

## N2308 - London 2019 Venue

Updated from the 2016 London venue information, Clive Pygott, 6<sup>th</sup> Nov. 2018



### INFORMATION FOR MEETING TO BE HELD AT BSI OFFICES, LONDON

#### Location

Address: BSI Group, Chiswick Tower, 389 Chiswick High Road, London, W4 4AL, UK

BSI offices are situated in West London, approximately 10km/6ml west of the centre of London and 15km/9ml east of London Heathrow Airport. It is located in Chiswick Tower, directly above **Gunnersbury Station** which is served by the District Line (**Richmond branch**), London Overground and several bus routes. For travel around London, public transport is recommended for most journeys.

#### Entry to BSI offices / Chiswick Tower

Access to the building is controlled and as there are several organisations occupying the building, is a two stage process

**Visitors should report to the main reception desk and show a copy of the agenda/calling notice either in hard copy or electronic format.**

Reception will give the visitor a swipe card that will get them through the turnstiles and into the building. Visitors should then proceed upstairs to the next floor (go through the turnstiles to the right of reception and then turn left. A bank of elevators is in front of you, and the stairs are through a set of double doors on the left. If you need to use an elevator, see the note below).

On the next floor is the BSI reception. The BSI reception will swap the swipe card main reception gave you for a BSI card. This will get you into the meeting room and back into the building, if you go out during the day.

Staff, committee members and international delegates are required to display their swipe card at all times for identification purposes.

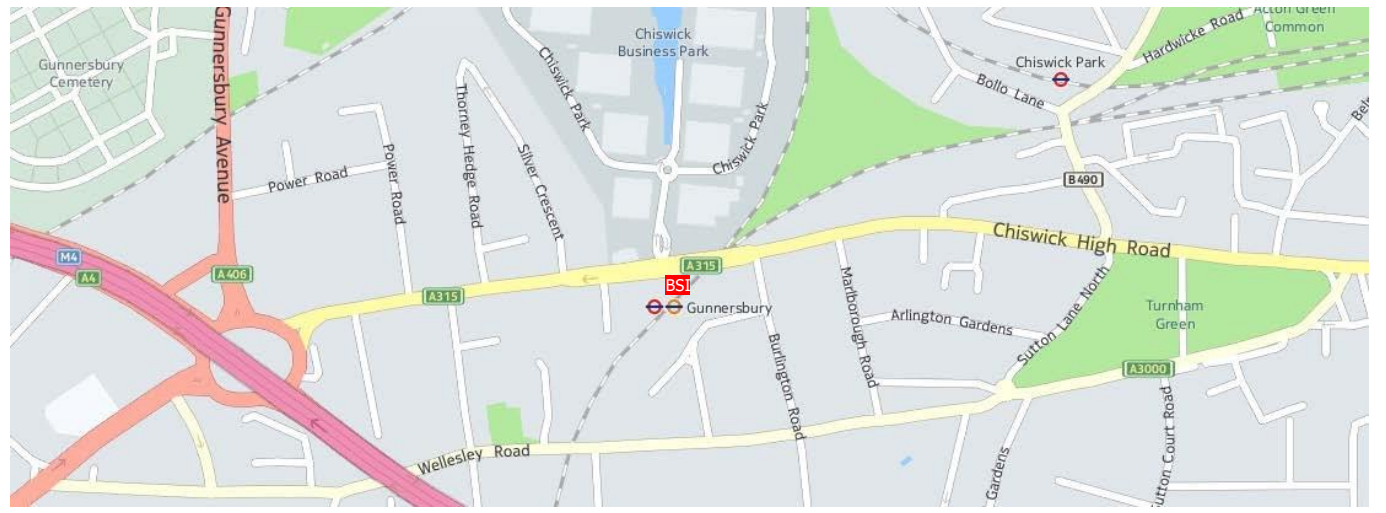
At the end of the day, leave the swipe card at the main reception (not the BSI reception)

#### Use of the elevators/lifts in Chiswick Tower

Outside the lifts, rather than up/down call buttons, there is a keypad. Enter the floor you need to go to (5 for the meeting rooms, 1 for BSI reception and restaurant, 0 or G for main reception and the exit). The keypad will then display a letter A..E that corresponds to the five lifts. Wait until the indicated lift arrives, and it will take you to the required floor.

