

ISO/IEC JTC 1/SC 2
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HOTEL AND LOGISTICAL INFORMATION FOR ISO/IEC JTC 1/SC 2 MEETINGS, SEPTEMBER 1998

INFORMATION FOR DELEGATES

1. Meeting Dates

Monday 21 September to Monday 28 September 1998

2. Meeting Venue

The meeting will be held at:

British Standards Institution (BSI)
Room 310
389 Chiswick High Road
London W4 4AL, UK

Tel: +44 (0)181 996 9000
Fax: +44 (0)181 996 7448

3. Hotels

See attached Expotel **Hotel Booking Form** for a list of Hotels near to BSI. Please complete the Hotel Booking Form Section and return it to:

Special Events Desk
Expotel Hotel Reservations
Kingsgate House
Kingsgate Place
London
NW6 4HG
Tel: +44 (0)171 372 2001 Fax: +44 (0)171 624 4847

The Hotel Booking form includes information on the correct underground route to take to your hotel.

4. Meeting Rooms

Two rooms have been reserved on the fourth floor (410 and 408).

5. Security

All delegates must prominently display a valid, specially encoded security pass while in the Chiswick building. The passes are available from reception and should be returned there at the end of the duration of the meeting. These passes remain the property of BSI at all times.

6. Transportation

6.1 BSI by Taxi

Black Cabs are available from Heathrow and Central London, but you are advised that at peak times, these can be expensive. Traffic congestion in Central London can be particularly heavy and so it is recommended that you use the London Underground to travel to BSI.

6.2 BSI by Train / Underground

Gunnersbury station is served by both the London Underground - District Line and British Rail North London Line. Approximate travelling times to Gunnersbury by Underground: Euston and Kings Cross - 40 minutes, Paddington - 35 minutes, Victoria - 25 minutes, Liverpool Street - 60 minutes and Marylebone - 50 minutes.

From **Heathrow Airport** (zone 6), take the underground - (Piccadilly Line) to Hammersmith (zone 2), and change to the District Line (Richmond Bound) to Gunnersbury Station (zone 3). (Please note when you buy a ticket on this journey - you must buy a zone 6 to zone 2. Ask at the ticket office for more details).

When travelling from Reading or any station on the Thamesline (e.g. Twyford, Maidenhead, Slough), it is possible to catch the District Line from Ealing Broadway (changing at Turnham Green) to Gunnersbury or Chiswick Park station - which is about ten minutes walk from BSI.

The North London line extends from Richmond to North Woolwich via Willesden Junction and Stratford.

6.3 BSI by Bus

There is a bus stop directly outside the Chiswick building covering the following routes:

237	Shepherd's Bush Green to Sunbury Village
391	Fulham Broadway to Richmond
267	Hammersmith to Hampton Hill
H91	Hammersmith to Hounslow

Although it does not stop directly outside the building, the nearest stop on the E3 route, (Greenford to Edensor Road, Chiswick) is less than 10 minutes walk away.

There is no direct bus route from **Heathrow Airport** to Chiswick, please use the underground route referred to above.

6.4 BSI by Road

Motorway

From Junction 15 of the M25 take the M4 towards Central London and exit at Junction 2. Take the 2nd exit from the roundabout. Turn right into Oxford Road North then turn left onto Wellesley Road. There is an entrance to the car park on the left hand side of this road.

Note: If the Wellesley Road entrance is closed, drive on and take the second left into Burlington Road, then left onto Chiswick High Road. The car park is 150 metres on your left. It should be noted that there is no right turn on Chiswick High Road from the West into the front entrance to BSI. (For entry through the barriers - see Car Park section below).

Central London

Take the A4 westbound leaving at Junction 1, the Chiswick Flyover. Take the 4th exit from the roundabout and follow the directions indicated above.

7. BSI Car Park

There are approximately 400 parking spaces available at Chiswick, of which 100 will be allocated to delegates and other visitors.

