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.
The London underground (tube) map is available for free at any tube station and online: www.tfl.gov.uk/cdn/static/cms/documents/standard-tube-map.pdf
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 1st floor, 2nd 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.

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** (this was correct in 2016. If it doesn't work, use  **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.

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

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**

In Chiswick

Napa Restaurant, Clayton Chiswick Hotel 626 Chiswick High Road London W4 5RY  
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

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

The Union Chiswick (bar and restaurant – in Chiswick Business Park opposite BSI)  
Unit 4, Block 5, 566 Chiswick High Rd, London W4 5YA  
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

Sam’s Brasserie (bar and restaurant – off Chiswick High Road)  
Barley Mow Centre, 11 Barley Mow Passage, London W4 4PH  
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

Other useful information

For general information on visiting London, see [http://www.visitlondon.com](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

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

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 and 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

Electricity
Visitors should bring a suitable travel plug adaptor.
See: 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