

INFORMATION FOR PARTICIPANTS ATTENDING BTS WINTER MEETING 2024 #BTSWinter2024 Wednesday 27 to Friday 29 November, QEII Centre, London, SW1P 3EE

Please read this document carefully and before travelling to London, as it contains lots of important and useful information.

BADGES

All participants will need to print a name badge onsite at the Meeting. Once registered, you will receive an email containing a barcode from: wintermeeting2024@eventreference.com

For fast-track entry, simply have it available on your smart phone/device, in your phone wallet, or print out the email. On arrival at the conference, present the barcode at one of the scanner stations and your badge will be printed. Then collect a lanyard and conference bag, if you need one.

If you have not received an email with a barcode by the day of the conference, you can collect your badge onsite from our Help Desk. However, please check your junk/spam folder first. For any queries, please email: bookings@brit-thoracic.org.uk

WINTER MEETING APP

We have created a Winter Meeting App to help support your time at the conference. There will be no paper programme, so we strongly recommend that you download the App, and ideally before arriving at the venue. Once downloaded you can set your contact details, update your bio and confirm settings for visibility of your profile on the App.

The App contains information including the full programme, session locations and speaker details. You will be able to create a personalised schedule and see the floor plan layout of the Exhibition Hall and details of the companies and organisations exhibiting. You can also connect with your fellow attendees via Who's Here on the App.

To use the App, you need to be logged in. To do this, please follow the instructions below:

- To download the App, use the appropriate install link below:
 - [iOS](#)
 - [Android](#)
 - [Desktop](#)
- Once you have downloaded the App, open the App and enter the email address associated with your booking. You will then be prompted to create a password.

PROGRAMME

[The final programme](#) is published as a supplement to *Thorax*. There will be no printed copies so be sure to download the App.

EARLY REGISTRATION – TUESDAY 26 NOVEMBER

You can avoid any queues for printing your conference badge and collecting a lanyard by doing this onsite at the QEII Centre from 3.00pm to 5.30pm on Tuesday 26 November. On site bookings may also be made at this time, or online at any point, so if you know anyone who has not yet registered, please let them know. We encourage all delegates to book in advance online if possible.

A to Z of Useful Information

ACCOMMODATION

MICE Concierge have been helping with hotel accommodation for participants. If you have any last-minute accommodation queries, please contact MICE direct:

Tel: 01438 908 770

Email: hello@miceconciierge.com

BADGE SCANNING

Companies exhibiting at the Winter Meeting may ask to scan the barcode on your badge, to quickly and easily capture your details. This is at the discretion of participants.

BUSINESS CENTRE

The Business Centre is on the right-hand side as you enter the Centre, as part of the venue's Reception desk. There will be charges for use of facilities such as photocopying, etc, which must be met by delegates themselves at the time of use.

CAR PARKING

There are no public parking facilities at the QEII Centre. Please contact bookings@brit-thoracic.org.uk as soon as possible if you need disabled parking facilities.

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. 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. Catering will be available to purchase (card payments only) 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 & SECURITY BAG CHECKS

A staffed cloakroom is available at the rear of the ground floor foyer. As well as coats and jackets, overnight bags will be accepted, but not conference bags. There is no charge for this facility.

Due to the current national threat level, airport style scanners are in use at the venue, and security staff will carry out random bag checks on entry to the QEII Centre. Please try and limit what you bring with you on the day and consider dropping off overnight bags at your hotel before coming to the Meeting.

CME AND CERTIFICATES OF ATTENDANCE

The Winter Meeting has been approved by the Federation of the Royal Colleges of Physicians of the United Kingdom for 18 category 1 (external) CPD credits, and an attendance list for eligible delegates will be sent to the College after the event (CME code: 149460). A separate certificate is not, therefore, necessary for CPD purposes.

However, after the event, all participants who attended will be sent a personalised certificate by email.

