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

From roundtable meetings, CPD-accredited short courses and educational workshops, to academic conferences for up to 300 delegates, RSM professionals delivers events from a unique perspective that combines rigorous academic standards with sophisticated event management resources.

RSM professionals is based 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 medical education, facilities and service, from lecture theatres incorporating state-of-the-art technology to first class catering.

Whether a small-scale or larger event, RSM professionals will take responsibility from concept through to completion, working with clients to build the academic programme, market the event, source and manage speakers and sponsors, register delegates and provide professional, streamlined on-the-day logistics.
The Royal Society of Medicine is one of this country’s major providers of CPD accredited postgraduate medical education. Independent and apolitical, the aims of the Society since it was founded over 200 years ago have always been to;

• Provide a broad range of educational activities and opportunities for doctors, dentists, veterinary surgeons, students and allied healthcare professionals.

• Promote an exchange of information and ideas on the science, practice and organisation of medicine, both within the health professions and with responsible and informed public opinion.

With an unbeatable track record each year, the RSM organises over 400 meetings, spanning 58 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 and receives no state funding to carry out its core work.

“The institution’s high standard is reflected in all their services; from the professionalism of the staff and the high-quality food on offer, to the state-of-the-art building and perfect Central London location.”

Katarina Johansson
Conference Manager, The Nutrition Society
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 of up to 300 delegates, RSM professionals pays excellent attention to every detail of an event, from initial planning through to final delivery on the day.

RSM professionals expertise include;

- **Academic content**: Work with client and the RSM’s Academic Department to plan, research and produce event programme.
- **CPD accreditation**: Liaise with RSM Dean and Academic 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**: Coordinate catering, AV and logistics prior to event.
- **Accommodation and travel**: Coordinate all accommodation and travel requirements for speakers.
- **Recording and live streaming**: Arrange video recording and live streaming of event.
- **On the day logistics**: Delegate, speaker, catering and AV liaison throughout event.
- **Budgeting**: Plan and agree event budget with client and oversee all aspects of financial management.

*Winner of four MemCom Membership Marketing Awards in 2015

“It was a really great multi-disciplinary, highly scientific discussion. We had international speakers from all parts of the world and a very focused audience - comprising people from the cutting edge of aesthetics - interacting and engaging with each other and the speakers”

Dr Christopher Rowland Payne
Consultant Dermatologist, London
With access to the Royal Society of Medicine’s Dean and Academic team, RSM professionals is perfectly positioned to assist clients who require CPD accreditation for their meetings. This can provide a valuable incentive to medical 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 at the end of 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.

CPD certificates are incorporated into an evaluation form, which is included in the conference packs provided by RSM professionals for delegates to complete to claim their CPD credits.

“

This was a fantastic course. I learned a lot despite frequently being an expert witness for many years.

I would like my colleagues to get the same knowledge and inspiration.”

Consultant Psychiatrist
Expert witness skills masterclass—how to avoid the pitfalls organised in association with BPP School of Health

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CPD accreditation
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.

“The conference dinner was a real highlight of the meeting as it took place in such a beautiful and prestigious venue”

Dr Taylor-Barnes
General Practitioner and Aesthetic Medicine Specialist
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.

**Rooms**
The 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 audio visual team is on hand at all times to advise on the technical facilities available and to manage 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 projection
- Audience response units
- LCD screens
- Video recording and live streaming equipment

Smaller function rooms are equipped with:
- HD LCD screens or data projectors
- PA systems
- Wired laptop connectivity and multiple wired internet inputs
- Hands-free conference telephones
- Video conferencing facilities

**Catering**
The RSM offers catering to the highest standards, from small 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, with seasonality and healthier options always considered. Ingredients are often sourced from local or regional producers.

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 Auchi 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.
To discuss an event with RSM professionals contact:

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E: rsmprofessionals@rsm.ac.uk
W: www.rsm.ac.uk/rsmprofessionals

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