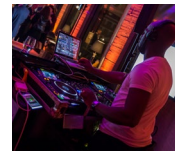
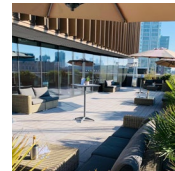


EVENTS
@N06

EVENT ORGANISERS' MANUAL

A COMPLETE A-Z GUIDE FOR HAVING YOUR EVENT AT EVENTS@NO6

ENTER

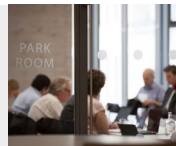


This brochure provides information about our venue and will hopefully answer some of your initial questions.

Your dedicated Events Coordinator will be in contact with you approximately one month prior to the commencement of your event.

However, if you would like to contact, please call our Events team on **+44 (0)207 454 6791**

www.eventsatno6.com



ACCESSIBILITY

We are committed to providing the highest standard of customer care for all visitors and aim to make our conference facilities accessible to all. Please inform your Event Coordinator if any of your team or delegates have accessibility issues so we can ensure our team are made aware of their arrival.

- Main entrance and reception are on street level with no steps or ramps.
- All meeting rooms are accessed via two public lifts with an area of 2.24 metre square.
- Door widths into meeting rooms and lift are 0.9m.
- There is one accessible toilet located on each meeting room floor.
- Ramp access onto the stage is available if requested prior to the event.
- Hearing loop systems are available if requested prior to the event.
- We welcome service dogs.

We are a progressive company, and we would willingly discuss any specific needs with the individual.

ADDRESS

Royal College of Pathologist
Events@No6
6 Alie Street
London E1 8QT

AMPLIFIED MUSIC

The conditions of our Music and Dancing License state that amplified music and speeches is not permitted on the South & North terraces (on Level 6)

There are conditions regarding the use of unamplified music, namely:

- All groups/bands playing in these areas will not have more than 5 musicians.
- Percussion players will use brushes only, not sticks or beaters.
- Music will stop at 9pm in this area

Amplified music and speech to 80 decibels is permitted in all the meeting rooms (subject to business within the building) until 23.00.

APPROVED SUPPLIERS

We hold an approved supplier list from which Clients may select and we will add the charges to your final Event invoice.

Any Organiser/Client who wishes to contract a supplier who does not appear on our approved list must be put in writing to your Event Coordinator and subsequently agreed. Suppliers should not be contracted without prior approval and Organisers/Clients will be responsible for any damaged incurred by their contract supplier and will therefore be invoiced for said damages within 5 working days of their event.

AV FACILITIES

(see also Laptops and Presentation content)

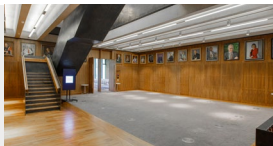
Events@no6 has a full-time department of professional technicians who specialise in sound, lighting, and projection throughout our venue. Some staff and equipment are included with venue hire (please see your contract for details). All our meeting rooms have built-in screens and we hold large stocks of AV equipment.

Details should be discussed with your Events Coordinator in advance, who will then confirm all details and provide a bespoke quotation. For larger events, a technical/production site meeting at the earliest opportunity is advised. Organisers'/Clients and their production companies may bring in their own technical equipment with prior approval but are responsible for its installation and operation throughout. Please note that some technical options may alter the capacity of the venue(s), for example, cameras sited within seats.

Organisers'/clients are responsible for management of all presentation content (eg altering of Powerpoint slides, operation of event laptops) throughout and must liaise directly with presenters.

If your event requires lapel microphones, you may wish to ask your presenters to wear an outfit that includes a belt or a pocket so that we may easily fix the lapel microphone and small battery pack to them.

B



BABY FACILITIES

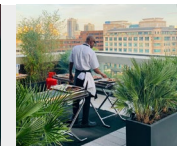
Changing and nappy bin are located on the ground floor behind the reception desk.

For a private feeding area this will need to be discussed with you Events Coordinator in advance so an area can be screened off.

BRANDING

The Royal College of Pathology is a public building that has three floors of event space and three floors of offices, so branding is only allowed within your designated event room unless you have exclusive use of the venue, please ask your Events Coordinator to view our 'Event Branding SOP'.

C



CAR PARK

Please note there is no parking on-site.

Alie street has street parking spaces with a maximum stay of 4 hours (Mon-Fri 8:30 – 17:30) and free on weekends and bank holidays.

