

A Roadmap for Safer Schools

January 30-31st, 2017

London, UK

LOGISTICS NOTE

We are pleased to welcome you to London, United Kingdom! Below you will find information on the hotel, the venue, and getting around in London.

Preparing for your journey:

It is advisable to keep the following information in your hand luggage so it is easily accessible at all times.

- Proof of identification
- Accommodation and travel details
- Bank information and phone number for a London branch of your bank
- Information and treatment relating to medical conditions

Upon arrival, you will need to present your passport (or equivalent).

The UK Border Agency places restrictions on certain items and you are advised not to attempt to bring them into the country. [The restricted items can be found here.](#)
More information can be found at the UK Border Agency website.

Below a list of items covered by the Logistics Note which we hope will help you arrive and settle in for this workshop:

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Hotel Information

A block reservation has been made for our group at the **Radisson Blu Edwardian Grafton Hotel**, 30 Tottenham Court Rd, Fitzrovia, London W1T 5AY, UK.

Nearest Underground Station (The Tube):

Warren Street on the Victoria and Northern Lines, then 1 minute walk to the hotel. Plan your journey with London Underground's tube planner [here](#).

**Please note that there are several Radisson Blu hotels in London, and we will be at the Radisson Blu Edwardian Grafton.*

Arriving to Radisson Blu Edwardian Grafton Hotel from the Airport

From Heathrow: Take the Piccadilly Line and change at Green Park (50 minutes) for the Victoria Line to Warren Street (5 minutes).

OR

Take the **Heathrow Express train*** to Paddington (15 minutes). There take the Bakerloo Line to Oxford Circus (10 minutes) and change for the Victoria Line to Warren Street (1 minute).

**This is the fastest and most economical route.*

From Gatwick: Take the Gatwick Express train to Victoria (30 minutes). There take the underground on the Victoria Line to Warren Street (5 minutes).

From Stansted: Take the Stansted Express train to Liverpool Street Station (45 minutes). Then take the underground on the Central Line to Tottenham Court Road (10 minutes) and change for the Northern Line to Warren Street (3 minutes).

Taxis from Heathrow to Central London cost about £45–£70 and the journey time is approximately one hour. Travel via the London Tube is preferred.

Emergency Contacts

If for whatever reason, you are facing an emergency and you need help, please contact:

Laisa Daza Obando: +1 703 504 8373 (Whatsapp and Imessage available)

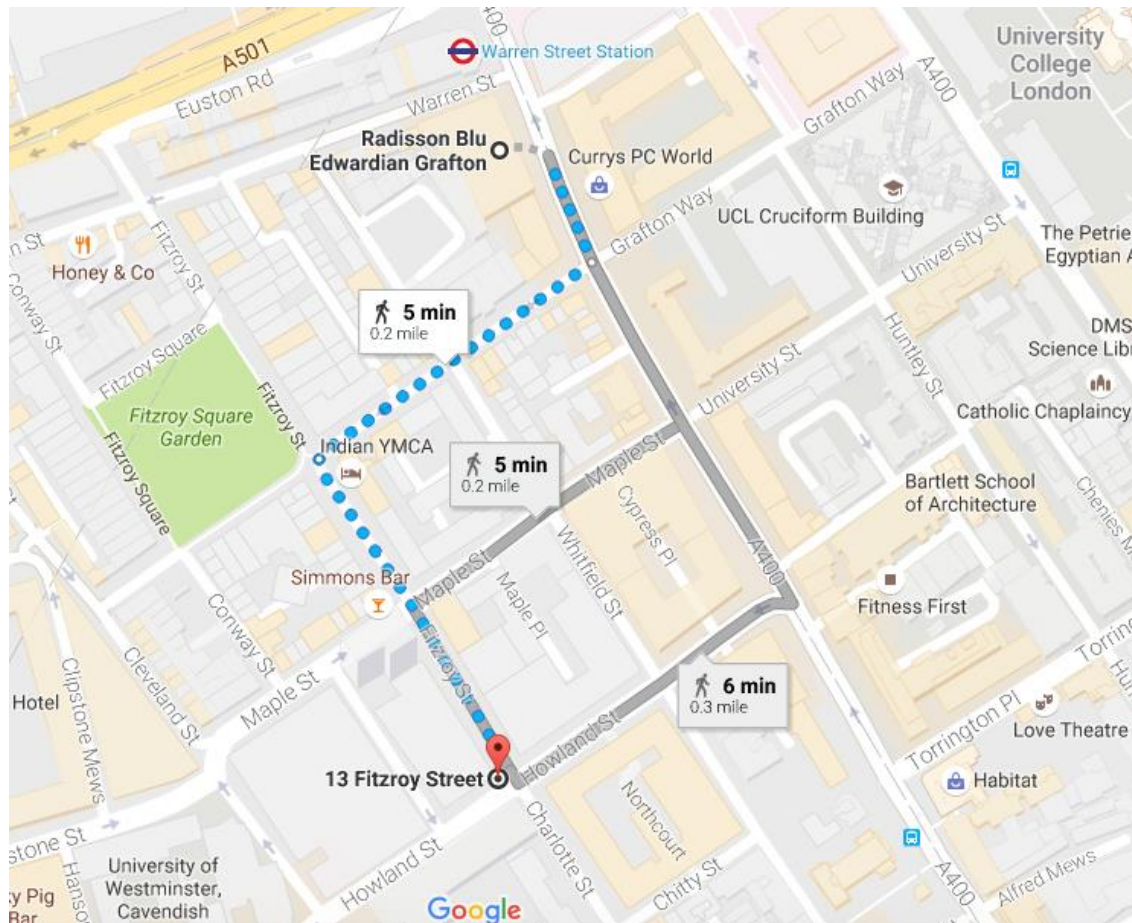
Sherree Thomas (Arup Counterpart): +44 777 625 1687

