

QE II Conference Centre
London, UK



JOINING INSTRUCTIONS



12th – 13th February

Venue and Location

Queen Elizabeth II Conference Centre
Broad Sanctuary
Westminster, London SW1P 3EE

Telephone Numbers:

FR 2008 Info Desk (5th Flr) **+44 (0)207 798 4516**
FR 2008 Registration (Ground Flr) **+44 (0)207 798 4095**
Centre Switchboard: +44 (0)207 222 5000

Registration Times (open throughout the day)

12th February 2008 8.00am – 9.20am
13th February 2008 8.00am – 9.00am

Conference Sessions

12th February 2008 9.20am – 6.00pm
13th February 2008 9.00am – 3.50pm

The centre is conveniently located for transportation and is served by both Westminster (Jubilee Line, 3 mins) and St James (District and Circle lines, 5 mins) Underground Stations, Victoria and Charing Cross mainline stations are both 15 mins walk away, short taxi ride or linked via District and Circle Lines.

For international connections, Heathrow airport is an hours tube journey (Piccadilly changing to Jubilee or District Lines) or 15 minutes via the Heathrow Express Train to/ from London's Paddington Station (change to Circle Line for Westminster). Gatwick can be reached in 30 minutes directly from Victoria Station. The Eurostar terminal has recently been changed to St Pancras Station and linked to Victoria Station (Victoria Line) or Embankment Station (Northern Line) then link via District and Circle Lines.

The Centre is situated opposite Westminster Abbey and is within walking distance of the Houses of Parliament, Buckingham Palace and Trafalgar Square.

Click on link below for a detailed street map:

<http://www.streetmap.co.uk/streetmap.dll?G2M?X=529963&Y=179633&A=Y&Z=1>



Car Parking and London Congestion Charge

Please note that there are no parking facilities at the QEII Centre but there are several NCP car parks in the area. The nearest being in Abingdon Street opposite the Houses of Parliament. The QEII Centre is within the London Congestion Charge Zone which costs £8.00 per day, operational from 7.00am – 6.00pm Monday – Friday. For further details on the charge and ways to pay please visit: www.cclondon.com

Messages

A message board will be set up by the Information Desk on the fifth floor. Messages can be passed on by telephoning the Desk at Phone: **+44 (0)207 798 4516**

There are public telephones on the ground floor of the Centre.

Conference Dinner: 12th February 2008

The conference dinner will take place in the grand banqueting hall of One Great George Street just behind the QEII Centre. The pre-Dinner drinks reception will be in the Exhibition Area of the QEII Centre straight after the conference session closes. The dress for the dinner is business suits.

Dietary Requirements

If you have any special dietary requirements that were not indicated on your registration form, please inform Lisa at Interscience immediately.

Accommodation

If you have not already booked your hotel accommodation please do so as London is very busy this time of year. We have contracted the following hotel booking agency to assist you in obtaining competitive accommodation rates in the capital. Please quote ID: 11222A when making your booking (Please note that the conference Head Quarters Hotel is the Jolly St Ermin, just a few minutes walk from the conference centre).

The Corporate Team, 13 Grosvenor Gardens, London SW1W 0BD, England. Phone: 0845 604 4060 (UK only)

+44 (0)20 7592 3050, Fax: +44 (0)20 7592 7272

Email: hotels@corporateteam.com

On-line bookings can be made at:

<http://www.corporateteam.com/events/11222A>

For other alternative accommodation please visit the websites listed below.

Registration and Payment Enquiries

Contact: Lisa Smith at Interscience Communications

Email: flameretardants@dial.pipex.com.

Conference Information

Contact: Interscience Communications Ltd, West Yard House, Guildford Grove, Greenwich SE10 8JT.

Tel: +44 (0)20 8692 5050. Fax: +44 (0)20 8692 5155.

Email: intercomm@dial.pipex.com. For updated information go to:

<http://www.intercomm.dial.pipex.com>

Useful Web address

For information on London, events, travel etc contact:

<http://www.LondonTown.com> (Very good accommodation rates)

<http://www.visitlondon.com>

<http://www.tfl.gov.uk/gettingaround> (travel, tube, parking)

<http://www.cclondon.com> (details/payment of Congestion Charge)