Several car parks are located close by:

- Minorities car park – 7min walk.
- NCP London Whitechapel high street – 7min walk.
- City car parking service – 9min walk.

If you are the holder of a valid blue badge or you are driving the holder of a valid blue badge, you can park on the following areas which are all available on Alie Street:

- On single or double yellow lines (except where there is a ban on loading or unloading) for up to 3 hours. The blue badge and clock must be displayed.
- Where an on street pay by phone facility apply.

This information is subject to change by Tower Hamlets. If you require further information, please visit Parking with a blue badge (towerhamlets.gov.uk)

CATERING

Vacherin, our onsite caterers, will provide anything from refreshments for 2 to a cocktail party or fork buffet for 250. Please see the Events@no6 website for further details.

We have set menu choices for ease but are also happy to provide bespoke quotes for any style of menu - please liaise with your Events Coordinator for details.

Please note the College does not permit external catering companies except by prior arrangement.

Alcohol license - the College holds alcohol license until 23:30 for most on-site venues. Unfortunately, no extensions to this license are allowed.

Corkage - it is possible for clients to provide their own drinks with prior agreement, please ask your Events Coordinator for charges.

Dietary requirements – not all menus automatically include a vegetarian option so please plan accordingly. Other dietary requirements can always be met with prior notice (eg Kosher, Halal) although occasionally with a supplementary charge. Vacherin, our onsite caterers, provide a full breakdown of allergens within your catering choices as required.

Minimum/additional catering charges - there is a minimum catering charge of £75.00+VAT (applicable per half day, between 09:00-13:00 and 13:00-17:00).

There may be additional charges made for out-of-hours catering (before 07:00 or after 21:00). In all cases, your Event Coordinator will provide bespoke quotes beforehand.

CLOAKROOM

Is situated in the basement and can take coats and a limited number of bags only. This area will not always be manned but your Events Coordinator will be able to confirm if it's included within your room package. Note that random bag searches may be carried out by Royal College of Pathology staff from time to time.

CONTACT INFORMATION

Postal address

Royal College of Pathologists
Alie Street London | E1 8QT

Events sales office

Tel: + 44 (0)207 454 6791

email: sales@eventsatno6.com

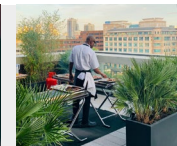
Reception

Tel: + 44 (0)20 7451 6700

email: reception@eventsatno6.com

www.eventsatno6.com

D



DELIVERIES & COLLECTIONS

All deliveries and collections should be communicated to your Events Coordinator.

Deliveries and collections must only be made within 24hrs of your event date and time (unless prior approval has been requested) and to be directed to our loading bay on North Tenter Street, London, E1 8DL. This area is monitored by our reception team between 08:00-17:00, Monday to Friday only, and will be able to help you/delivery driver liaise with the facilities team in terms of unloading procedures and storage.

All packages should be clearly labelled (especially important for collections following events) as follows:

ATTN: *[name of your Event Coordinator]*

[Title and date of your event]

Postal address

Royal College of Pathologists | Alie Street | London | E1 8QT

Please give our reception details to your driver/courier service

Tel: + 44 (0)20 7451 6700

email: reception@eventsatno6.com

Use of the goods lift is accessible via a ramp from the loading bay. The lifts dimensions are:

Width 1.4m

Length 1.6m

Height 2.1m

Door height 2m

Door width 1m

Should collection not take place within 24hrs of your event, resulting in equipment remaining on site, we may remove these items and add the charge to your final invoice.

If you require us to store items pre or post your event outside of the 24hrs there will be a charge per item of £50.00 + VAT per item per day. This amount may vary depending on the dimensions of the item left at the Venue.

Please note that any property brought into the College remains the entire responsibility of the owner and the College cannot be held responsible for lost or damaged items.

F



FIRE ALARM

The College is protected by an automatic fire alarm system and your Event Manager will brief you prior to your event on the fire procedures. Continuous sounders indicate that you should evacuate via the nearest fire exit. The College staff on duty will direct you out of the building, stay with you, and advise you when it is safe to return. Please do not return to the building until you have been given the all clear. A fire alarm test takes place Thursday at 09.00. It is helpful to inform your Event Manager if there will be wheelchair users attending your event.

