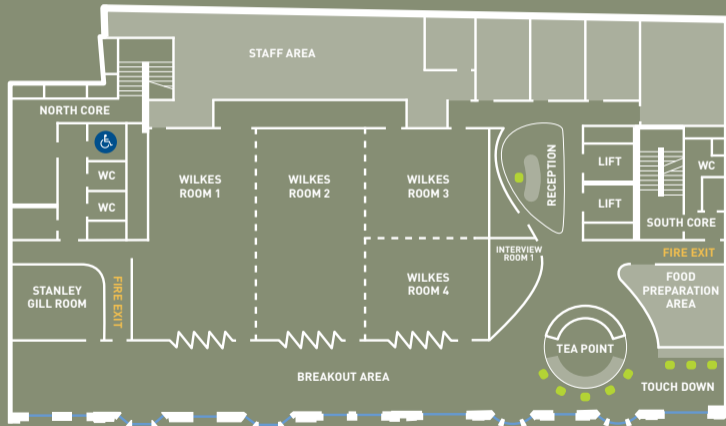


Floor plan



Contact us

If you have any queries, comments or questions, please do not hesitate to contact us on bcslondon@hq.bcs.org.uk or on +44 (0) 1793 417 666 www.bcs.org

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MTG/STAT/657/0909



Enabling the information society

London office visitor card

First Floor The Davidson Building
5 Southampton Street London WC2E 7HA
+44 (0) 1793 417 666

Dear Delegate

BCS is delighted to be hosting this event at our London venue. We would like to draw your attention to the following arrangements.

Sign in / sign out

Visitors will be asked to sign in and out at the main reception of the Davidson Building.

Parking

There are NO parking facilities at BCS London. The nearest car park is located on Drury Lane, Parker Street, Parker Mews, London WC2B 5NT.

Tel: 0845 050 7080.

Hotels

While we make no personal recommendation, the nearest hotel to BCS is: Strand Palace Hotel, 372 Strand, London WC2R 0JJ.

Tel: +44 (0) 20 7379 4737 or email: reservations@strandpalacehotel.co.uk

Refreshments

The meeting organiser will have organised refreshments that will be served at the arranged time. Please look for the catering sign inside or right outside your conference room for timing details.

Toilets

Are located at each end of the office. A fully accessible toilet is located at the rear of the floor.

Smoking

Smoking is prohibited inside the building. A designated area can be found outside the rear door on Exeter Street.

Wireless internet access

Is available throughout the floor. Please select one of the following networks and ask reception for the Wep Key:

- Northstar 1
- Northstar 2
- Northstar 3

Fire

On hearing a continuous alarm, please evacuate the building using the emergency stairways at either end of the building. Do not use the lift. Proceed to the assembly point at the junction of Exeter Street and the Strand and report to the receptionist. Do not return to the building until the Fire Brigade has announced that it is safe to do so. A fire alarm check is carried out weekly, usually on Monday mornings at 10:45.

**Assembly point:
Corner of Exeter Street and Strand.**



Personal Emergency Evacuation Plan

To ensure that everyone is able to leave the building safely in the event of a fire or other emergency, some may require assistance. Please contact one of the staff members should you require us to draw up a Personal Emergency Evacuation Plan (PEEP) with you.

Bomb or other security threat

Please listen carefully to any instructions from Facilities and act accordingly.

Emergencies

Please report emergencies to Reception. Give as much information as possible.

Accident / illness / near miss

Must be reported to your host and to Reception. Please give as much information as possible.

Reporting safety hazards

Please report any identified work or general safety hazards to Reception.

Cloakroom

A cloakroom is available near Reception however it is not secure. BCS will not be liable for damage or loss of any item(s) belonging to guests left unattended in the cloakroom.