Note that the reason you wait for the indicated lift is that there are no destination buttons inside the lifts, so you can't change your mind once in the lift.

## Location map



## Tube map (extract of West London)

© London for Transport  
May 2014



- Key to relevant lines
- District
  - Piccadilly
  - Victoria
  - Overground



## Refreshments at Chiswick Tower

Tea, coffee, water and biscuits will be provided at meetings.

Visitors may use the Winter Garden self-service restaurant at lunchtime at their own expense. Meals can be paid for in UK currency in cash or by debit/credit card (typically a two-course meal will cost £7 to £9). The restaurant does not accept Euros or other foreign currency. The restaurant is open between 12.00 and 14.00 and is located on the 1st floor (that's UK 1<sup>st</sup> floor, 2<sup>nd</sup> floor for Americans).

There is also a small café located on the ground floor that is open from 08.00 to 16.00.

## Currency exchange

Banking facilities in the immediate vicinity of Chiswick Tower are limited and it may be more convenient to exchange currency or travellers cheques before arriving at the meeting. There are several banks, currency exchange offices and cash machines (ATMs) located a 10 to 15 minute walk away from BSI, along Chiswick High Road – go out the main door and turn right, and follow the road.

## Getting to BSI offices

There are several ways to travel to BSI offices from the various airports and the Eurostar station; the simplest train/underground routes are given below.

It is also possible to travel by coach from any of the airports **to central London** (but not directly to BSI offices). This service is available at all times. It can be cheaper, but takes longer. The main coach lines include National Express, Easybus and Terravision.

For information on public transport in London, see [www.tfl.gov.uk](http://www.tfl.gov.uk).

For the BSI Travel Plan Map, see [www.bsigroup.com/Documents/about-bsi/BSI\\_TravelPlan\\_MapWEB2012.pdf](http://www.bsigroup.com/Documents/about-bsi/BSI_TravelPlan_MapWEB2012.pdf).

### Eurostar (at St Pancras International Station)

- Go to the **Underground** (King's Cross St. Pancras Underground Station).
- Take the Piccadilly Line (direction south, e.g. Heathrow, Uxbridge) to Hammersmith.
- At Hammersmith, cross the platform (do not use the stairs) and take the District Line (direction **Richmond**) to Gunnersbury.

### From Heathrow Airport

- Go to the **Underground** (do **not** go to Heathrow Express).
- Take the Piccadilly Line to Hammersmith.
- At Hammersmith, take the stairs to change platforms and take the District Line (direction **Richmond**), in the opposite direction to previous travel, to Gunnersbury.

### From Gatwick Airport

- Take the train (Southern or Gatwick Express) to Victoria National Rail Station.
- At Victoria, go to the **Underground**.
- Take the District Line (direction **Richmond**) to Gunnersbury.

### From London City Airport

- Take the Docklands Light Railway (direction Bank) to Bank.
- At Bank, go to the **Underground**, via the linking walkway to Monument.
- At Monument, take the District Line (direction **Richmond**) to Gunnersbury.

## From Stansted Airport

- Take the train (Great Anglia or Stansted Express) to Tottenham Hale.
- Go to the **Underground**.
- Take the Victoria Line (direction south, e.g. Victoria, Brixton) to Victoria.
- Change platform, by following the signs for the District Line.
- Take the District Line (direction **Richmond**) to Gunnersbury.

## From Luton Airport

- Take the shuttle bus to Luton Airport Parkway Station, then the train (Thameslink) to West Hampstead Thameslink Rail Station.
- Go to London Overground (West Hampstead Rail Station).
- Take the London Overground (direction **Richmond**) to Gunnersbury.