FURNITURE

Meeting furniture (tables, chairs, top tables, lecterns, catering furniture etc) is provided at no additional charge subject to availability. In addition, we have items of stage furniture in stock (lecterns, comfy chairs, coffee tables, top tables) which may be used within any event space depending. Please discuss exact requirements with your Event Coordinator.

If you plan to create bespoke branding for any College furniture, please double check exact measurements with your Event Coordinator before placing your order. Only low tack NEC-style gaffer tape may be used to fix branding to College furniture; we will assist if necessary.

FIRST AID

The College has fully trained first aiders on site at all times. If medical assistance is required at any time, please contact any member of Events or Reception team.

H



HEALTH & SAFETY

General points

- The Event Manager will liaise with the Client to discuss the building layout and evacuation procedure on the day of the event. At this point the Client will be advised how to get in touch with the team during the Event should any problems arise.
- Plans, full details of stage sets and exhibition displays, fire certificates and material samples if relevant must be submitted at least two weeks prior to the commencement of event. Please note that liaison with any exhibitors must be through the client and not between exhibitor and the Events team.
- Risk assessments and method statements may be required for particular items or processes - please discuss in good time with your Event Coordinator.
- Nothing may be attached in any way (eg nailed, screwed, taped) to the main fabric of the building or any of the fixtures and fittings.
- On-site painting or wet decoration is prohibited, except with prior permission.
- Please discuss power requirements with your Event Coordinator in the first instance. 13amp sockets are readily

available but must not be overloaded. 3 phase power can be supplied in specific locations, at a charge.

- PAT test certificates may be required for certain electrical items - please discuss with your Event Coordinator.

Fire Certificates:

- All materials brought on site by clients must achieve a Class 1 surface spread of flame, or equivalent, and certificate(s) confirming this must be sent to your Event Coordinator prior to the event. This is obtainable from the relevant manufacturer.
- Timber boards must be rendered Class 1 flame resistant by a process of impregnation by a company registered under the British Standards Institution. MDF used must either be a minimum of 18mm thick or be treated or achieve Class 1.

Special Effects:

- Please discuss with your Event Coordinator in good time prior to your event (a minimum of 4 weeks) if you wish to use any special effects. Licenses are required for smoke machines, strobes (must not exceed 8 flashes per second fixed frequency), misters, pyrotechnics and certain other items. The following details will be required:

- The make of machine(s)/special effects being used
- The output of the machine(s)
- Power supply required
- The location of the machine(s)/special effects during the event
- Timings and duration of use
- COSHH details of any relevant substances
- Risk assessments and method statements
- A suitable time for an on-site demonstration

HOTELS

The following hotels are located near to the Royal College of Pathologists:

Leonardo Royal Hotel

London Tower Bridge | 45 Prescot St, London E1 8GP | 020 7959 5000

Premier Inn London City (Tower Hill) Hotel

22-24 Prescot St, London E1 8BB | 0333 321 1245

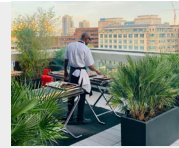
Canopy by Hilton London City

11-15 Minories, London EC3N 1AX | 020 3988 7480

The Chamberlain Hotel

Tower Bridge | 132-135 Minories, London EC3N 1NU | 020 7680 1500

I



INTERNET ACCESS

Complimentary Wi-Fi is available throughout the Event spaces via the 'Events@No6' network offers immediate connection with no registration process. Your Event Coordinator will confirm the password in advance of your visit (password changes monthly)

Dedicated network for your event is available, at a charge. Please talk to your Event Coordinator.

L



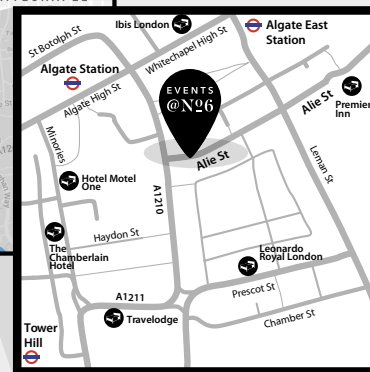
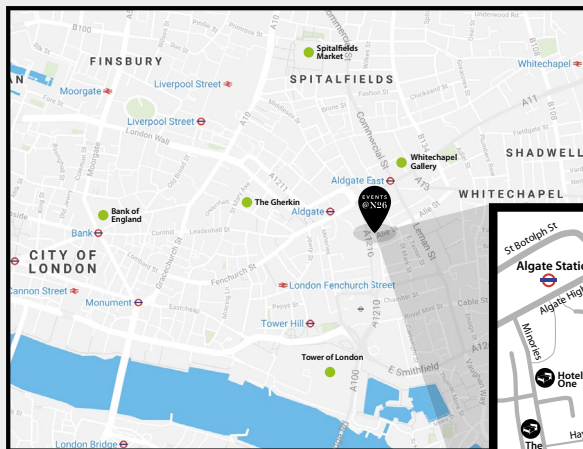
LAPTOP AND PRESENTATION CONTENT

