

Speaker accommodation and travel information.

Thank you very much for speaking at the SOA23 Congress. We are very grateful for the time and work speakers put into making the Intensive Care Society's (the Society) flagship Congress, State of the Art, a massive success; we couldn't do this without you. As a small token of our gratitude, we are pleased to offer all invited Congress speakers:

- Full access to SOA23
- Access to a dedicated speakers lounge located at the venue
- Invitation to a VIP dinner on Tuesday 27 June 2023, hosted by the President of the Intensive Care Society, Dr Steve Mathieu. This will be an opportunity for you to socialise with other speakers and the Society's Council and Trustee members in an informal setting
- Access to a speaker accommodation and travel expense package (see travel and accommodation below)

Booking your complimentary registration pass?

We look forward to welcoming you to SOA23. All speakers are eligible for complimentary 3 - day registration to SOA23, please register at <https://www.eventsforce.net/hm/1245/register> and select the category 'Speaker'.

Please note your complimentary registration includes free entry to the Congress, lunch and refreshments during the day. If you wish to join the pre-congress workshops and/or the informal Social Event on the second day of the Congress, you can apply separately for those at the prices advertised.

How do I book a place at the VIP dinner?

The speaker's dinner will take place on Tuesday 27 June 2023. Further details will be sent to you in due course.

Travel and accommodation

The Society will cover reasonable travel costs to and from SOA on the basis set out below. Please try to keep your carbon emissions low by using public transport and considering the carbon footprint of the route you choose.

The travel expenses are allocated based on your location and the maximum amounts available are as follows:

Speaker location	Max travel claim amount
Locally based (within 90 mins travel time)	£50
UK and Ireland (in excess of 90 min travel time)	£150
Europe	£250
RoW	£1,500

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If your expenses are likely to exceed the above, please email the Society's Head of Events, Mani Rai, at mani@ics.ac.uk to discuss. All expense claims must be accompanied by a receipt or copy/proof of purchase.

Booking your travel

Where possible, we ask that you purchase your travel as early as you can as it usually easier to find affordable tickets. We advise that you make your booking by the end of May to secure tickets at the best prices.

Flights

In order to help the Society to keep event costs down, speakers should book their flights at least one month in advance. Flights can only be booked if ground transport is not possible or if traveling from outside of the England, Scotland or Wales.

All flights must be booked in economy class and by the cheapest direct route available. The Society will not pay for upgrades. Baggage charges may be recovered if not included in the fare, but the total cost of baggage and flight must be within the maximum allowance outlined above.

Train and public transport

Only standard tickets will be reimbursed by the Society. Wherever possible and to help the Society keep event costs down, speakers should book their transport at the cheapest available fare and choose the most carbon efficient route. Please note, if you choose to upgrade to first class then this excess will need to be self-funded.

Public transport should be used wherever possible, instead of taxis, to reduce your carbon footprint and costs.

Personal vehicle travel

If driving to SOA, the Society will reimburse your mileage at the [HMRC approved mileage allowance payment \(AMAP\)](#) rates as follows:

Cars and vans	45p per mile
Motorbikes	24p per mile
Bicycles	20p per mile

Please ensure you provide your start and end journey postcodes to verify the claim, necessary detours will be covered.

Car parking

The Society will reimburse car parking at a train/bus station or airport but will not reimburse congestion charges or speeding fines etc. Please choose the cheapest parking option available at the airport. This is usually the long-term car parks.

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Taxis

If direct route public transport is available and safe to use, this is the preferred option. If public transport or a personal car is not an alternative, or not appropriate, the Society may be able to pay for actual taxi fares, subject to providing receipts (receipts must show the date and the point of collection and destination).

Bus/tube/tram

Actual fares will be reimbursed subject to proof of payment (photo of the ticket will be acceptable).

Instructions for submitting travel expenses

Speakers should email their expenses claim with all receipts to Haymarket by 14 July. The expenses form will be sent to you shortly. Please use the form entitled "complete this document to submit your expenses". Expense claims received after the deadlines will not be reimbursed, unless there are exceptional circumstances. Any queries regarding speaker expense claims, should be sent to ics.speakers@haymarket.com

Haymarket will aim to reimburse all expenses within 35 days of receipt of the claim report.

Hotel bookings – please make your bookings by 18 April at the latest to secure your booking. All accommodation is offered on a first come, first served basis.

The Society has made a block booking for invited speakers at the Leonardo Royal Hotel Birmingham – formerly called the Jury's Inn. Each room booking includes breakfast and is based on single occupancy.

Please book your accommodation here:

<https://miceconciierge.com/soa23speakers/accommodation/Site/Register> and one of the following codes to make your booking.

Discount Code. Please read the paragraph above if you are unsure about which code to use.	Discount Entitlement
1SOA23	1 Night Complimentary
2SOA23	2 Nights Complimentary
3SOA23	3 Nights Complimentary

If you wish to pay for your own hotel and do not wish to claim expenses, please visit <https://miceconciierge.com/soa23speakers/accommodation/Site/Register>

If you would like to extend your stay or book an alternative hotel, please contact Kay Bowers by email on kay.bowers@miceconciierge.com.

Alternatively, please call MICE directly on +44(0) 1438 908 770.

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Incidental costs

Any additional costs, including food and drink will not be re-imbursed.

Legal claims

In the event of any legal claims arising from either party, the UK courts shall be the sole court of jurisdiction.

Once again thank you for your kind support. We couldn't run SOA23 without you! If you need any support, or have any further questions, please contact the Society's, Head of Events, Mani Rai on mani@ics.ac.uk or call +44(0) 207 280 4350.

Prof. Shondipon Laha

SOA Congress Director

Dr Parjam Zolfaghari

SOA Programme Director