



ACADEMY OF
MEDICAL SCIENCES

41 Portland Place

***Exclusive Fellows Packages
Autumn/Winter Season
2011/12***

Welcome

***Incredible room hire discounts for Fellows at
41 Portland Place***

As you know, one of the benefits of having our own, dedicated headquarters at 41 Portland Place is the facilities we can offer to our Fellows. We have a dedicated and comfortable Fellows Room in the Jean Shanks Library on the ground floor, which Fellows are welcome to use from 8am – 8pm Monday – Friday. Please use it as a rest stop between meetings, or somewhere to catch up on work, or simply a place to chat to other Fellows. There is also a shower and changing room available to Fellows in the basement – please speak to reception on arrival.

Secure bicycle storage is located in one of the vaults at the front of the building – again just speak to reception.

Our headquarters at 41 Portland Place is a perfect venue for Fellows to hold meetings, seminars and events, with both modern and period rooms that are able to accommodate anything from 4 to 80 people. To make booking simple and affordable we have developed two packages, which are available exclusively to Fellows until 31 August 2011.

Fellows are eligible for the following special rates for meetings and dinners at 41 Portland Place. Colleagues may book the event, but a Fellow must be in attendance.

Half day meeting

£22.00 + VAT / person (0800 – 1200, or 1300 – 1800)

Package includes:

Half day room hire of meeting room (room depends on number of delegates and availability).

Half day room hire of one catering space (for events of 50 guests and over).

Arrival drinks: Union hand roasted coffee, classic and herbal teas with freshly baked homemade biscuits.

Lunch: Sandwiches served with tea and coffee.

Still and sparkling bottled water served with lunch and throughout the meeting.

**For meetings greater than 15 guests a £6.00 / person fork buffet upgrade is available*

**Surcharge will apply for bookings less than 6 guests*

Full day meeting

£32.00 + VAT / person (0800 – 1800)

Full day room hire of meeting room (room depends on number of delegates and availability).

Full day room hire of one catering space (for events of 50 guests and over).

Arrival drinks: Union hand roasted coffee, classic and herbal teas with mini Danish pastries.

Lunch : Sandwiches served with tea and coffee

Afternoon tea: Union hand roasted coffee, classic and herbal teas with freshly baked homemade biscuits

Still and sparkling bottled water served with lunch and throughout the day

**For meetings greater than 15 guests a £6.00 / person fork buffet upgrade is available*

**Surcharge will apply for bookings less than 6 guests*

Fellows post-meeting upgrade

£12.00 + VAT / person

One hour's worth of nibbles and house wine to be served in the meeting room booked

**Package can only be brought in conjunction with one of the above packages*



