An Information note for MHRA's board meeting (in public session),

10.00 – 12.00 hours, 11 April 2016

The MHRA will hold a second Board meeting (in public session) on Monday, 11 April. The following note provides advice for an attending observer on practical arrangements for the day.

On arrival

As the public session of the Board is due to begin at 10.00 a.m., please arrive at MHRA's offices at 151 Buckingham Palace Road from **09.30**. Upon arrival at the ground floor reception, you will be met and issued with a visitor's pass and brought to the Board meeting will take place. The meeting will be held in a large meeting room on the 5th floor.

When you arrive at the meeting room, you be asked to sign in, after which you will be shown to a seating area for staff observers and members of the public. Tea, coffee and water will be available on arrival.

The Board will be seated at a horseshoe shaped table facing attendees, who will be seated theatre style. Microphones will be in operation at the Board table and mobile microphones will be available for those who wish to ask questions.

The meeting will begin promptly at 10.00 a.m. with the Chairman welcoming everyone to the meeting. This will be followed by the Chairman's announcements and a request for any declarations of interest, after which the first of the discussion items will be considered.

Please note that at the meeting:

- Although the papers will be available online from the Agency's website page at GOV.UK, a number of paper copies will be available on request.
- No photography, recording or live reporting of the proceedings will be permitted.
- After each discussion item, the Chairman will invite questions related to the item under discussion from the audience.
- MHRA's buildings comply with legislation on accessibility for people with disabilities. The room where the Board meeting will be held is fitted 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