



Further to our earlier correspondence we have pleasure in confirming further details for the 2016 Editors' Symposium, 27 – 29 February :

[Venue](#)  
[Programme](#)  
[Accommodation](#)  
[Other information](#)

**Venue:**

The event is being held at the Sofitel London Heathrow Hotel which is connected to Heathrow Terminal 5. Further information on travel can be found on the [Symposium website](#) or the hotel web pages.

[Sofitel London Heathrow](#)

Terminal 5  
London Heathrow Airport  
LONDON  
TW6 2GD  
UNITED KINGDOM

Tel. (+44) 208 757 7777

Fax (+44) 208 757 7788

We will have Royal Society of Chemistry staff to meet and greet delegates at peak arrival times in Heathrow Terminal 5 on Friday afternoon and Saturday daytime. Please look out for them with the following banner/placard:-



**Arrival and Programme**

On Saturday, the registration desk for the symposium will be located in the Business Centre foyer ground floor of the hotel.

Saturday 27 February 2016      08.15 – 18.00

The registration desk will close at 18:00. Delegates who arrive after this time can collect their registration pack on Sunday morning.

Please note that the registration desk will relocate to the Exhibition Area on the Lower Ground Floor 2 on Sunday and Monday.

Sunday 28 February 2016	08.30 – 17.30
Monday 29 February 2016	09.00 – 14.00

Workshops will begin at 14.30 and most Editorial board meetings will begin at 15.00 on Saturday.

On Saturday the exhibition will be open from 11.00, with lunch served at 12.30 in Arora 1,2 on the Lower Ground Floor 2.

The evening welcome reception and buffet on Saturday 27 February 2016 will begin at 19:00 in the Arora 1,2,3 rooms on the Lower Ground Floor 2.

The main sessions are scheduled to end at around 12:30 on Monday 29 February 2016 and will be followed by a buffet lunch. A full programme with specific timings will be provided upon registration in London; it is also available to download from the [Programme](#)

### **Accommodation**

Your bedroom has been booked at the hotel according to the requirements specified on your registration form. Please check-in to the hotel at the hotel reception desk.

The hotel's standard check-in time is 17:00; hotel staff will endeavour to have your room available when you arrive in London, but if it isn't ready a baggage service will be available in the Sphere Bar on the ground floor.

Check-out time on Monday is 12:00 noon, a baggage service will be offered in the Sphere Bar. Your bed and breakfast, internet access and all meals and refreshments included as part of the symposium programme are provided by the Royal Society of Chemistry; however any extra costs incurred at the hotel are your own responsibility and should be settled on check-out.

Please note that breakfast will be served in the Vivre Restaurant on the ground floor of the hotel at the following times:-

Saturday 27 February 2016	06.00 – 08.45
Sunday 28 February 2016	06.00 – 08.45
Monday 29 February 2016	06.00 – 09.15
Tuesday 1 March 2016	06.00 – 9.30

If you are unsure about any aspect of your accommodation booking, then please contact us as soon as possible by email to [editorsymp@rsc.org](mailto:editorsymp@rsc.org).

### **Board Meetings**

Papers for your board meeting(s) will be circulated in advance of the meeting.

### **Workshops**

In addition to board meetings, you have been allocated time to take part in workshops. We have invited you to those where we would most value your input. We hope you find them interesting and useful.

### **The Hub and exhibition**

A technology area and exhibition is also on Lower ground 2.

You are invited to explore the Royal Society of Chemistry website in The Hub, try out our latest technical innovations and leave feedback and comments on all aspects of our products and services.

### **Symposium Banquet**

The symposium banquet will be held at the historic Guildhall on Sunday 28 February 2016. Coaches for Guildhall will depart from the Sofitel Hotel at 17.30; please be in the hotel lobby in sufficient time to get one of the coaches. Return coaches will depart from Guildhall at 22.30, 23.00 and 23.30.

If you do not wish to attend the Symposium Banquet, then please inform us in advance by email to [editorsymp@rsc.org](mailto:editorsymp@rsc.org)

### Guildhall

Gresham Street  
London  
EC2

### **Dietary requirements**

If you have specific dietary requirements, that you have not already informed us about, then please let us know as soon as possible by email to [editorsymp@rsc.org](mailto:editorsymp@rsc.org). Please inform serving staff of your requirements at each meal.

### **Delegate badges**

Badges will be issued to all delegates. Participants are kindly requested to wear their badges throughout the symposium.

