

An information note for MHRA's Board meeting (in public session)

10.30 – 12.30 hours, 15 December 2017

The MHRA will hold its next Board meeting (in public session) on Friday, 15 December. This note provides advice for an attending observer on practical arrangements for the day.

On arrival

As the public session of the Board begins at 10.30 a.m. prompt, please arrive at MHRA's offices at 151 Buckingham Palace Road from **10.00 and report to MHRA Board Meeting Reception on the ground floor**, where you will be asked to sign in, issued with a visitor's pass and brought to the Board meeting on the 5th floor. Please remember that *photo ID* is required for entry to the Board meeting.

Refreshments are available on the 5th floor and Agency colleagues will guide you to the seating area for staff observers and members of the public. The meeting will begin promptly at 10.30 a.m.

Please note that at the meeting:

- Paper copies of the agenda will be available. (Board papers will be available online from the Agency's website page at GOV.UK, from 8 December).
- No photography, recording or live reporting of the proceedings is permitted during the Board meetings, and the Chairman will ask that all mobile phones be switched off.
- After each discussion item, the Chairman will invite questions - related to the item under discussion - from members of the audience, and roaming microphones will be made available.
- MHRA's buildings comply with legislation on accessibility for people with disabilities. The Board meeting room is fitted with an induction loop for people with hearing impairment. Please let us know in advance if you will need to use it.
- Additionally, please contact Directorate@mhra.gsi.gov.uk if you have any specific accessibility requirements that you would like to tell us about before the meeting.

Should you have any other questions about the day, please send your question to: Directorate@mhra.gsi.gov.uk