Spaces for drivers with disabilities are on the middle level of the west car park adjacent to the basement entrance to the building. This entrance, is for people with disabilities only and is linked to the security lodge by intercom and monitored by a security camera.

Parking spaces should be booked by individual delegates through the BSI Facilities Helpdesk on +44 (0)181-996-7777.

As a delegate you will normally gain access to the car park via the Wellesley Road entrance which is manned by a security guard from 08:00 to 10:30 and from 16:30 to 18:00 Monday to Friday. To gain access after 10:30h you will have to use the Chiswick High Road entrance. Press the intercom button on the panel at the barrier and a security guard will take your details and allow you access. You may leave via Wellesley Road and Chiswick High Road exits. *(NB - there is No Right Turn from the Chiswick High Road exit).*

8. Messages for delegates

Faxed messages and mailed correspondence should indicate clearly after the delegate's name that he or she is a participant in the **ISO/IEC JTC 1/SC 2 Meeting**. Faxes should be sent via Bernadette Shine on: **+44 (0)181 996 7448**.

There are pay telephones on the ground floor and floors 3-5 from which outgoing telephone calls may be made.

9. Restaurant

"Fields" sandwich bar will be open from 08:30h to 14:00h and also serving hot breakfast snacks from 08:30h to 09:30h. Lunch is served in the "Wintergarden" restaurant from 12:00h to 14:00h. Both "Fields" sandwich bar and the "Wintergarden" restaurant are located on the first floor. Drink and snack machines are available around the clock. Flasks of tea and coffee and bottles of water (still and sparkling) will also be placed in the meeting rooms in the morning and again in the afternoon.

There are also some restaurants, cafes and pubs in Chiswick High Road within reasonable walking distance of the BSI building.

10. General

Please read the Safety Leaflet in your committee room, as they show the location of the fire assembly points for your meeting room floor and also other information regarding evacuation of the building in an emergency.

There is travel information held at the reception desk, as well as local amenities and entertainment. There are banks, a post office and a selection of shops in Chiswick High Road within walking distance of the BSI building.

The Conference Administration Office, which is manned throughout normal hours of business, is located on the 2nd floor next to the Business Centre, the staff there, will be happy to deal with any enquiry you may have.

11. Contact

For general enquiries regarding the meeting venue, please contact:

Ms Bernadette Shine
BSI
389 Chiswick High Road
London W4 4AL, UK

Tel: +44 (0)181 996 7440
Fax: +44 (0)181 996 7448
EMail: bernadette_shine@bsi.org.uk