## Accessibility of public transport stations

Gunnersbury Station does not have a lift or escalator. The nearest stations to Gunnersbury station with a lift or escalator are:

- Acton Town – on the District and Piccadilly lines
- Hammersmith – on the Piccadilly line (Bus H91 and bus 267 go to Gunnersbury station)
- Kew Gardens – on the District line and London Overground (Bus 391 goes to Gunnersbury station)

## By motor vehicle

### From major motorway (M4, M40 and M3) routes

Take the relevant route to Chiswick Roundabout, then take the exit onto A315 (Chiswick High Road), take the second road on the right into Oxford Road North, then turn left onto Wellesley Road.

### Accessing the car park

Between 08:00am and 10:30am only – The back entrance to the car park is on Wellesley Road.

Any time – The main entrance to the car park is on Chiswick High Road and can only be accessed going west towards Chiswick Roundabout. Drive past the Wellesley Road back entrance and take the second left into Burlington Road then turn left onto Chiswick High Road. The entrance is on the left just beyond the building.

### Booking your parking space

Please send an email with "**Car parking**" in the subject field to [Css3@bsigroup.com](mailto:Css3@bsigroup.com) (*this was correct in 2016. If it doesn't work, use [csc@bsigroup.com](mailto:csc@bsigroup.com)*) with the following information:

- Name of person requiring space
- Car make, model and registration number
- Committee reference/room number
- Date space required and expected time of arrival You will be provided with a booking reference.

Visitor parking has step free access to the building. If you require a designated disabled parking space situated close to the building, please advise when booking your parking space.

## Taxi services

For taxi telephone numbers go to either [www.tfl.gov.uk/modes/taxis-and-minicabs](http://www.tfl.gov.uk/modes/taxis-and-minicabs) or [taxi.uk.cabnumbers.com](http://taxi.uk.cabnumbers.com) or the environmentally friendly [www.greentomatocars.com/uk](http://www.greentomatocars.com/uk).

## Hotels near BSI offices

### BSI hotel directory

*This list was created for the WG14 meeting in London in 2016, so rates are likely to have changed.*

The Clayton Chiswick Hotel is close to the BSI offices. The other hotels are near to either Hammersmith or Gloucester Road Underground Stations.

<b>Clayton Chiswick Hotel</b> (formerly Chiswick Moran Hotel) 626 Chiswick High Rd, London, W4 5RY, UK Contact: +44 20 8996 5200	Negotiated rate from £140.00 Distance from BSI: 0.52 km Tier: Luxury
<b>Holiday Inn Express London Hammersmith</b> 120-124 King St, Hammersmith, London, W6 0QU, UK Contact: +44 20 8746 5100	Negotiated rate from £137.09 Distance from BSI: 3.12 km Tier: Economy
<b>Novotel London West</b> 1 Shortlands, Hammersmith London, London, W6 8DR, UK Contact: +44 20 8741 1555	Negotiated rate from £142.00 Distance from BSI: 3.85 km Tier: Midscale
<b>Millennium Gloucester Hotel</b> 4-18 Harrington Gardens, London, SW7 4LH, UK Contact: +44 20 7373 6030	Negotiated rate from £145.00 Distance from BSI: 6.25 km Tier: Upscale
<b>Rydges Kensington Plaza</b> 61 Gloucester Rd, London, SW7 4PE, UK Contact: +44 20 7584 8100	Negotiated rate from £149.00 Distance from BSI: 6.42 km Tier: Upscale
<b>Millennium Baileys Hotel</b> 140 Gloucester Rd, London, London, SW7 4QH, UK Contact: +44 20 7373 6000	Negotiated rate from £150.00 Distance from BSI: 6.42 km Tier: Upscale

### Other hotel search sites

You can also use **any hotel search site** to look for cheaper hotels and/or hotels located more centrally.

