

IOD Hub
New Broad Street House,
35 New Broad Street, London, EC2M 1NH

A – Z VENUE GUIDE

A:

Accommodation – For discounted accommodation please contact Venue Search on Tel: +44 (0) 20 8541 5656, Fax: +44 (0) 20 8547 3427 or alternatively E-mail: beds@venuesearch.co.uk or go to the website: www.venuesearch.co.uk

Agenda – The most up to date version will be included in your delegate pack. Any subsequent changes will be announced by the Chairman during the course of the conference.

B:

Badges – You will be given a badge at registration, please wear it at all times to ensure entrance to the main conference room and also as a courtesy to other delegates. If you lose your badge please return to the registration desk where another one will be made for you. Badges are laid out alphabetically by **SURNAME** not **COMPANY NAME**.

C:

Catering – All refreshment breaks will be served along the lounge area next to the lecture theatre.

Cloakroom – The cloakroom will be open throughout the conference and is situated in the lounge / registration area.

Conference Room – The conference will take place in the Lecture theatre, which is situated in the lounge area in the IOD.

Contact Details –

IOD Hub	Events Team Telephone:	+44 (0) 20 7194 7500
	Email:	nick.johnson@stonemartin.co.uk
Conference Team	Telephone:	+44 (0) 20 7562 2407
London Office:	Fax:	+44 (0) 20 7374 2701
On the Day:	Mobile:	+44 (0) 77 81260097
	Email:	martin.davies@cirmagazine.com

D:

Delegate List – A full list of pre-registered delegates will be posted in the conference reception area and will also be included in your delegate pack. This list includes names, job titles and company names.

Disabled Facilities – If you require any other special facilities please let the Events Manager know in advance.

Documentation – Whilst every effort is made to ensure that all conference papers are available on the day there may still be some missing. These will either be made available to you at the registration desk or sent on after the conference. Please contact the Events Manager if you have any queries.

Dress Code – Business / Smart Casual

E:

Emergency Procedures - In the unlikely event of an emergency, the Conference Team and IOD staff will be on hand instantly to usher you to the correct meeting points. Where necessary you will be informed of the emergency procedure by the Chairman.

Evaluation Forms - We are constantly seeking to improve our conferences and the customer service we offer. An evaluation form is included in your documentation pack, please take the time to fill it in and return it to the Conference Team on departure.

F:

First Aid - Should you require medical attention please let a member of the Conference Team know so that we may contact the Duty Manager who will be able to help.

L:

Lost Property - If you lose any of your personal belongings please inform a member of the Conference Team via the registration desk in case it has been handed in. If it has not we will contact the Security Manager on your behalf.

M:

Messages - If we receive any messages for you, they will be held at the registration desk and the Chairman will read out your name at a convenient break.

Mobile Phones - Please turn off all mobile phones during the conference sessions.

R:

Registration - Registration is in the IOB HUB lounge area down stairs on entry to venue between 8.30am and 9.00am. The conference commences at 9.00am approx.

S:

Special Requirements - If you have any special requirements please speak to a member of the Conference Team and we will be pleased to help. The registration desk will be manned throughout the day.

T:

Toilets - These are situated on the lounge and registration area.

Travel & Parking - Liverpool Street underground station is just one minute's walk from the IOD Hub, New Broad Street House. Tube travel times from ley mainline stations to Liverpool Street are:

- > Paddington 21mins
- > Victoria 12mins
- > Waterloo 12mins
- > Euston/Kings Cross 13mins

There is no parking available at the IOD Hub, the nearest NCP car parks are in Finsbury Square, EC2, Tel: 0207 290 6313