

# **FAQs**

# Where are the HSJ Awards being held?

# **Evolution London**

Chelsea Bridge Gate Queenstown Road Battersea Park London SW11 4NJ (Sat Nav: SW8 4NW)

Please note that the postcode for the venue covers the entire park and therefore satellite navigation often directs people towards Albert Bridge Road. If travelling to the venue by car/ taxi please use the sat nav postcode.

#### Do I need a ticket for the free coach shuttle service?

No, you don't need a ticket. The coach shuttle service will be running from 17.00 – 18.30. Please see further information on page 2 here

#### What is the dress code for the awards?

Black Tie

# Do I need a ticket?

No, there is no physical ticket. Each guest will be asked to provide their full name on arrival to gain entry to the awards.

# What are the timings for the awards?

- 17.30 Networking reception
- 18.30 Welcome by Alastair McLellan, Editor, HSJ
  Anne-Marie Vine-Lott, Director of Health, Vodafone
  Ellie Orton OBE, Chief Executive, NHS Charities Together
  Followed by Dinner
- 21.15 Awards ceremony
- 23.00 Entertainment
- 02.00 Carriages

# I can no longer attend - do I need to inform you?

Please inform the table booker or the person who invited you.

# TABLE/SEAT BOOKERS: I haven't submitted my guest names – does this matter?

On arrival please inform a member of staff and guests will be directed to customer services. Please note there will be a delay in the guests gaining entry.

TABLE/SEAT BOOKERS: I have changed the guests I am bringing, does that matter?

The replacement guest can state the person's name to whom they are replacing. Check-in staff will update their details on our system.

# I need to inform you of my dietary requirement.

All final dietaries have now been submitted. We will try and accommodate your requirements however at this late stage cannot guarantee any dietaries will be met.

#### What drinks are included?

Your table will have wine, soft drink and water. You can order additional drinks at the paid bar or via your table waiter. We ask that guests drinks responsibly, if the venue deems you to be too intoxicated, they reserve the right to remove you from the event.

### How will I know my table number?

All guests received an email with their table number on Wednesday 20<sup>th</sup> of November. You will be informed of your table number at check in as well. It will also be listed in the digital programme. Members of the awards team will have comprehensive guest lists which can be consulted should your company name not be listed. If you are attending as a guest of someone, please look for their company name on the plan.

### Will there be photographers?

The official photographer will be moving around the event taking photographs.

# Will there be anywhere to get ready at the venue?

Please note that you will be unable to get ready at the venue and access will not be permitted before 17.30. Please do not arrive earlier than this.

# Will there be a cloakroom?

Cloakroom facilities will be available on the night, however, in order to gain faster entry we strongly recommend bringing small accessories that can remain with you throughout the event.

### Do winners give an acceptance speech?

There are no acceptance speeches during the awards. Winners will also be taken from the stage and interviewed to camera. This interview will be used in future marketing of the awards.

We would also like to remind guests that there will be repetitive flashing lighting effects, water-based smoke machines and pyrotechnics throughout the awards ceremony.

Many thanks,

The HSJ Awards Support Team