College Technicians manage the in-house technical equipment: ie lighting and sound systems including microphones, projectors and any other technical equipment you hire from us. Our business clients remain responsible for their own laptops and any presentation content.

- For clients using Windows laptops, connection to Events@No6 equipment is via either a VGA or full size HDMI socket.
- For clients using Apple laptops (eg MacBook Pro's) clients must supply the relevant Mac adaptor, with a Mac socket at one end and a VGA or full size HDMI socket at the other. It is important that the appropriate power lead is used.
- We would strongly recommend that clients do not use Macbook Air's as we find they are not powerful enough to output presentations to their own screen and a projection screen or comfort monitor simultaneously. Macbook Pro's do not have this issue and would be our preference for clients using Apple Software to use.

LOCATION

You will find us on the northern edge of the City of London, on Old Street roundabout, a stone's throw from fashionable Hoxton and Shoreditch to the east and the heart of the financial district to the south.



O



OPENING HOURS

Operating hours of the building is 08:00 – 23:30 Monday-Friday.

Extensions before or after these times need to be requested and should the request be possible an additional charge will be applied to your event invoice.

Please note we are a secure venue which will also effect venue access, please see 'S' for "security" [HERE](#).

P



PHOTOGRAPHY

Data protection legislation applies whenever an individual can be identified in any images recorded by the College and our Clients. In these situations, the rights of individuals' regarding the use of their images must be respected.

Should you want to take photograph's outside of your designated area then you will be required to display a Photography statement and offer a 'consent process' for College staff and other guests to opt out.

PLAN YOUR JOURNEY

By Tube

Algate East | Algate | Tower Gate Way | Tower Hill – All a five minute walk away

By National Rail

Fenchurch – 7 min walk away.

Liverpool Street - 13min walk away.

London Bridge – 21min walk away.

Cannon Street – 22min walk away.

For National Rail information please visit www.nationalrail.co.uk

By Bus

15 | 25 | 42 | 67 | 78 | 100 | 115 | 135 | 205 | 254

POWER

Please discuss electrical power requirements with your Event Coordinator, giving at least 3 weeks' notice for anything over and above standard 13amp requirements. 13amp sockets are readily available but must not be overloaded. Clients and exhibitors are requested to provide their own electrical extension leads.

3 phase power can be supplied in specific locations, at a charge.

PRAYER ROOM

Unfortunately, we don't have a designated area for praying. If a room is required please discuss with your Event Coordinator so they can book you a room, if one is available.

R



RECEPTION AREA

Is run by the College as the building is open to the public.

REGISTRATION AREA

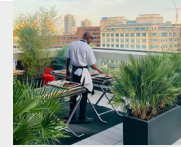
One table, two chairs and linen are provided by Events@No6 and can be placed inside your room or within your events area to be manned by your team. Should you wish for a registration table within the reception area will need to be discussed with your Events Coordinator as prior consent will be needed.

Additional registration tables, chairs, linen or for our team to man your desk is available. Please talk to your Event Coordinator to draw up a bespoke quotation.