Formulaire de Reservation
d'hôtels pour les
Delegués assistant

Hotel Booking Form
for delegates attending

Hotelbuchungsformular
für BSI Delegierten



BRITISH STANDARDS INSTITUTION
Conferences and Meetings
Held in London

aux Conférences et
Réunions BSI
se tenant à Londres

1st January 1998 - 31st December 1998

Konferenzen die
in London stattfinden

Hotel Name and Address Nom et Adresse Des Hotels Name und Adresse des Hotels		Single room with bath Chambre a un lit avec salle de bain Einzelzimmer mit Bad		Twin room with bath Chambre a deux lits avec salle de bain Doppelzimmer mit Bad	
		BSI Rate	Normal Rate	BSI Rate	Normal Rate
Grosvenor Thistle Hotel*** Buckingham Palace Road, SW1	Victoria - District line direct to Gunnersbury. Approx 25 mins	£108.00††	£140.00††	£145.00††	£189.00††
Copthorne Tara Hotel**** Scarsdale Place, W8	High Street Kensington - District line change at Earls Court, Approx 25 mins	£105.00	£160.00	£105.00	£175.00
Kensington Park Thistle Hotel De Vere Gardens, W8****	High Street Kensington - District Line change at Earls Court. Approx 25 mins	£99.00††	£139.00††	£119.00††	£164.00††
Forum Hotel**** Cromwell Road, SW7	Gloucester Road - District line direct to Gunnersbury. Approx 25 mins	£99.00	£160.00	£119.00	£180.00
Hilton National Olympia**** Kensington High Street, W14	Kensington (W. Kensington) - District Line direct to Gunnersbury. Approx 10-15 mins	£95.00	£167.00	£95.00	£177.00
Vanderbilt Hotel**** Cromwell Road, SW7	Gloucester Road - District line direct to Gunnersbury. Approx 25 mins	£89.00	£135.00	£108.50	£145.00
BW Hogarth Hotel*** Hogarth Road, SW5	Earls Court - District line direct to Gunnersbury. Approx 25 mins	£82.00††	£98.50††	£99.00††	£124.00††
Avonmore Hotel*** Avonmore Road, W14	West Kensington - District line direct to Gunnersbury. Approx 10-15 mins	£70.00††	£75.00††	£80.00††	£85.00††
Comfort Inn Kensington*** West Cromwell Road, SW5	Earls Court - District line direct to Gunnersbury. Approx 10-15 mins	£68.00†	£73.75†	£78.00†	£83.75†
Amsterdam Hotel*** Trevovir Road, SW5	Earls Court - District line direct to Gunnersbury. Approx 25 mins	£62.00†	£68.00†	£74.00†	£84.00†
Vencourt Hotel*** Kings Street, W6	Ravenscourt - District line direct to Gunnersbury. Approx 10-15 mins	To 31.3.98: £58.00†† To 31.12.98 £62.00††	£73.00†† £73.00††	£68.10†† £70.00††	£78.00†† £78.00††
Regents Palace Hotel** Glasshouse Street, W1	Piccadilly line to Earls Court changing to District line to Gunnersbury. Approx 40 mins	£48.00††	£66.00††	£85.00††	£103.00††
Atlas Apollo Hotel** Lexham Gardens, W8	Gloucester Road - District line direct to Gunnersbury. Approx 15 mins.	£48.00†	£60.00†	£58.00†	£70.00†

The above rates are inclusive of VAT at 17.5% and service charge except where indicated. Those marked † include Continental breakfast and †† English breakfast. The price shown is the cost per room not per person. Normal rates maybe subject to alteration but BSI rates are guaranteed. Das les tarifs ou dessus la T.V.A. de 17.5% est comprise. Ceux qui sont marques †† comprennent le petit déjeuner anglais, ceux qui sont marques † comprennent le petit déjeuner continental. Tous tarifs indiquent les prix par chambre et nes pas par personne. Les tarifs normaux risquent d'augmenter alors que les tarifs BSI sont garantis contre tout changement. Die oben genannten Zimmer preise sind inklusive 17.5% Mehrwertsteuer. Die mit †† gekennzeichneten Preise sind mit englischem Frühstück inbegriff dejenige nur † mit continentales Frühstück. Alle Preise gelten pro Zimmer. Normale zimmer preise können sich veraendern aber BSi sonderpreise sind garantierst fest zu bleiben.

HOW TO BOOK HOTEL ACCOMMODATION

Please complete the hotel booking form. Send the form to Expotel Hotel Reservations at the address below. Your hotel reservation w be confirmed in writing by Expotel, who have been appointed by the British Standards Institution to handle these reservations on your behalf.

Any future amendments or cancellations should be directed to Expotel.

If you don not wish to reserve accommodation at the hotels listed, please indicate a hotel or price range of your choice.

If you make your reservation by telephone or fax, DO NOT post the booking form.

Expotel Hotel Reservations service is free.

COMMENT RÉSERVER UNE CHAMBRE D'HÔTEL

Veillez remplir le formulaire de réservation et le retourner à Expotel Hotel Reservaitons à l'adresse ci-dessous. Votre réservation vous sera ensuite confirmée par Expotel qui a été nommé par B.S.I. pour organiser vos réservations. En cas de rectification ou d'annulation, adressez vous à Expotel.

