

Hospital Caterers Association Leadership & Development Forum 2026

DoubleTree Brighton Metropole
Monday 13th – Thursday 16th April 2026



EXHIBITOR JOINING INSTRUCTIONS

Forum Venue

The HCA Leadership and Development Forum 2026 will take place at the DoubleTree Brighton Metropole, Kings Road, Brighton, BN1 2FU. Please use this postcode for satnav guidance.

Accommodation

If your booking includes accommodation, this will be at either the DoubleTree Brighton Metropole or the Maldron Hotel, adjacent to the DoubleTree. You will get a separate email which confirms your hotel allocation.

Bookings are now confirmed. We cannot offer a refund on cancelled accommodation, but we can allow substitutions up to the date of arrival. If you change your accommodation booking either by adding or cancelling nights, the hotel you are allocated may change. It is not possible to request a particular hotel in advance.

Any name changes should be made in writing. Guests are personally responsible for setting up accounts for telephone calls, newspapers, and other personal expenses before leaving the hotel.

Car Parking and travel to Brighton

Please note – car parking is not included in the delegate fees.

Limited parking is available in the hotel car park on a first come, first served basis – it is not possible to reserve or prepay for parking at this hotel. Residential parking fees are £27 per day.

There are also two additional car parks near to the hotel – Churchill Square Shopping Centre and NCP Brighton Centre, Russell Road. Both have similar parking rates to the hotel.

We advise where possible that people travel by train – Brighton Station has frequent services from central London and is a 10 minute walk from the hotel.

Hotel Check-In

Check-in is from 16.00. Please note that it is not possible to charge items to your room without a credit card being left as a guarantee. If you do not want to do this, you can 'pay as you go' during your stay.

Hotel Check-Out

Check-out is at 11.00 each day so please make sure your room is vacated by this time and any extras bill you may have incurred settled with the hotel.

Event App

The HCA FMT are using the Event App again this year which will replace some of the printed items you would normally receive. This includes:

Forum programme for the two days and information on the speakers.

Exhibitor list, floor plan and exhibitor information

Networking and lead generation for exhibitors – delegate badges will have a QR code printed on them – exhibitors will be able to use the scan feature in the app to scan QR codes to save the delegate contact information – this will replace the delegate business cards.

The app is free to download from Apple and Android stores - we recommend you download this before arrival so you can start to plan your time at the show. Scan the QR code below to download from the relevant app store, search for HCA Forum 2026:

Apple App Store



GooglePlay



Every delegate will receive an email shortly from VenuIQ which will include the link to stores and the individual log in key for you to access the app – this may go into your junk or spam folders so please check there to find your log in key.

Exhibitor badges

Exhibitor badges for all personnel will be available for collection in your welcome pack on arrival from the HCA help desk which will be set up in the Durham Suite during build up.

Lanyards

The lanyards are intended to be recycled for future use at the end of Forum. Please either take your lanyard with you and bring it again if you attend in 2027 or leave it in the box provided outside the main Forum room when you depart.

Exhibition

The exhibition will be held in the Durham Suite and Durham Gallery at the DoubleTree Brighton Metropole, the exhibition opens each day at 08.30. Please refer to the programme in the link below for the full schedule of opening times

[HCA Forum Programme](#)

Breakfast and Lunch

For residential exhibitors, breakfast will be served in the hotel restaurants.

Coffee breaks each day – there will be several coffee points in both exhibition areas for tea and coffee; tea, coffee with snacks will be served from the catering area on the Durham Gallery level only.

Lunch on Tuesday 14th April:

Following exhibitor feedback over the last few years, the HCA are giving exhibitors the opportunity to provide a sampling lunch from stands over the lunch period on Tuesday for both delegates and exhibitors. A list of exhibitors taking part and the food and beverages on offer will be available and shown on the Event App. Lunch timings on Tuesday are 12.15 to 14.15.

Special diets/allergens:

Delegates with pre-declared special diets or allergens who would prefer not to take part in the exhibition sampling lunch will be catered for by the hotel instead. Please visit the catering area on the Durham Gallery level at lunchtime on Tuesday where an allergen station will be set up by the hotel.

Lunch on Wednesday 15th April

Lunch for all will be served from the catering area on the Durham Gallery level.

Monday night – informal dinner

If you have booked accommodation with us for Monday 13th April, this will include a place at the informal networking dinner .

The informal dinner will be held on the Palace Pier starting at 19.30. The pier is a 10 minute walk from the hotel along the seafront.

The evening includes a welcome drink on arrival, fish and chip supper (or fish-free alternative if required) and a voucher for a dessert from one of the pier outlets.

Each guest will be given a wristband to enable them to use the rides at the pier. If you don't want to go on the rides, your wristband can be used for a pot of tokens to use in the arcade machines instead.

Dress Code is casual. We suggest you bring suitable clothing in case of rainy weather.

Presidents Dinner and HCA Awards – Tuesday 14th April

The HCA Awards will be presented on Tuesday 14th April during the President's Dinner. There will be a drinks reception in the Oxford Gallery starting at 19.00 followed by the awards and dinner which will start at 19.30 in the Oxford Suite. The dress code is black tie for men, cocktail, or evening dresses for ladies. Delegates are politely reminded to refrain from talking during the awards presentations; the cash bar service will be closed during the awards presentations.

Branch Charity and Raffle

The Wessex branch is raising funds for charity during the President's Dinner – the CRUMBS project. Based in Bournemouth, CRUMBS empowers adults with physical, learning and social needs by providing hospitality, catering and life-skills training.

There will be a raffle for the Charity with a selection of prizes donated by the branches of the HCA and the HCA exhibitors. Tickets are priced at £10 each and are payable on the night by cash or credit card, no IOUs will be taken.

Branch Dinner

The Branch Dinner will take place in the Oxford Suite on Wednesday 15th April. The evening will commence at 19.00 with a drink's reception in the Oxford Gallery, dinner will be called at 20.00 and takes place in the Oxford Suite

This year's theme is Brighton Rocks – dress code is either smart casual or you can dress to the theme with eg Pride, 90s dance/rave, mods and rockers etc.

Branch Photographs

The official Forum photographer is Creative Camera. They will be taking photographs prior to the President's and Branch Dinners.