

Delegate Information Pack

**London Group on Environmental Accounting
19th Meeting
12 - 14 November 2013**

**Hosted by the Office for National Statistics and
Department for Environment, Food and Rural
Affairs, United Kingdom**

Contents

1. AGENDA AND MEETING PAPERS

2. MEETING VENUE

3. REGISTRATION

4. DELEGATES

5. ADMINISTRATIVE SUPPORT

6. REFRESHMENTS AND DIETARY REQUIREMENTS

7. WIFI ACCESS AND POWER

8. EVENING RECEPTION BUFFET ON 12 NOVEMBER

9. EVENING MEAL ON 13 NOVEMBER

10. CONTACT INFORMATION

11. Travel information

- Transport for London and the Oyster card
- Barclays cycle hire
- London Underground Map
- Airports Links
- Taxis

12. HOTELS CLOSE TO THE VENUE

13. LOCAL INFORMATION

ANNEX – Hotels

1. Agenda and meeting papers

The agenda and meeting papers will be posted on the following website:

<http://unstats.un.org/unsd/envaccounting/londongroup/meeting19.asp>.

2. Meeting venue

The meeting will be held at:

Etc Venues
Dexter House
No. 2 Royal Mint Court
London
EC3N 4QN

The venue is located opposite the historic Tower of London. Situated 5 minutes walk from Tower Hill and Aldgate tube stations and the Tower Gateway DLR station.

Click on 'download directions' on the bottom right of the link below:

<http://www.etcvenues.co.uk/venues/dexter-house>

3. Registration

Registration for the meeting will take place at 9.30am for a 10am start on 12th November 2013 in the Reception area of etc Venues, Dexter House. Please bring some form of personal identification with you.

As you will appreciate, the agenda is very full and so prompt attendance would be very much appreciated.

If you know that you will be arriving late, please advise us in advance if at all possible so that we can make arrangements for you to be met and brought straight to the meeting room. Contact information is provided later in this document.

Refreshments will be available on arrival.

4. Delegates

A final list of delegates will be circulated at the event, including contact details to support future networking.

5. Administrative support

If you require any administrative support during the event, there will be someone available at the event to help you.

6. Refreshments and dietary requirements

Lunch will be provided on all 3 days of the event, in the restaurant area at no cost to delegates.

A coffee bar is also available for delegates to obtain tea/coffee at any time during the day, again at no cost.

If you have any special dietary requirements, please advise Louise Clarke as soon as possible, by e-mail to:

nationalwell-being@ons.gov.uk

7. Wifi access and power

The venue offers free wifi access. Details of the password you need will be made available at the venue.

The UK uses 3-pin BS1363 plugs.

8. Evening reception buffet on 12th November

An informal evening reception buffet will be provided, at 7.30pm to welcome all participants. This will be provided at no cost to participants and will be held at:

Fullers
The Chamberlain Hotel
130-135 Minories
London
EC3N 1NU

<http://www.thechamberlainhotel.co.uk/>

9. Evening meal on 13th November

We have also booked a large table for an evening meal at 7.30pm, at the same venue as the buffet from the previous evening (Fullers, Chamberlain Hotel).

Please would you advise us if you would like to attend the evening meal by **FRIDAY 1ST NOVEMBER AT THE LATEST** and if you have any special dietary requirements, by e-mail to **Louise Clarke**:

nationalwell-being@ons.gov.uk

As the meal will be at the participants own expense, we have tried to choose a reasonably priced venue. This is not a set menu so you can choose any or all of the 3 courses. We will ask you for your evening meal order on Tuesday 12th November, so that we can pre-order your meal. Menu will be sent all delegates in a separate email.

The Chamberlain Hotel is located in The City of London. The oldest part of the capital. The City is home to some of London's finest architectural delights ranging from the modern 'Gherkin', to the historic Tower Bridge.

You'll find the hotel just north of Tower Bridge, in an area called Minories. The closest tube stations are Aldgate and Tower Bridge, but it is also within 0.4 miles walking distance from Dexter House.

You can either meet us at the restaurant or we will offer a meeting point on the day.

10. Contact information

If you need to leave details of where you can be contacted, please use the following telephone number for the reception team at the venue.

Arrangements will then be made to get messages to you in the meeting:

+44 (0)20 79775300

If you are travelling over the weekend and need to contact the meeting organisers for any reason, Jawed Khan will be available as the emergency out of hours contact. Telephone details are as follows:

Jawed Khan +44 (0)7738591458

11. Travel information

Transport for London and the Oyster Card

The Transport for London website provides a range of helpful information to help you get about the city, including a journey planner and details of the Oyster Card.

If you are staying in London for several days and will be making use of the London Underground and bus services, you may find that it is worth acquiring an oyster card. You can get one at any underground station with payment of a £5 deposit. You can then top up as you go.