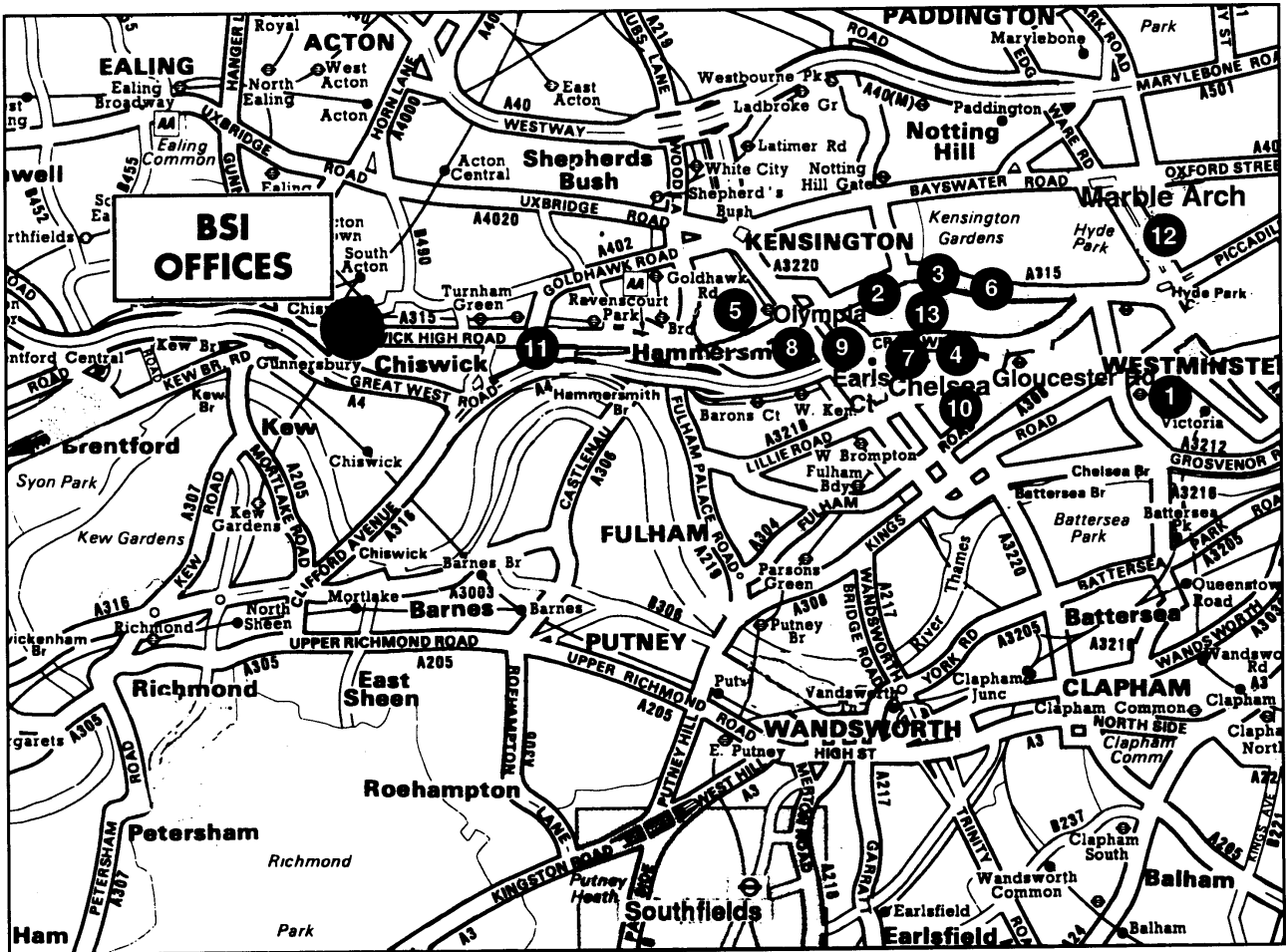
Si vous ne désirez pas réserve les hôtels apparaissant sur la liste, veuillez indiquer un hôtel ou une échelle de prix de votre choix.

