

**RWPN Annual Seminar**

**Birmingham City University – City South Campus**

**Thursday 9th July 2015**

 **Joining instructions**

Thank you – if you have booked for this event.  We very much hope that it fulfils your expectations as well as ours!  Below are the joining instructions.   We are doing as much as we can beforehand and by e-notifcation so there are a few actions you will need to on the day. *Can I also remind you to ensure that payment has been made for the event prior to the 9th July, otherwise payment will be required/collected on the day.*

**Course programme -** Please download the programme from the website **or from these links (pdf and word versions)** [**Annual seminar final programme 2015.pdf**](http://rwpn.org.uk/Resources/Documents/Annual%20seminar%20final%20programme%202015.pdf)[**Annual seminar final programme 2015.docx**](http://rwpn.org.uk/Resources/Documents/Annual%20seminar%20final%20programme%202015.docx)  We will not be providing any printed programmes on the day.

**Seminar choice -** Please book the seminars you wish to attend in advance from the four on offer - one in the morning and one in the afternoon.  Please go to the SurveyMonkey, add your name and your two choices.   We anticipate that registration on the day will be very busy so knowing this information in advance will help reduce the risk of congestion.  Please ensure you have completed the survey by 5pm on Friday 3rd July.  [**https://www.surveymonkey.com/r/RWPN090715**](https://www.surveymonkey.com/r/RWPN090715)

**Getting to Birmingham City University City South Campus** - Click on the link below for map and directions

 <http://www.bcu.ac.uk/about-us/maps-and-campuses/city-south-campus/map-and-directions>

Please note: There will be no on-site car parking available.If you are coming by car we strongly advise you to check in advance for the nearest all day car parking site.

**Lunch and refreshments.**Your fee includes a sandwich lunch with cold drink as well as coffee/tea on arrival, mid-morning and mid-afternoon.  We suggest you bring a bottle of water.  Coffee/tea and further snacks at lunchtime are available from the on-site Costa outlet.

**Presentation handouts.**   There will be no hand-outs provided.  Presenters have been asked to submit their presentations in advance and we will post these on the website after the event.  If there are any visually impaired delegates who would like the presentations in advance (providing I have been sent them) I will try to get them to you but this cannot be guaranteed, I’m afraid. Please email me directly on mailto:simon.labbett8@btinternet.com

**Annual General Meeting.**The first item on the day is RWPN’s annual general meeting.  Attached to this email is the agenda for this (which will include a presentation) and the minutes of last year’s meeting.[AGM agenda 2015.doc](http://rwpn.org.uk/Resources/Documents/AGM%20agenda%202015.doc) [AGM2014minutes.docx](http://rwpn.org.uk/Resources/Documents/AGM2014minutes.docx)

I hope that you are looking forward to the event.  This is our first venture of this kind as a professional body and we are pleased that it is being done with the support of Birmingham City University.  See you there.

Best wishes,

*Simon*

**Simon Labbett, Chair RWPN**