CONFERENCE BAGS

We continue to provide conference bags as a service to participants. The bags are made from 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. There will be no paper leaflets in the conference bags, but all additional programme information and literature will be available on the Winter Meeting App.

CONFERENCE FORMAT

The Winter Meeting 2024 is a fully onsite event, with no online participation or content. Video recordings of the main symposia and guest lectures will be available for all registered delegates after the event, and a link to access these will be sent via email afterwards.

CONFERENCE SESSIONS

Conference sessions will be held in rooms on the Ground, 2nd, 4th, 5th and 6th floors, with the daily Guest Lectures being held in the Churchill on the ground floor. To find the sessions you want to attend, please use the 'Daily Programme' at the front of [the final programme](#) online, or those located onsite in the lifts and outside each conference room. There are floor plans in the Winter Meeting App to guide you and all rooms at the QEII Centre will be signposted on each floor with full directories inside the lifts.

CONTACT NUMBER

If you need to contact us urgently between 26 and 29 November (about the Winter Meeting only, please) the number is 020 7831 8778. This is also the head office number for queries before 26 November.

COVID-19 POLICY

Please read the [Winter Meeting COVID-19 policy](#) particularly in relation to face coverings and COVID-19 symptoms.

EMERGENCY PROCEDURES

Please ensure that you are familiar with the venue's emergency procedures for fire and evacuation, [available here](#).

EXHIBITION

The Society is very grateful to all exhibitors for their support of the Winter Meeting. As well as giving delegates the opportunity to find out more about products and new developments, their support helps us offer competitive delegate rates. Please visit the commercial exhibition and charity stands in the Whittle and Fleming rooms and Britten lounge on the 3rd floor.

The BTS exhibition stand will be located in the Britten lounge on the 3rd floor. Please visit to learn more about the Society's activities and plans and to network with your peers and BTS leaders.

FEEDBACK

We welcome constructive feedback and ask all participants to complete feedback either via the App or online – a link will be sent after the event. Thank you.

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, an expert will discuss two or three papers from the last year that are of great interest in their field (Occupational Lung Disease on Wednesday, Pulmonary Embolism on Thursday and Physiology on Friday). Please see the Resource Gallery on the App in advance of the Meeting for details of the papers to be discussed.

LIFTS & STAIRS

As well as the main lifts in the ground floor foyer, delegates will also find a smaller bank of lifts located behind the registration desks, where stairs are also located – please follow the venue's internal signs. Please note that the lifts only go as far as the 5th floor, with access to the Mountbatten room on the 6th floor via a staircase in the Cambridge lounge on the 5th.

MOBILE PHONES

Please keep your mobile switched off or in silent mode while in the lecture theatres. If you do need to make a call, please do so outside the lecture theatres and away from the doors. A mobile phone charging locker and wireless charging tables are provided free of charge on the 3rd floor.

MODERATED POSTERS

Moderated posters will be on view in the Cambridge lounge on the 5th floor, on the day that they are programmed in a Moderated Poster Discussion session. The moderated posters will be discussed around the poster boards at the times shown in the programme. Posters are also on the App in the Poster Gallery.

MODERATED POSTER PRESENTERS

All moderated poster presenters should report to the 'Poster' section of the registration desks on arrival, where posters ordered via Science Posters may also be collected. Please have your "M" reference number to hand.

POSTERS

Posters will be on view in the Whittle and Fleming rooms on the 3rd floor, within the exhibition area, on the day that they are programmed in a Poster Discussion session. Authors will be present by their posters between 10.00am and 11.00am and the posters will be formally discussed at the time and location shown in the programme. Please view the relevant posters prior to attending the Poster Discussion sessions in the afternoons. Posters are also on the App in the Poster Gallery.

POSTER PRESENTERS

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 and by Monday 25 November at the latest, to: [BTS Presentation Upload](#)

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, where posters ordered via Science Posters may also be collected. Please have your "P" reference number to hand.

