



41 PORTLAND PLACE

We are pleased to be reopening our building and welcoming back events at 41 Portland Place. As the home of the Academy of Medical Sciences, you can trust that our venue takes your safety and wellbeing extremely seriously. We have been awarded the industry standard 'We're Good to Go' accreditation from Visit England, meaning our venue has been recognised as one that can open safely and follows current government guidance.

We appreciate you will have a whole host of new priorities to look out for so we have created a Covid-19 document [here](#) to outline the measures we have put in place to ensure the venue is safe for our guests and staff.

Please read through and share this document with all organisers and attendees prior to arrival. This document is to familiarise you and your guests with our new processes, to ensure guests feel safe and comfortable when visiting 41 Portland Place.

What to expect when arriving at 41 Portland Place

- Please arrive as usual to 41 Portland Place and our receptionist will let you in to the building
- Our nearest train stations are Great Portland Street, Regents Park and Oxford Circus. The venue does not have parking onsite but there is street parking and nearby carparks.
- We have both on and off-street cycle racks available for guests, to help you avoid public transport. There is also a large Santander Cycle docking station right the venue.
- Staggered guest arrival is required within your venue hire timing (event organiser to inform guests of this prior to the event).
- All visitors must apply hand sanitiser on arrival to the venue and wash their hands frequently when in the venue. There are additional sanitising stations inside event spaces and positioned throughout the building.
- To assist with NHS track and trace, please encourage guests to download the NHS Track and Trace app prior to their arrival, upon arrival guests will have the option to scan the unique venue QR code. View more information here - <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
- Lifts are in use although limited to one person at a time. Priority use of lifts for those with mobility needs. We encourage guests to use the stairs where possible.
- All staff will be wearing facial coverings including our hospitality team (unless exempt). Guests are also encouraged to wear face coverings throughout communal spaces.
- Our cleaning team will be sanitising and cleaning our facilities throughout the day.
- Windows and doors are open in all rooms where practical to help with airflow.
- To reassure guests, all 41 Portland Place event staff have completed COVID-secure training prior to returning to the building to carry out their job roles.

What differences are there to events at 41 Portland Place during Covid-19?

To ensure the safety of you and all your guests, we have made some changes to your event experience at 41 Portland Place.



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- Our event team are on hand to advise on the best physically distant room layouts for your event.
- Directional signage and Covid-19 safety signage throughout building for guidance.
- Facial coverings are to be worn in communal spaces. We do have facial masks in house if you do forget to bring one.
- We encourage all guests to bring their own notepad and pen.
- High touchpoints such as lecterns and microphones to be sanitised after every use. Disinfectant wipes are available on lecterns and tables.
- We offer a safe room within the house for anyone who starts to feel unwell, please advise reception on the day who will direct you to the safe room. We also have lateral flow test kits in house if any guests feels unwell and needs to test.
- Lifts are in use although limited to one person at a time. Priority use of lifts for those with mobility needs. We encourage guests to use the stairs where possible.
- Guests to remain in the same seat throughout the event (apart from when catering is served in the designated area and when you need to use the toilet facilities).

New catering procedures in place:

- Catering will be pre-selected prior to the event.
- Catering staff will help serve guests at events to minimise guest movement and touch points.
- Bento box or sandwich bag lunches available to reduce touch points.
- Appropriate cutlery and napkins will be provided along with clear signage and hand sanitiser will be available in all catering rooms.

The role of the event organiser

It is vital that the information we provide has been passed onto all guests by the event organiser, prior to the event. Some notes for event organisers specifically are below.

- Send this pre-event document to all guests attending the event.
- We advise against the use of badges and lanyards currently to avoid contamination.
- We recommend that organisers send delegate packs electronically including this document.
- We recommend asking guests to take a lateral flow test at least 24 hours before your event.
- All event details should be sent to your event executive at 41 Portland Place two weeks prior to your event (final numbers and dietary requirements to be confirmed 7 working days prior to your event).

We look forward to welcoming you back to 41 Portland Place! If you have any questions at all, please do not hesitate to contact our events team who are always happy to help.

41 Portland Place Team

+44 (0)20 3141 3255

Enquiries@41portlandplace.com

www.41portlandplace.com



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