Radisson Blu Edwardian Grafton: +44 20 7388 4131

Venue Information for the Workshop, January 30-31, 2017

The *Roadmap for Safer Schools* event shall take place at the **Arup Headquarters**, 13 Fitzroy St, London W1T 4BQ, UK.

It is an estimated 5 minute walk from the Radisson Blu Edwardian Grafton Hotel.



Check-in and Room Information for the Workshop

Check-in: When you arrive, we will have a table at the reception where you can pick up your name tag and your security badge. You can then proceed downstairs, where there will be a coat check and coffee being served.

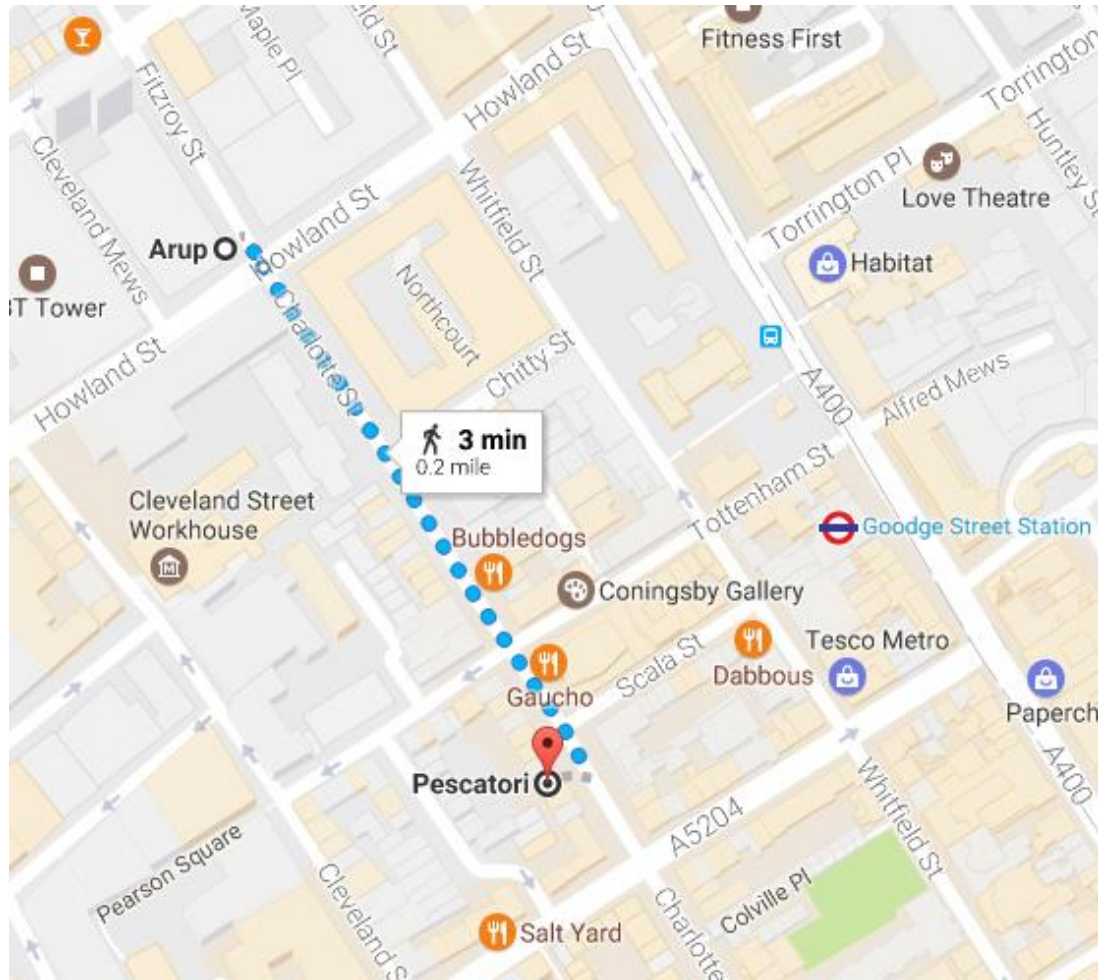
Room information (Please note there will be signs to guide you once you arrive)