<http://www.tfl.gov.uk/>

Barclays Cycle Hire

Bicycles are also available for hire in London, with drop-off points near to the meeting venue. This link explains how the scheme works and provides a map of the drop-off points.

<http://www.tfl.gov.uk/roadusers/cycling/14808.aspx>

London Underground Map

Here is a map of the London Underground stations, also known as the Tube.

http://www.bbc.co.uk/london/travel/downloads/tube_map.html

Airport links

Gatwick - The Gatwick Express from Gatwick Airport will bring you into Victoria Railway Station. Take the circle line to Tower Hill underground station. Then follow the map provided at the end of this document.

<http://www.gatwickexpress.com/>

Heathrow - If you come into London via Heathrow Airport, the Heathrow Express service will bring you to Paddington Railway Station. Take the circle line to Tower Hill underground station. Then follow the map provided at the end of this document.

<https://www.heathrowexpress.com/>

Stanstead - The Stanstead Express from Stanstead Airport runs to London Liverpool Street Railway Station. Take the circle line to Tower Hill underground station. Then follow the map provided at the end of this document.

<https://www.stanstedexpress.com/>

London City – Take the Docklands Light Railway (DLR) train from London City Airport Station to Tower Gateway DLR station. Then follow the map provided at the end of this document.

Taxis

Black cabs can be hailed in the street or at designated ranks situated in prominent places, including many mainline rail, Tube and bus stations.

If the yellow TAXI sign at the front is illuminated, the cab is available for hire.

Fares are metered and subject to a minimum charge. Black cabs are licensed to carry up to five people. Many black cabs accept payment by credit or debit card but check with the driver before the trip starts. You can tip taxi drivers as much as you like, but most people round up to the nearest pound.

12. Hotels close to the venue

Details of hotels close to etc Venues, Dexter House are provided at the end of this document. Please note that the Chamberlain Hotel is also included. **This is where both evening events are taking place and is only 0.4 miles from etc Venues, Dexter House.**

13. Local information

The closest tourist attraction is the Tower of London. It is one of the world's most famous fortresses and has seen service as royal palace, prison, armoury and even a zoo. The ancient stones reverberate with dark secrets, priceless jewels glint in fortified vaults and pampered ravens strut the grounds. Constructed over 900 years ago by William the Conqueror, the Tower of London is steeped in a rich history.

Link to the 'Visit London website: <http://www.visitlondon.com/things-to-do/place/22249-hm-tower-of-london>

For more information:

<http://www.visitlondon.com/tag/tourist-information-centre>

Other sites are available.

Delegates often ask for guidance on local customs for tipping good service. As a general guide, 10 per cent, but always check if a service charge has already been included.

Annex – Hotels

Hotel	Address	Distance from venue	Average price per night	Telephone	Transport
Travelodge Hotel - London Tower Bridge	1 Goodmans Yard, City of London E1 8AT http://www.travelodge.co.uk/hotels/391/London-Central-Tower-Bridge-hotel	0.2 miles	£114	0871 984 6376	Mainline: Fenchurch Street Underground: Aldgate East DLR: Tower Gateway Parking: Local NCP car park
Premier Inn - London City	22-24 Prescott Street, London E1 8BB http://www.premierinn.com/en/hotel/LONCIT/london-city-tower-hill	0.2 miles	£135	0871 527 8646	Mainline: Fenchurch Street Underground: Tower Hill DLR: Tower Gateway Parking: Local NCP car park
Hotel Indigo London – Tower Hill	142 Minories, London EC3N 1LS https://www.hotelindigo.com/hotels/us/en/london/lonlt/hoteldetail	0.4 miles	£198	020 7265 1014	Mainline: Fenchurch Street Underground: Aldgate DLR: Tower Gateway Parking: Local NCP car park
The Chamberlain (Fullers chain) (same venue as 2 evening events)	130-135 Minories, London, EC3n 1NU http://www.thechamberlainhotel.co.uk/	0.4 miles	£181	020 7680 1500	Mainline: Fenchurch Street Underground: Aldgate DLR: Tower Gateway Parking: Local NCP car park
Novotel London Tower Bridge	10 Pepys Street, City of London EC3N 2NR http://www.novotel.com/gb/hotel-3107-novotel-london-tower-bridge/index.shtml	0.4 miles	£259	020 7265 6000	Mainline: Fenchurch Street Underground: Tower Hill DLR: Tower Gateway Parking: Local NCP car park
Grange City Hotel	8-14 Cooper's Row, London EC3N 2BQ http://www.grangehotels.com/hotels-london/grange-city/about-this-hotel/	0.4 miles	From £502 per night – large studio as only one room	020 7863 3700	Mainline: Fenchurch Street Underground: Tower Hill DLR: Tower Gateway Parking: Local NCP car park