PRESIDENT'S ADDRESS, AWARD PRESENTATIONS AND BTS AGM

Wednesday 27 November: 4.15pm to 6.05pm, Churchill, Ground floor

These events are sometimes missed but are well worth attending. All delegates are welcome, except for the AGM at 5.35pm which is for BTS members only. The Awards will be presented in this session, and this is an excellent way of acknowledging achievement and 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 President's Medal, BTS/BALR/A+LUK Early Career Investigators Award, BTS/A+LUK/BALR Lecture Awards and BTS Medical Student Awards.

The BTS Board is delighted that Professor Nicholas Maskell has agreed to serve as BTS President. Professor Maskell will give his President's Address on "Trials, training and tyres ...!" from 4.45pm to 5.30pm.

PRESIDENT'S RECEPTION

Thursday 28 November: 5.45pm to 7.00pm, Britten, 3rd floor

Everyone attending the Winter Meeting is warmly invited to join us for this informal social occasion. All we ask is that you have booked in advance, so we don't run out of catering. You can update your booking via the BTS website, if needed.

PROGRAMME

The final programme, including full session details, symposia speakers' biographical details and all abstracts for the Spoken and Poster sessions, is published as a supplement to *Thorax*. There will be no paper copy of the supplement, but a PDF is available on the Winter Meeting App and [the BTS website](#). There is also a special e-book version [here](#).

Q&A DURING SESSIONS

In sessions held in the three largest rooms at the QEII Centre – the Churchill, Mountbatten and Windsor – participants will be able to ask questions via the Q&A tab on the App. There will also be microphones in all rooms so that participants can ask questions in the traditional way too.

SECURITY

All participants should take extra care to keep their personal belongings safe, especially mobile phones, tablets and laptops. Neither BTS nor the QEII Centre accept liability for any loss or theft during the event.

SOCIAL MEDIA, VIDEO & PHOTOGRAPHY POLICY AT THE BTS WINTER MEETING

- 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 to use the hashtags #BTSWinter2024 and also #respisbest. It can also be directed, if appropriate, to @BTSrespiratory.
- We encourage responsible use of social media. In the unlikely event that any posts related to 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.

SPEAKERS IN SPOKEN (ABSTRACT) SESSIONS

Please check in as above at the Speakers' registration desks. Please have your "S" reference number to hand so that we can easily locate you in the programme.

SPEAKERS IN SYMPOSIA, GUEST LECTURERS 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 entrance, so that we know you have arrived, you can print out your badge and we 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 25 November to: [BTS Presentation Upload](#)

VENUE & TRAVEL

Address: QEII Centre, Broad Sanctuary, Westminster, London, SW1P 3EE. Directions and travel information available [are here](#).

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 Train

Victoria Station is the nearest mainline station and is approx. 20 minutes' walk away

VIDEO RECORDING

Conference sessions in the Churchill, Mountbatten and Windsor will be video recorded. By entering these rooms, participants consent to the possibility of being recorded. Video recordings will not be made public after the event, but a link to access the recordings will be sent to all registered delegates after the event.

WI-FI

Wireless internet access is available free of charge throughout the venue by connecting to the "QEII Guest" network.

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We look forward to seeing you in London!

With kind regards

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[brit-thoracic.org.uk](http://brit-thoracic.org.uk)



[@BTSRespiratory](https://twitter.com/BTSRespiratory)



[@BritishThoracicSociety](https://www.linkedin.com/company/british-thoracic-society)

*BTS gratefully acknowledges the sponsorship of all companies that support the Winter Meeting exhibition. No sponsor has input into the programme content or planning.*

**To book your place at the BTS Winter Meeting 2024, [visit our website](#).**

**Looking for resources in respiratory health?** Check out [respiratoryfutures.org.uk](http://respiratoryfutures.org.uk) or [@respfutures](https://twitter.com/respfutures) on Twitter - our platform for sharing resources that support integrated respiratory care, commissioning, innovation and networking, relevant to the diverse UK respiratory sector.

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