Monday, January 30 workshop will take place in the **Emmerson/Shears Room (number 8)**.

Tuesday, January 31 workshop will take place in **the Training Room**.

Group Dinner Day 1, January 30, 2017

You are invited to join us for a group dinner at the Pescatori Restaurant, on 57 Charlotte St., Fitzrovia, London W1T 4PD, from 7:30 – 9 PM. It is approximately a 3 minute walk from the Arup Headquarters, straight down Charlotte Street.



Traveling within London

The best resource for arranging and planning travel within the city is the Transport for London (TfL) [website](#). Applications are available for download to help navigate the city – these include: Citymapper and LondonBusPro.

It is recommended that participants use public transportation (or walk) as much as possible, this is much more economical and environmentally friendly.

The tube runs roughly between 5 AM – 12 AM Monday through Saturday, and roughly between 7:30 AM and 11 PM on Sundays.

Oyster card

It is highly recommended for participants to get an Oyster Card if they plan on using public transportation. Pay-as-you-go 'Oyster' cards can be purchased and topped up from any station on the London Underground network in person or at ticket machines. There is a £5.00 deposit for the card, then you 'top-up' to cover travel. Travel with an Oyster card is at a significantly reduced rate than paying with cash (£1.50 for a single bus ride, £2.90 for a single Underground journey in zones 1-2 during peak-time hours and £2.40 during off peak-time hours).

Taxi, minicab, and Uber

Taxis can be hailed from the street or booked in advance. For London 'black cabs', there is a minimum fare of £2.60 for all journeys. The total journey cost will depend on the time of day, distance travelled and time taken. **Only travel in taxis clearly displaying an official license number.**

Uber services are also available throughout London.

Practical Information

Points of Interest

Participants will conveniently be located near several major attractions and areas of interest in central London. Oxford Street, Trafalgar Square and Regents Park are all within ten and twenty five minutes walking. Maps and signposts are available on major roads and at most bus stops.

For more information, visit:

<http://www.visitlondon.com/>

<http://www.timeout.com/london/things-to-do/london-for-visitors>

Tipping

It is customary to leave 10-15% of the bill when eating out. However, restaurants often add on a service charge (usually 12.5%), especially if you're in a large group, so it's worth checking your bill if you don't want to tip twice. It is not customary to pay a tip for fast food, self-service or takeaway meals. People generally do not tip in pubs in London.

Like restaurants, most London hotel bills include a service charge, usually 10-12%. If there's no service charge added to your bill in a hotel restaurant, it's customary to tip as for any other restaurant (10-15% of the bill). For room cleaning staff, you can leave an amount of your choosing on departure. Tips for other hotel staff such as concierges and door staff are discretionary and are most commonplace for porters.

It is polite to tip 10-15% of the taxi fare for black cabs and licensed minicabs in London. However, most people simply round up the fare to the nearest £1 and tell the driver to "keep the change". If you've had a longer journey and the driver has assisted you with luggage, you may wish to tip a little more, up to £5.

Water

Tap water is perfectly safe to drink.

Money

The currency used in London is the Great British Pound.

Exchange rate as of January 18, 2017:

1 USD = 0.82 GBP

Local information

Time: GMT+ 0

Sunrise and sunset

Sunrise, 07:40. Sunset, 16:45.

Weather

January is the coldest month in London, so please dress accordingly.

Average temperature 5°C (43°F)

Low temperature 3°C (37°F)

High temperature 6°C (44°F)

Dialing codes

The international country dialing code dialing for the United Kingdom is +44.

Electricity

230 Volt, 50 Hz (Plugs type: G)