HOTELRESERVIERUNG

Bitte füllen Sie das Reservierungsformular aus und schicken Sie es an die unten angegebene Adresse von Expotel Hotel Reservations. Ihre Reservierung wird dann schriftlich von Expotel bestätigtwerden. Expotel bearbeitet in Auftrag von British Standard: Institution sämtlich Reservierungsaufträge in Ihrem Namen. Wir bitten Ihnen, eventuelle zukünftige Änderungen oder Stornierungen direkt an Expotel zu senden.

Falls die aufgeführten Hotels nicht zusagen sollten, geben Sie bitte Ihre eigne Wahl eines Hotels und die Preislage an.

Sollten Sie telefonisch oder per Fax reservieren, so senden Sie bitte NICHT zusätzlich noch das Reservierungsformular. Expotel Hote Reservierungsdienst ist vollkommen kostenlos.



Key to Hotels/Hôtels/Hotelliste

- | | | |
|----------------------------------|---------------------------|--------------------------|
| 1. Grosvenor Thistle Hotel | 6. Vanderbilt Hotel | 10. Amsterdam Hotel |
| 2. Cophorne Tara Hotel | 7. BW Hogarth Hotel | 11. Vencourt Hotel |
| 3. Kensington Park Thistle Hotel | 8. Avonmore Hotel | 12. Regents Palace Hotel |
| 4. Forum Hotel | 9. Comfort Inn Kensington | 13. Atlas Apollo Hotel |
| 5. Hilton National Olympia | | |

Hotel Booking Form/Formulaire de réservation D'Hôtels/Hotelreservierungsformular

Veillez remplir ce formulaire en lettre majuscules et le retourner à: /Füllen Sie bitte das Hotelreservierungsformular in Blockschrift aus und senden Sie es an der folgenden Adresse: Please complete this form in block capitals and return to: Expotel International Events, Kingsgate House, Kingsgate Place, London NW6 4HG. Tel: 0171-372 2001 Fax: 0171-624 4847 E-Mail: reservations@expotel.demon.co.uk

BRITISH STANDARDS INSTITUTION				Confirmation to be sent to: /S.V.P. confirmer à: /Bestätigung bitte an der folgenden Adresse:	
Date of arrival /Date d'arrivée/ Ankunftsdatum		No of nights /Nombre de nuits Anzahl der Nächte		Name /Nom	
Name of guest(s) /Nom de l'Institut/ Namen der Gäste				1st Choice hotel /Premier choix d'hôtel /Hotel erster Wahl	
Title /Titre Titel	Initials /Initiales Initialen	Surname /Nom de Famille/ Familien Name	No. & room type /Nombre et type de chambre/ Benötigte Anzahl und Art von Zimmern	2nd Choice hotel /Deuxieme choix d'hôtel /Hotel zweiter Wahl	
				Hotel accounts should be settled upon departure unless account facilities have been negotiated with the hotel selected. /Les notes d'hôtel doivent être réglées au moment du départ, à moins qu'un crédit ait été négocié avec l'hôtel /Hotelrechnungen müssen bei der Abreise bezahlt werden; es sei denn, eine besondere kontozahlung wurde Zwischen Ihnen und dem Hotel vereinbart.	
				Barclaycard/Visa <input type="checkbox"/> Access/Mastercard <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Expiry date /Date d'expiration/ Gültig bis <input type="text"/>	
Name of Company /Nom de la Compagnie /Firma				In order to guarantee your accommodation please supply either a UK company address or your credit card number and expiry date. /Afin de garantir votre réservation, veuillez fournir l'adresse d'un institut Britannique ou le numéro de votre carte de crédit avec date d'expiration. /Um die Hotelreservierung zu garantieren, geben Sie bitte die Adresse einer englischen Firma an, oder Ihre Kreditkartennummer mit dem Ablaufdatum.	
Address /Adresse				Signature /Unterschrift	
				For office use only /Reservé au bureau/ Ausschliesslich für Bürovermerke	
Telephone /Tél /Telefon		County /Pays /Land		Event code: BSIC98	
		Facsimile:			