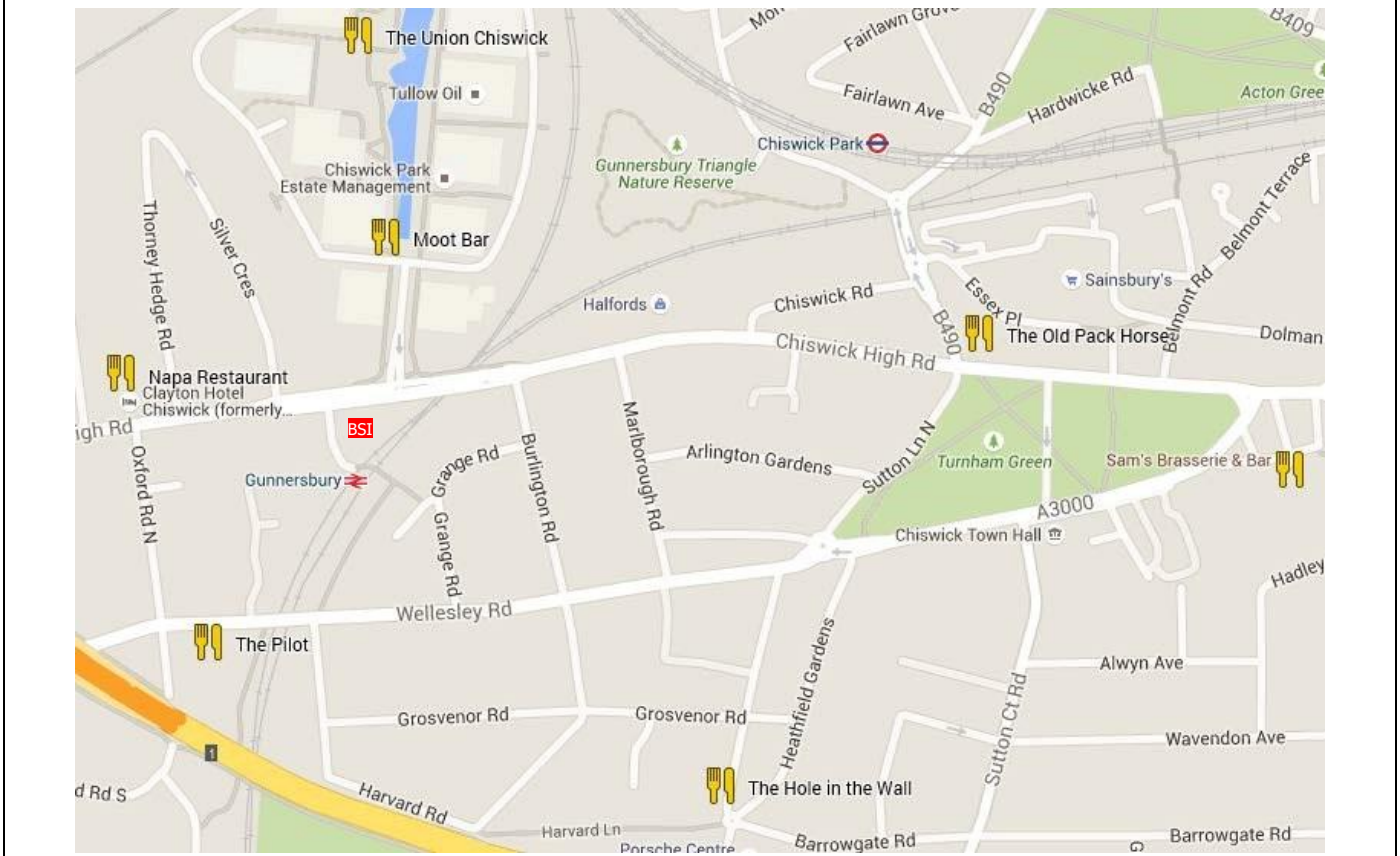
Cheaper hotels located near BSI include:

- Travelodge London Kew Bridge Hotel [www.travelodge.co.uk](http://www.travelodge.co.uk)
- Best Western PLUS Seraphine Hammersmith Hotel / Best Western Chiswick Palace & Suites [www.bestwestern.co.uk](http://www.bestwestern.co.uk)
- Premier Inn London Hammersmith / Premier Inn London Kew [www.premierinn.com](http://www.premierinn.com)

## Restaurants near BSI offices

Chiswick has a large selection of restaurants, cafes, bars and pubs serving food. The ones below are the closest places but many more can be found further down Chiswick High Road and its neighbouring streets. For large groups, it is advisable to book a table in advance.

