

**SEMINARS AT 21 PORTLAND PLACE**  
**General Information about the seminars run at 21 Portland Place**

**Education for Anaesthetists is a prime objective of the Association of Anaesthetists. To this end it organises a programme of highly popular seminars.**

The Seminars are timed so that it is possible for almost all those attending (both speakers and audience) to travel to and from London on the day of the meeting thus avoiding overnight accommodation. The seminars aim to start at around 10.30 am and end by 4.00 pm.

Council sees interaction as an important part of the day and it is expected, where possible, for the speakers to stay for the whole of the programme. This leads to a useful discussion period, usually either at the end of the day or at lunchtime and gives participants an opportunity to pick the brains of the experts.

**When organising the programme it is Council's decision that there should be a maximum of five speakers including, if possible, the organiser. This number may not be increased at any stage of the seminars organisation.**

Confirmed programmes should be with the Seminars Co-ordinator at least **five months** in advance of the seminar date. This is in order to meet the deadlines for advertising in *Anaesthesia* and *Anaesthesia News*. The organiser should also make sure that the Seminars Co-ordinator has the contact details of the speakers at the same time.

Once the seminar programme has been sent to the Seminars Co-ordinator, please email a short paragraph to go on the website, providing information on the subject matter and the audience it is aimed at.

The intent of the paragraph is to really sell the seminar and attract as many delegates as possible. Please note that this will be subject to editing as necessary.

The Association of Anaesthetists will be responsible for speakers' expenses as follows:

- Travel expenses will be reimbursed in accordance with the Association's normal policy [first class rail, or economy air fare; car parking; mileage (the sum paid will not normally exceed first class rail fare)], **to be supported by receipts** to satisfy the auditors.
- In the case of "back-to-back" seminars only, the Association will pay a subsistence allowance (where necessary) of up to £130 for **one** overnight stay, to include accommodation in one of our approved hotels (list available), in addition to travel expenses; **all to be supported by receipts**.

It should be noted that a speaker's honorarium is not paid to anaesthetists, but will be paid to non-anaesthetists, at a rate to be determined by Council from time to time.

A hot lunch and refreshments are provided free of charge for everyone at the seminar.

If you have any commercial contacts who would be interested in sponsorship, please feel free to approach them or provide Ellen Morley with the details.

Benefits of Sponsorship include:

- a logo on the programme flyer which goes out in *Anaesthesia* to all 10,000 members
- a mention in the Seminar listings in *Anaesthesia News*
- a mention on the Association website

and on the day:

- can provide promotional items ie pens etc in the delegate wallets
- a logo on the programme for the day
- have space for a small stand at the Association
- free places for two representatives at the Seminar

If you have any queries or if you would like to run a seminar, please contact Ellen Morley on 020 7631 8834. To discuss the content of the seminar programme, please contact Dr Roddie McNicol on amrod@btinternet.com