ROOM DIMENSIONS & CAPACITIES

| Room | Floor | Dimensions | | | Capacities | | | | |
|-----------------------------|--------|------------|-----------|------------|------------|-----------------------------|-----|---------------------------|-----|
| | | Sqm | Width (m) | Length (m) | Height (m) | | | | |
| Prescot | Ground | 11.6 | 2.7 | 4.3 | | Boardroom | 4 | | |
| Chandos | Ground | 23.6 | 4 | 5.9 | | Boardroom | 10 | | |
| Mall | Ground | 23.6 | 4 | 5.9 | | Boardroom | 10 | | |
| Elizabeth | First | 195 | 10.25 | 19 | 4.1 | Boardroom | 42 | Theatre | 210 |
| | | | | | | U-shape | 46 | Hollow-square | 50 |
| | | | | | | Cabaret (14 tables of 9) | 126 | Dinner (no stage) | 180 |
| | | | | | | Reception | 200 | | |
| Elizabeth & Foyer Reception | 250 | | | | | | | | |
| Carlton | Second | 113 | 10.5 | 10.5 | 2.7 | Boardroom | 20 | Theatre | 105 |
| | | | | | | U-shape | 32 | Reception | 120 |
| | | | | | | Cabaret (6 tables of 8) | 126 | Dinner | 180 |
| Grosvenor | Second | 56 | 7 | 8 | 2.7 | Boardroom | 16 | Theatre | 48 |
| | | | | | | U-shape | 20 | Reception | 60 |
| | | | | | | Cabaret (4 tables of 8) | 32 | Dinner | 40 |
| | | | | | | | | | |
| Alie | Second | 56 | 7 | 8 | 2.7 | Boardroom | 16 | Theatre | 48 |
| | | | | | | U-shape | 20 | Reception | 60 |
| | | | | | | Cabaret (4 tables of 8) | 32 | Dinner | 40 |
| Park | Second | 62 | 10.5 | 5.9 | 2.7 | Boardroom | 10 | Theatre | 49 |
| | | | | | | U-shape | 20 | Reception | 60 |
| | | | | | | Cabaret (4 tables of 8) | 32 | Dinner | 40 |
| | | | | | | | | | |
| Terrace | Sixth | 145 | 7.2 | 19.5 | 2.5 | Boardroom | 48 | Theatre | 60 |
| South Terrace | Sixth | 115 | | | | U-shape | 32 | Reception | 120 |
| North Terrace | Sixth | 85 | | | | Cabaret (8 tables of 8) | 64 | Dinner (8 tables of 8) | 60 |

S



SECURITY

A full attendee list, highlighting names of any vulnerable visitors, is required prior to your event, so the college team are able to plan and get their PEEP forms completed upon arrival.

The main organiser/client will need to sign in at reception and receive a security pass, this pass needs to be returned upon their departure so reception and security can confirm the event has finished.

We are also able to supply dedicated security personnel to cover individual events if required - please discuss in advance with your Event Coordinator, who will provide a bespoke quotation.

Security cameras are placed around the building and monitored by the College team.

SIGNPOSTING

The College has a permanent internal signposting system for all visitors (a combination of plasma screen and lift signage). For events, this is supplemented with dedicated room signage outside each room that will include the name of your event.

SMOKING AND VAPING

Smoking and vaping is not permitted in or around the Royal College of Pathology building. We ask that delegates step over to the opposite pavement to smoke or vape.

STAFFING

Your dedicated Event Manager or a named deputy will be on site throughout your event timings (ie during set up, event and break down). Receptionists are on duty during private events to provide assistance, information and directions to patrons and will also assist in the evacuation of the venue in the event of an emergency. The hire of some of the rooms also includes AV technicians and cloakroom staff - please refer to your venue hire contract for full details.

T



TOILETS

Toilets for the use of all patrons are situated on the:

- Basement
- Ground floor
- Floor 2
- Floor 6

There is one accessible toilet located on each meeting room floor.

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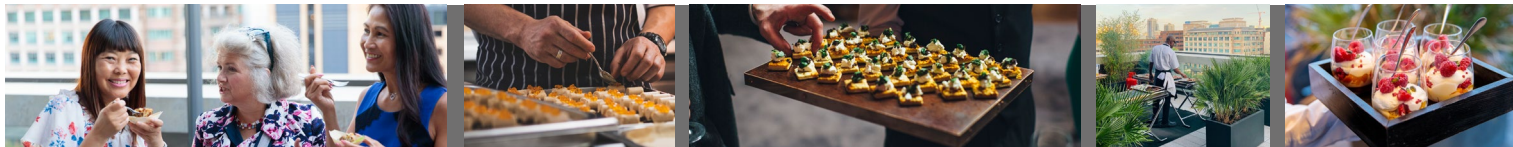
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S

T

MAKE A
BOOKING

BOOK TODAY

To discover more about hosting an engaging conference or memorable event please contact us for more information on **0207 451 6791** or email **sales@eventsatno6.com**.

We look forward to hearing from you and helping to create your next event.

www.eventsatno6.com

6 Alie Street | London | E1 8QT