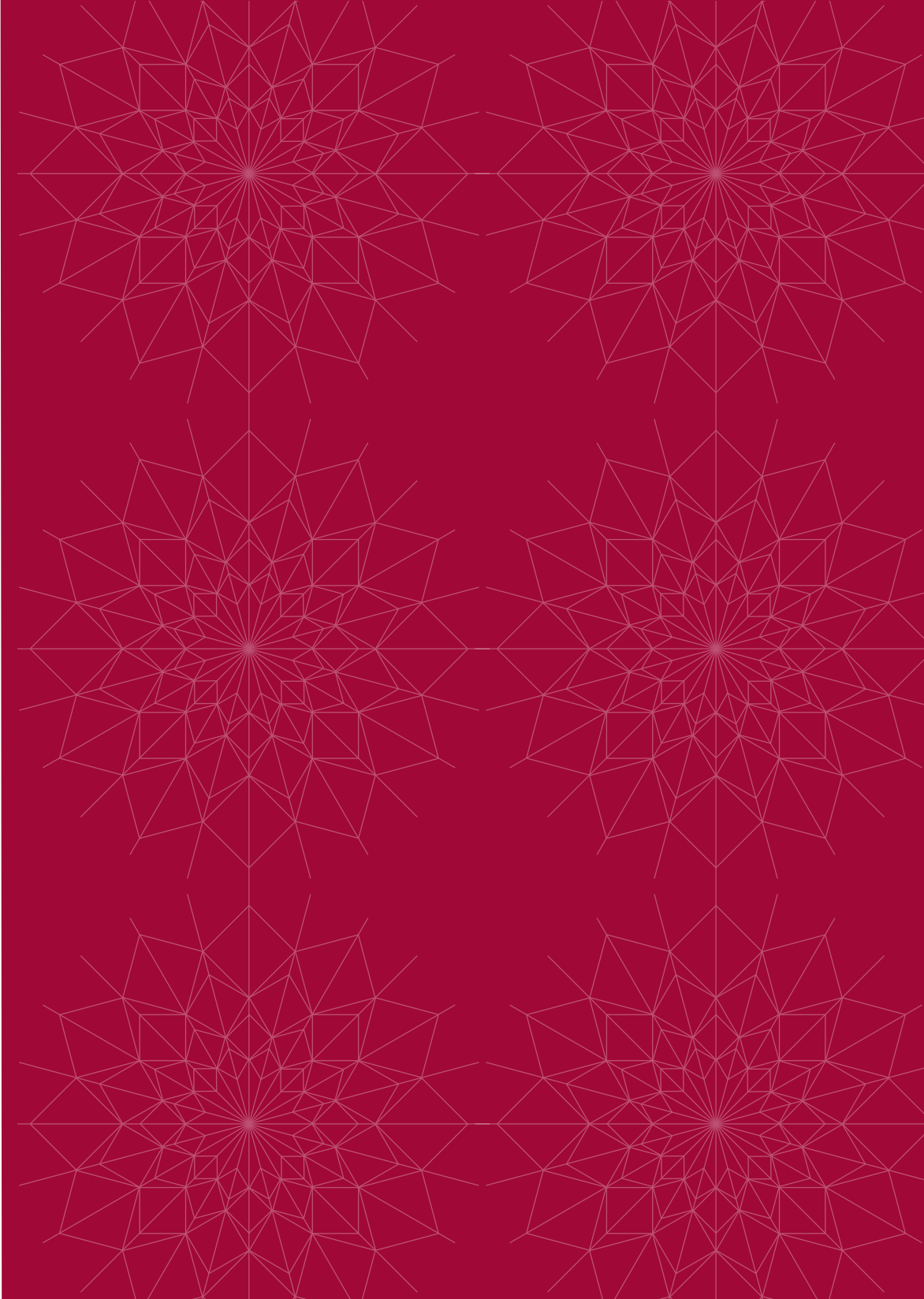
For corporate membership queries contact:

Membership Executive

T: 020 7290 2946

E: corporatemember@rsm.ac.uk







RSMprofessionals

The Royal Society of Medicine
1 Wimpole Street, London, W1G 0AE
tel: 020 7290 3946
email: rsmprofessionals@rsm.ac.uk
www.rsm.ac.uk/rsmprofessionals

Charity no: 206219
VAT reg no: 524 4136 71