### **Internet Access**

We have a dedicated wifi system which will be available in the meeting spaces on the Ground Floor, Lower Ground Floor 1 & 2 and your bedrooms from 17.00 on Friday 26 February to 12 noon on Tuesday 1 March 2016.

To connect to the internet delegates will have to follow these steps on their device;

1. Connect to 'Sofitel London Heathrow' wireless network
2. Select Conference Option on the Landing Page
3. Select Conference name **Editor** from the drop down list and enter password **Chemistry2016** to connect

### **Code of Conduct**

Please familiarise yourself with the guidelines for our [code of conduct](#)

### **Expenses**

Delegates will be reimbursed for all reasonable travel expenses. We ask that delegates minimise their travel expenses, wherever possible. Guidance on what can be claimed is available on the [symposium web pages](#).

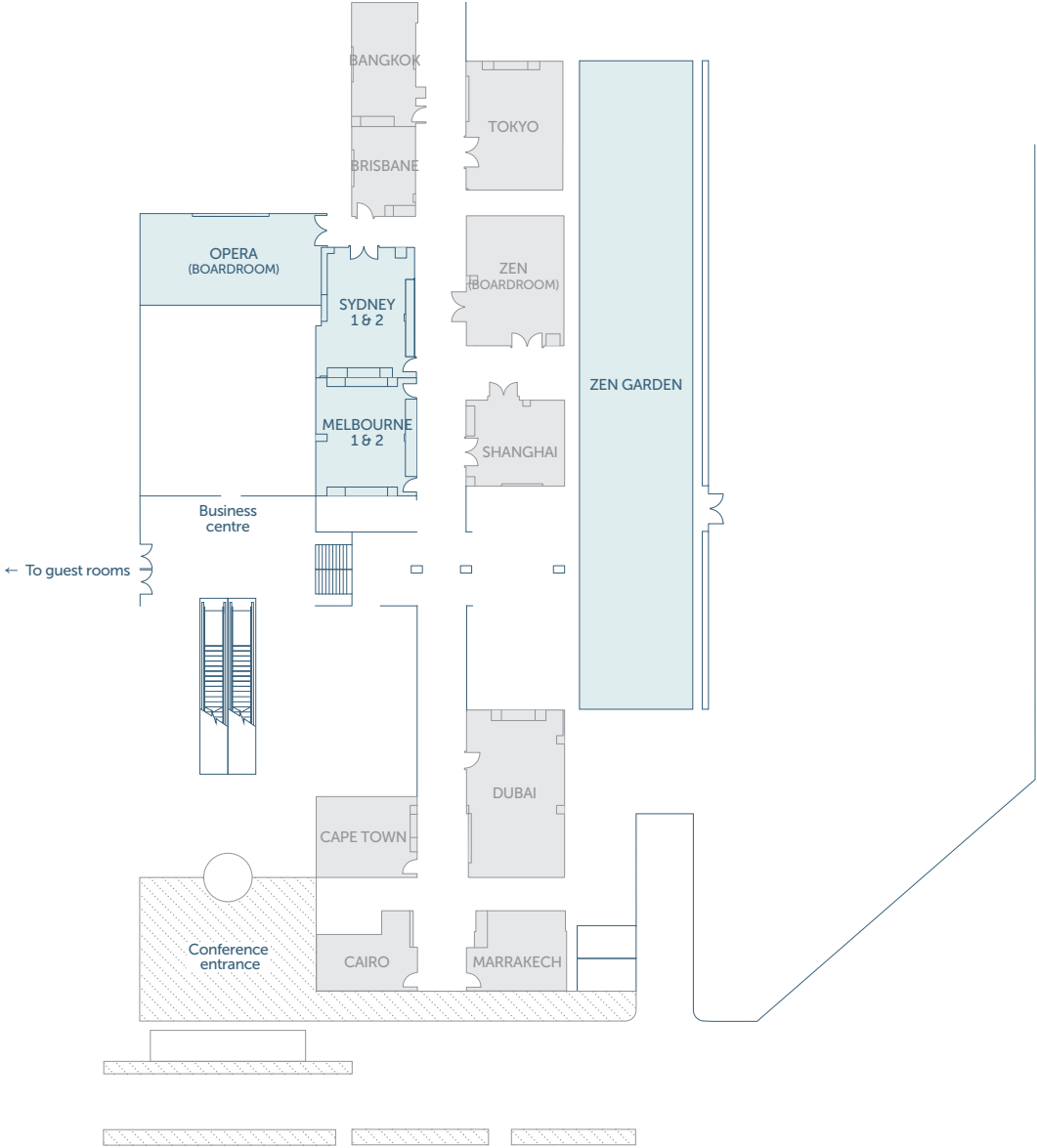
We look forward to welcoming you to the 2016 Editors' Symposium. If you have any questions about any aspect of the event, please do not hesitate to contact us.