### Map of restaurants



Unit 4, Block 5, 566 Chiswick High Rd, London W4 5YA

[chiswick.theunionbar.co.uk](http://chiswick.theunionbar.co.uk) Moot Bar (bar and restaurant – in Chiswick

Business Park opposite BSI) Unit 3, 566 Chiswick High Rd, London W4 5YS  
[www.mootbar.co.uk](http://www.mootbar.co.uk)

### In Chiswick

Napa Restaurant, Clayton Chiswick Hotel 626 Chiswick High Road London W4 5RY  
[www.chiswickmoranhotel.com/napa-restaurantchiswick](http://www.chiswickmoranhotel.com/napa-restaurantchiswick)

The Pilot (pub with garden serving food – located near to the Clayton Chiswick Hotel) 56 Wellesley Rd, London W4 4BZ [www.pilot-chiswick.co.uk](http://www.pilot-chiswick.co.uk)

The Old Pack Horse (18th century pub with Thai restaurant – on Chiswick High Road) 434 Chiswick High Rd, London W4 5TF  
[www.oldpackhorsechiswick.co.uk](http://www.oldpackhorsechiswick.co.uk)

The Union Chiswick (bar and restaurant – in Chiswick Business Park opposite BSI)

Sam's Brasserie (bar and restaurant – off Chiswick High Road)  
Barley Mow Centre, 11 Barley Mow Passage, London W4 4PH [www.samsbrasserie.co.uk](http://www.samsbrasserie.co.uk)

### In Hammersmith

The Swan (Grade II listed pub – take underground or bus to Hammersmith) 46 Hammersmith Broadway, London W6 0DZ  
[www.nicholsonspubs.co.uk/theswanhammersmithlondon](http://www.nicholsonspubs.co.uk/theswanhammersmithlondon)

## Other useful information

For general information on visiting London, see <http://www.visitlondon.com>.

## Visas

To find out whether you need a visa and how to apply, check with your local British Embassy or other diplomatic representative before you travel.

See also: [www.visitlondon.com/traveller-information/travel-to-london/customs-and-visas/uk-visas](http://www.visitlondon.com/traveller-information/travel-to-london/customs-and-visas/uk-visas)

## British money

The UK's currency is the pound sterling (symbol: £, ISO code: GBP).

There are 100 pence (p) to the pound (£).

Notes come in denominations of £5, £10, £20 and £50.

Coins come in denominations of 1p, 2p, 5p, 10p, 20p, 50p, £1 and £2.

See also: [www.visitlondon.com/traveller-information/essential-information/money/british-money](http://www.visitlondon.com/traveller-information/essential-information/money/british-money)

## Tickets for transport

There are different ticket types and ways to pay to suit different travel needs.

London buses do not accept cash payment, only oyster cards or contactless payment cards.

See also: [www.tfl.gov.uk/fares-and-payments/ticket-types](http://www.tfl.gov.uk/fares-and-payments/ticket-types) and [www.visitlondon.com/travellerinformation/getting-around-london/london-transport](http://www.visitlondon.com/travellerinformation/getting-around-london/london-transport)

## Smoking

Smoking isn't allowed in any enclosed workplace, public building or on public transport in the UK. At BSI offices, there is an external patio on the ground floor for smokers.

## Tipping

For restaurants, it is customary to leave a tip of 10-15%. However, some restaurants automatically add the tip to the bill (receipt) listed as "service charge", usually at 12.5%.

See also: [www.visitlondon.com/traveller-information/essential-information/money/tipping](http://www.visitlondon.com/traveller-information/essential-information/money/tipping)

## Electricity

Visitors should bring a suitable travel plug adaptor.

See: [www.visitlondon.com/traveller-information/essential-information/electricity](http://www.visitlondon.com/traveller-information/essential-information/electricity)

- 230 V
- 3 pin plug
- on/off switch at socket

## Things to do in London

See: [www.visitlondon.com/things-to-do](http://www.visitlondon.com/things-to-do)