The Programme
Delegates who register in advance and who subscribe to our journal *Thorax* will receive the full conference programme, sent as a supplement to the December issue. We have been assured by the publishers (the BMJ) that this will arrive on or before 30th November. Please take your copy of the programme with you to the conference.

The Winter Meeting website has a PDF copy of the full programme, plus some information about other events that are taking place during the Meeting (the open meetings of BTS Specialist Advisory Groups and so on). [https://www.brit-thoracic.org.uk/bts-learning-hub/bts-summer-and-winter-meetings/winter-meeting-2017/](https://www.brit-thoracic.org.uk/bts-learning-hub/bts-summer-and-winter-meetings/winter-meeting-2017/) It also contains detailed advance information for delegates about the venue – why not take a look?

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The Venue
The Queen Elizabeth II Centre, Broad Sanctuary, Westminster, London SW1P 3EE. [http://qeicentre.london/getting-here/](http://qeicentre.london/getting-here/)

Travel tips
By Underground
St James’s Park (District and Circle Lines), approx. 10 minutes walk
Westminster (District and Circle Lines) – Exit 6, approx. 10 minutes walk
Victoria (Victoria Line, Circle and District Lines), approx. 20 minutes walk

By rail
Victoria Station is the nearest mainline station and is approx. 20 minutes walk away
From Gatwick Airport
Trains run to Victoria Station every 15 minutes and take approx. 30 minutes journey time

From Heathrow Airport
Trains run to Paddington station every 15 minutes, and a short journey on London Underground will take delegates to Westminster, St James’ Park or Victoria stations.

Badges
Badges are sent out in the week beginning 20th November to all pre-booked delegates who live in the UK*. If you have not received your badge by 27th November, please contact BTS Head Office via bookings@brit-thoracic.org.uk.

Please remember to bring your badge with you and to wear it at all times at the Meeting. You do not need to register again at the desk if you have registered in advance and have been sent your badge. If you are not wearing your badge, you will be asked to report to the BTS Desk on the ground floor to confirm your registration. On arrival, please collect a lanyard for your badge from the large boxes located in the foyer, plus a conference programme if you need one.

*If you are travelling from outside the UK to attend, we will not send your badge in advance. Please come to the appropriate registration desk when you arrive to pick up your badge.

BTS Registration Desk
BTS head office will not be open after Tuesday 5th December, as staff will be at the Queen Elizabeth II Centre. If you need to contact us urgently between 6th and 8th December (about the Winter Meeting only, please) – or if you need to leave a contact number with a family member or work colleague the number is 020 7798 4093. The head office number for queries before 5th December is 020 7831 8778.

Early Registration – Tuesday 5th December
We are offering delegates the opportunity to avoid the queues for conference bags and lanyards on the Wednesday morning by opening the Registration Desks on the ground floor of the Centre from 3.00pm to 5.30pm on Tuesday 5th December.

On site bookings may also be made at this time – so if you know anyone who has not yet registered, please let them know!

Accommodation
MICE Concierge was appointed this year to handle hotel accommodation for participants. We hope that you have already contacted them if you require overnight accommodation. If not, they may still be able to find you rooms, although they cannot guarantee at this late stage.

Telephone: + 44(0)1438 908 770 Email: hello@miceconcierge.com

MICE Concierge will also be on site at the conference on Wednesday 6th December for hotel and information.

Car Parking
There are no public parking facilities at the Queen Elizabeth II Centre. Please contact bookings@brit-thoracic.org.uk as soon as possible if you need disabled parking facilities and have not already spoken to us. Thank you.

Catering
Complimentary coffee/tea will be served in the Fleming and Whittle rooms and the Britten lounge on the 3rd floor during the morning and afternoon refreshment breaks (and on Wednesday afternoon only from the Cambridge lounge on the 5th floor). Before the Meeting starts each morning, coffee/tea will be available in the Fleming and Whittle rooms only, from 8.00am to 9.00am.
Lunch is not included in the registration fee. Cash catering will be open in the Pickwick café on the 1st floor from 8.00am to 4.00pm on Wednesday and Thursday and from 8.00am to 2.00pm on Friday. Hot and cold drinks, light snacks and lunches may be purchased here throughout each day. A snack bar will also be open at the same times in the Fleming and Whittle rooms on the 3rd floor, within the exhibition area. Sandwiches, confectionery, hot and cold drinks will be available to purchase.

Cloakroom
A staffed cloakroom is situated in the West Foyer on the ground floor (straight ahead at end of the foyer) and will accept overnight bags (but not conference bags) as well as coats. There is no charge for this facility.

CME and Certificates of Attendance
The Meeting has been approved by the Federation of the Royal Colleges of Physicians of the UK for 18 category 1 (external) CPD credits, and an attendance list will be sent to the College after the event (CPD points = 6 per day, 18 in total, CPD code: 114519). A separate certificate is not, therefore, necessary for CPD purposes. However, any delegate who requires a Certificate of Attendance may print one and give online feedback via BTS the website from 6th December onwards.

Exhibition – 3rd Floor
The Society is very grateful to all exhibitors for their continuing support of the Winter Meeting. Please visit the commercial exhibition and charity stands in the Whittle and Fleming rooms and Britten lounge on the 3rd floor.
This year, the BTS and Respiratory Futures exhibition stand in the Britten Room on the third floor is hosting a Spotlight on the Specialty – a themed exhibition, where you can come to find out more about respiratory careers, sub-speciality training, research opportunities, support for trainees and other AHPs, and generally network with your peers and BTS leaders.

