

Oxford Electives Conference

28th October 2017, John Radcliffe Hospital, Oxford

REPORTING INFORMATION

Dear Colleague,

Thank you for choosing to attend the 2017 Oxford Electives Conference.

This mail is to inform you of the programme and format for the day.

Date: 28th October 2017 (Saturday)

Address: Academic Centre
John Radcliffe Hospital
Oxford University Hospitals NHS Trust
Headley Way
Headington
Oxford
OX3 9DU

Directions:

The conference will be held in the Academic Centre, John Radcliffe Hospital. Registration will take place in the foyer outside the lecture theatres on the 1st floor. The Academic Centre can be accessed either via the main hospital entrance (after entering, turn immediately right and then left through a door between M&S and the M&S café. This will take you outside and the academic centre is directly ahead, behind a garden area). Alternatively, from outside the main hospital entrance, pass along the side of the Women's Centre.

Travel and Parking:

Parking is limited and expensive on the hospital site. We therefore recommend that you use an alternative form of transport, if possible. It takes approximately 15-30 minutes, depending on the traffic, by bus from the train station. Taxi may be an easier option.

Kindly follow this link for information regarding bus routes and hospital parking prices:
<http://www.ouh.nhs.uk/hospitals/jr/documents/jr-a4-travel-sheet.pdf>

Start of Registration: 0845 hours

Start of Conference: 0920 hours (Kindly arrive by 0900 hours)

End of Conference: 1715 hours

Programme: Kindly follow this link to view the programme
<http://doctorsacademy.org.uk/CourseNW/OE/PGMN.pdf>

General Information

Breaks:

There will be a 15-minute refreshment break in the morning and afternoon, as well as a 50-minute lunch break. Lunch will be provided, as well as tea and coffee during the breaks. If you have any dietary requirements, kindly inform us as soon as possible.

Dress Code:

The conference will take place inside the hospital and, as such, we politely request that all delegates dress appropriately.

Conference Fee:

The conference fee has now been set at £15. Therefore, any delegate who paid a higher fee will receive a refund on the day. Delegates should provide proof of payment on the day in order to obtain this refund.

Group Workshop Allocations:

Delegates will be informed of their workshop allocations during registration. Kindly note that, due to logistical reasons, some of the workshops might not be available on the day. Each session will last for 45 minutes.

Photography and Videos:

Photographs and short video clips will be taken throughout the day. If you do not wish to be photographed, kindly inform us on the day.

Feedback and Certificates:

Following the conference, all delegates will receive a link to complete feedback. Upon receipt of this, a certificate of attendance will be sent.

What you need to bring with you:

1. A copy of the email you have received from us regarding your confirmation of place (with your name). Please note that you will not be allowed to attend the conference without this information.
2. Your University/Hospital identification badge.

We look forward to meeting you at the conference. Please do not hesitate to contact us at info@doctorsacademy.org.uk if you have any queries in the interim.

With very best wishes,

Organising Committee
Oxford Electives Conference 2017