With kind regards,

**Janet Dean, Liz Dunn and Jamie Humphrey**  
**2016 Editors' Symposium Organisers**  
[editorsymp@rsc.org](mailto:editorsymp@rsc.org)

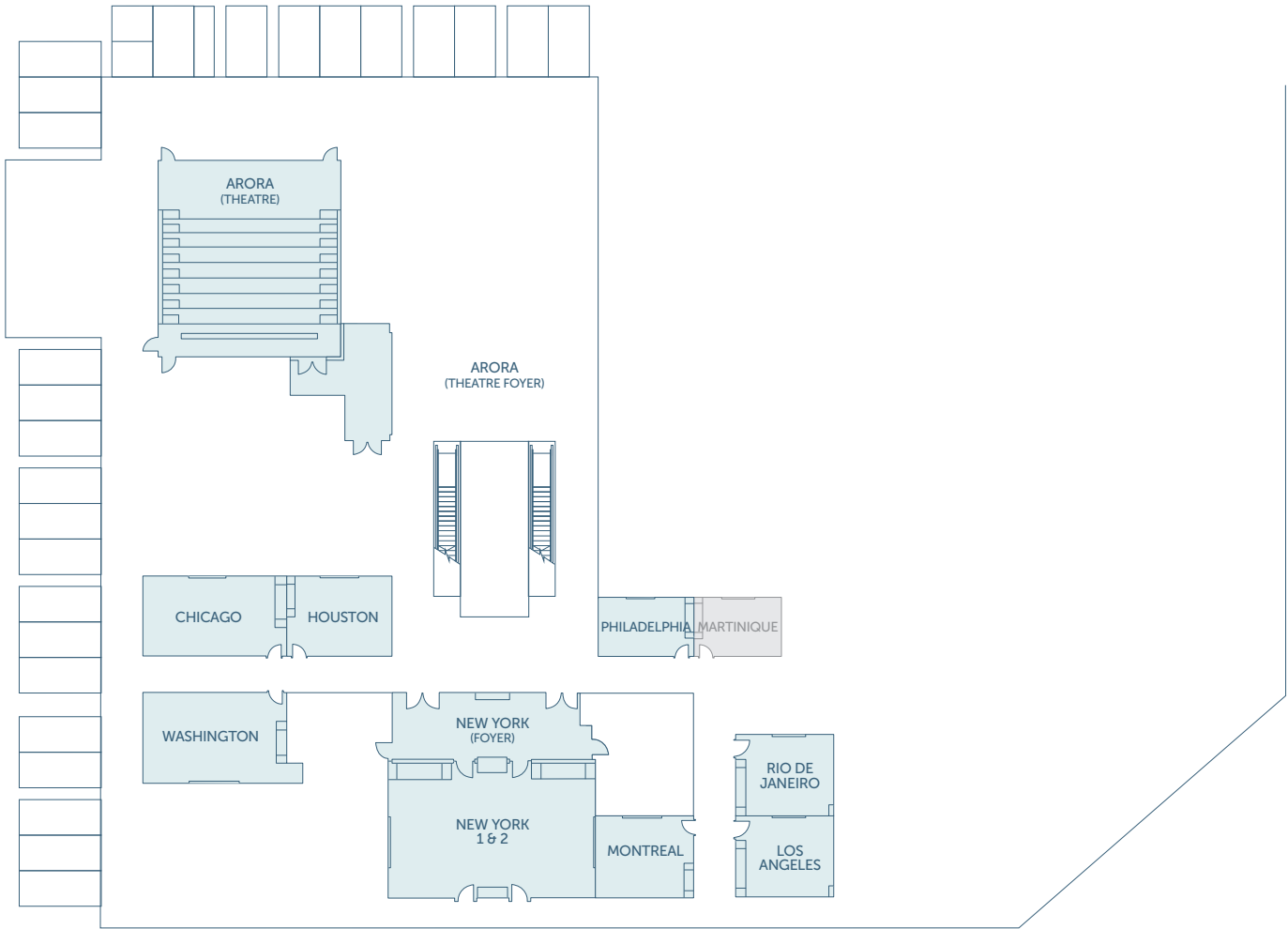
# HOTEL PLAN

## Ground floor



# HOTEL PLAN

## Lower ground floor 1



# HOTEL PLAN

## Lower ground floor 2