Lifts
As well as the main lifts in the ground floor foyer, delegates will also find a smaller bank of lifts outside the Churchill and to the left – please follow the venue’s internal signs.

Mobile Telephones
Please keep your mobile switched off whilst in the lecture theatres. If you do need to make a call, please do so outside the lecture theatres and away from the doors.

Wi-Fi
Wi-Fi is available free of charge throughout the venue by connecting to QEI1 Guest and no password is required.

Conference Bags and the Virtual Conference Bag
Following more feedback last year, we have decided to continue to provide conference bags as a service to participants. The bags are made out of 100% recycled material and we re-use those that are not taken away by delegates. PLEASE RETURN YOURS TO RECEPTION IF YOU DON’T WANT TO TAKE IT AWAY WITH YOU. Thank you!
There will be no paper leaflets in the conference bags, but all additional programme information and literature will be available on our Winter Meeting Virtual Conference Bag online: https://www.brit-thoracic.org.uk/bts-learning-hub/bts-summer-and-winter-meetings/winter-meeting-2017/

Business Centre
The Business Centre will be found on the right-hand side as you enter the Centre, behind the venue's Reception desk. There will be charges for use of the facilities, which must be met by delegates themselves at the time of use. The Business Centre is open daily between 8.00am and 6.00pm.
BTS Journal Clubs – Bright and Early!
The BTS Journal Clubs will take place from 8.00am to 8.30am each morning in the Albert on the 2nd floor. In these sessions, a master clinician will discuss two or three papers from the last year that are of great interest in their field (Lung cancer on Wednesday, TB on Thursday and Critical care medicine on Friday). Please visit the Virtual Conference Bag in advance of the Meeting for details of the papers to be discussed.

Lecture Theatres
The Churchill on the ground floor is the main lecture theatre. Additional rooms on the 2nd, 4th, 5th and 6th floors will also be in use. Please use your ‘Programme at a Glance’ in your badge holder to find the session you want and the floor plans in the Final Programme to guide you. All rooms will be signposted on each floor with full directories in the lifts.

Posters
Discussed posters will be on view in the Whittle and Fleming rooms on the 3rd floor, within the exhibition area. Authors will be present by their posters between 10.00am and 11.00am. Please view the relevant posters prior to attending the Poster Discussion Sessions. Moderated Poster Sessions are being presented again this year and will be in the Cambridge lounge on the 5th floor. Moderated Posters will be on display from 8.00am each day and the posters will be formally discussed around the poster boards in the Cambridge lounge at the designated times shown in the programme.

Speakers and Chairs of Sessions
All speakers and chairs of sessions are asked to report to the Speakers registration desks on the immediate right hand side of the front entrance, so that we know you have arrived and can direct you to the Speakers’ Preview Room, if necessary, to check your presentation. We ask that all speakers making a PowerPoint presentation upload these in advance via the Winter Meeting FTP site. Last-minute changes may still be made on site on the day. Please upload presentations by Monday 4th December as follows:

- Go to: https://upload.qeiicentre.london/bts/
- Follow the instructions, adding any important notes in the 'Notes' box
- Select 'Send Files'

Poster Presenters
Discussed Poster presenters may use one PowerPoint slide only during their presentation, but this MUST be uploaded via the FTP site in advance of the Meeting. Poster presenters will not have access to the Speakers’ Preview Room and will not be able to amend or upload slides on site on the day. All poster presenters should report to the 'Poster' section of the registration desks on arrival.

BTS Policy: video, photography and social media policy at the Meetings
- For delegates, photography and videoing is permitted before and after – not during – presentations, unless specified in the programme, or by a speaker.
- For delegates, use of social media is encouraged to share and debate topics, and be inclusive of those not in attendance. If conference content is confidential or sensitive this will be highlighted verbally or in written form. For example, speakers can politely request that their material is not disseminated through traditional or social media.
- In summary, delegates should respect confidentiality of material, specifically where this is made explicit in the programme or by the speaker.
- We encourage social media commentary related to content being presented at the BTS Winter Meeting 2017 to use the hashtag #BTSWinter2017. It can also be directed, if appropriate, to @BTSCheif or @BTSrespiratory.
- We encourage responsible use of social media. In the unlikely event that any posts related to the BTS, its activities and members, falls outside of ‘acceptable practice’ (this may include personal abuse or sharing confidential material), the Society and/or other relevant parties, may take action.
BTS President’s Address, BTS Medal, Award Presentations & Annual General Meeting

Wednesday 6th December 4.15pm to 6.00pm, Churchill, Ground floor

These events are sometimes missed but are well worth attending. All delegates are welcome, except for the AGM at 5.30pm which is for BTS members only. The Awards will be presented in this session, rather than during the President’s Reception on the Thursday evening. Do come along to share in congratulating the recipients. Delegates will find details of the candidates on display in the ground floor foyer throughout the Meeting. Presentations will be made for the BTS Medal, BTS Award for Meritorious Service, BTS/BALR/BLF Early Career Investigators Award and the BTS Medical Student Awards.

The BTS Board is delighted that Professor Mark Woodhead has agreed to serve as BTS President. Professor Woodhead will give his President’s Address on "A little flutter with the lung" from 4.40pm to 5.30pm, just before the AGM.

President’s Reception

Thursday 7th December 5.30pm, Britten, 3rd floor

Everyone attending the Winter Meeting is warmly invited to join us for this informal social occasion.