			available		
Hilton - Tower of London	7 Pepys Street, City of London EC3N 4AF http://doubletree3.hilton.com/en/hotels/united-kingdom/doubletree-by-hilton-hotel-london-tower-of-london-LONTLDI/index.html	0.4 miles	£250.50	020 7709 1000	Mainline: Fenchurch Street Underground: Tower Hill DLR: Tower Gateway Parking: Onsite / Local NCP car park
Apex City of London Hotel	No 1 Seething Lane, London EC3N 4AX http://www.apexhotels.co.uk/en/hotels/london/apex-city-of-london-hotel/	0.5 miles	£295.50	0845 365 0000	Mainline: Fenchurch Street Underground: Tower Hill, Aldgate DLR: Tower Gateway River Bus: Tower Millennium Pier
Hilton London Tower Bridge Hotel	5 More London Place, Tooley Street, London, SE1 2BY http://www3.hilton.com/en/hotels/united-kingdom/hilton-london-tower-bridge-hotel-LONTBHI/index.html	1.0 mile	£359	0870 780 4253	Mainline: London Bridge Underground: Tower Hill DLR: Tower Gateway Parking: Local NCP car park
Guoman - The Tower Hotel	St Katherine's Way, London E1W 1LD http://www.guoman.com/hotels/united_kingdom/london/the_tower/index.html	1.1 mile	£183.60	0871 376 9036	Mainline: Fenchurch Street Underground: Tower Hill DLR: Tower Gateway Parking: Onsite
City Hotel	12-20 Osborn Street, London E1 6TE http://www.cityhotellondon.co.uk/	1.1 mile	£99	020 7247 3313	Mainline: Liverpool Street Underground: Aldgate East Parking: Onsite

etc.venues

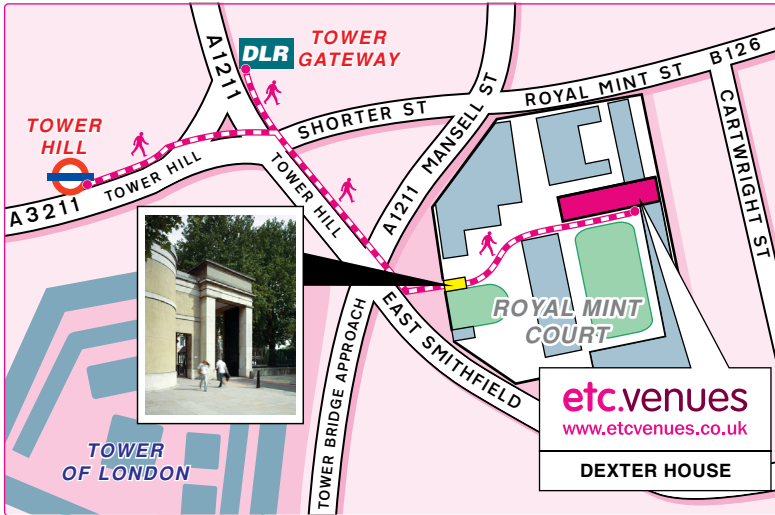
www.etcvenues.co.uk

Dexter House, No.2 Royal Mint Court,
Tower Hill, London, EC3N 4QN

Tel: 020 7977 5300 Fax: 020 7977 5301

Email: dexter@etcvenues.co.uk

Sat nav - 51.509297,-0.073200



Public Transport

* Our Dexter House venue is located opposite the historic Tower of London. Situated just 5 minutes walk from Tower Hill and Tower Gateway DLR stations, the venue sits in the exclusive gated "Royal Mint Court" business community – keep an eye out for a large stone arch which forms the entrance to Royal Mint Court. Once through the arch, follow the signs to Dexter House.



By Underground, Tower Hill Station

Exit Tower Hill tube station and follow the sign to Tower Gateway DLR (also signed Tower Millennium Pier and Tower of London). Follow the pathway for 200 yards past the London Metropolitan University (on your left) and at the pedestrian crossing, cross over The Minories (Societe Generale building will be in front of you). Turn right at the Societe Generale building and cross over the next pedestrian crossing (Sceptre Court will be on your left). At the next pedestrian crossing look across the road and you will see a large stone arch which is the entrance to Royal Mint Court. Go straight across East Smithfield via the pedestrian crossing and go through the archway.



By DLR, Tower Gateway Station

If you are arriving from Tower Gateway DLR, head towards The Tower of London, turn left at the Societe Generale building, cross over the next pedestrian crossing (Sceptre Court will be on your left) and at the next pedestrian crossing, cross over East Smithfield and the entrance to Royal Mint Court (a large stone arch) is straight ahead of you.



By Bus

Dexter House sits on many bus routes, including the 42, 78, 15 and RV1. Bus Stop TE/TN/TH/TA. Visit www.tfl.gov.uk for details.



Parking

There is a NCP car park situated within close proximity to Dexter House in Whitechapel. For further details visit www.ncp.co.uk.

