

## ISO/IEC JTC 1/SC 34

## Document description and processing languages

Secretariat: JISC (Japan)

<b>Document type:</b>	Logistical Information for Meeting
<b>Title:</b>	Logistical Information for the SC 34/WG 4 and WG 8 Meetings, London, UK, 2015-06-15/18
<b>Status:</b>	<p>1) Any experts requiring letters of invitation for visa application / travel permit purposes should email to the host contact, Mr. Francis Cave (<a href="mailto:francis@franciscave.com">francis@franciscave.com</a>), the following information:</p> <ul style="list-style-type: none"><li>• Title (Mr/Mrs/Ms/etc), given name and family name as they appear in the expert's passport</li><li>• Passport number</li><li>• Expected date of arrival in the UK</li><li>• Email address to which the invitation should be sent, or postal address if a physical signed copy of the letter is required.</li></ul> <p>2) All experts planning to participate in these meetings are requested to inform each WG Convenor and the SC 34 Secretariat by 2015-05-29.</p>
<b>Date of document:</b>	2015-04-01
<b>Source:</b>	Meeting host
<b>Expected action:</b>	ACT
<b>Action due date:</b>	2015-05-29
<b>Email of secretary:</b>	<a href="mailto:kimura@itscj.ipsj.or.jp">kimura@itscj.ipsj.or.jp</a>
<b>Committee URL:</b>	<a href="http://isotc.iso.org/livelink/livelink/open/jtc1sc34">http://isotc.iso.org/livelink/livelink/open/jtc1sc34</a>

## Location

Address: BSI Group, Chiswick Tower, 389 Chiswick High Road, London, W4 4AL, UK

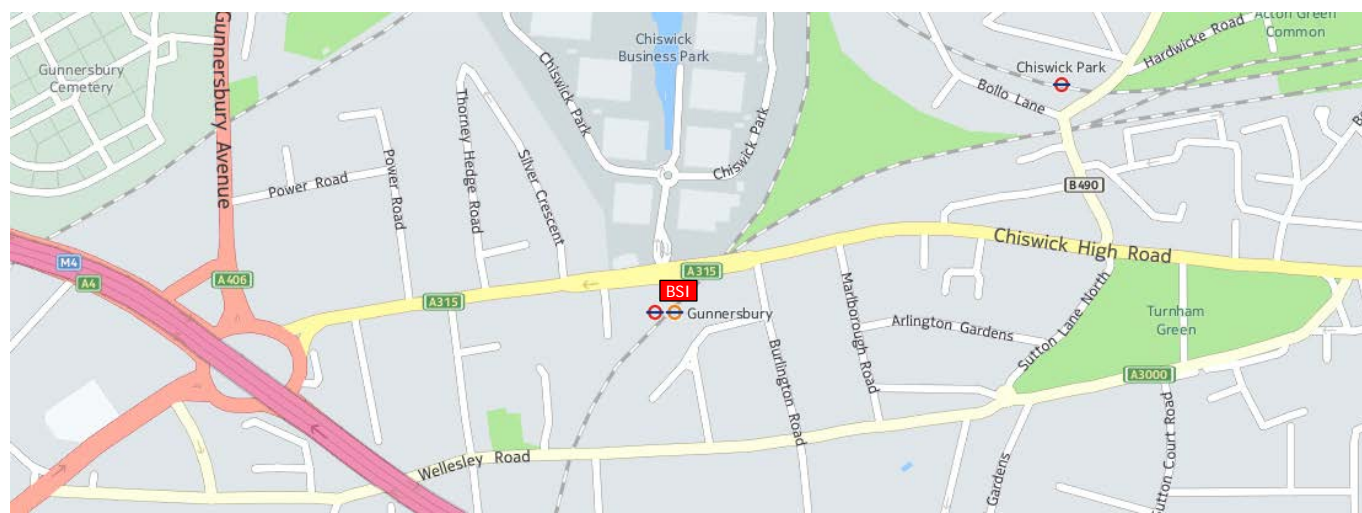
BSI offices are situated in West London, approximately 10 km west of the centre of London and 15 km east of London Heathrow Airport. It is located in Chiswick Tower, directly above **Gunnersbury Station** which is served by the District Line (**Richmond branch**), London Overground and several bus routes.

For travel around London, public transport is recommended for most journeys.

## Entry to BSI offices / Chiswick Tower

Access to the building is controlled. **Visitors should report to the main reception desk and show a copy of the agenda/calling notice either in hard copy or electronic format.** They will then be provided with a swipe card for accessing the building and the meeting room, which is valid for the period of the meeting. Staff, committee members and international delegates are required to display their swipe card at all times for identification purposes.

### Location map



### Tube map (extract of West London)

© London for Transport  
May 2014



The London underground (tube) map is available for free at any tube station and online: [www.tfl.gov.uk/cdn/static/cms/documents/standard-tube-map.pdf](http://www.tfl.gov.uk/cdn/static/cms/documents/standard-tube-map.pdf)





## Refreshments at Chiswick Tower

Tea, coffee, water and biscuits will be provided at meetings.

Visitors may use the Winter Garden self-service restaurant at lunchtime at their own expense. Meals can be paid for in UK currency in cash or by debit/credit card (typically a two-course meal will cost £7 to £9). The restaurant does not accept Euros or other foreign currency. The restaurant is open between 12.00 and 14.00 and is located on the 1st floor.

There is also a small café located on the ground floor that is open from 08.00 to 16.00.

## Currency exchange

Banking facilities in the immediate vicinity of Chiswick Tower are limited and it may be more convenient to exchange currency or travellers cheques before arriving at the meeting. There are several banks, currency exchange offices and cash machines (ATMs) located a 10 to 15 minute walk away from BSI, along Chiswick High Road.

## Getting to BSI offices

There are several ways to travel to BSI offices from the various airports and the Eurostar station; the simplest train/underground routes are given below.

It is also possible to travel by coach from any of the airports **to central London** (but not directly to BSI offices). This service is available at all times. It can be cheaper, but takes longer. The main coach lines include National Express, Easybus and Terravision.

For information on public transport in London, see [www.tfl.gov.uk](http://www.tfl.gov.uk).

For the BSI Travel Plan Map, see [www.bsigroup.com/Documents/about-bsi/BSI\\_TravelPlan\\_MapWEB2012.pdf](http://www.bsigroup.com/Documents/about-bsi/BSI_TravelPlan_MapWEB2012.pdf).

### Eurostar (at St Pancras International Station)

- Go to the **Underground** (King's Cross St. Pancras Underground Station).
- Take the Piccadilly Line (direction south, e.g. Heathrow, Uxbridge) to Hammersmith.
- At Hammersmith, cross the platform (do not use the stairs) and take the District Line (direction **Richmond**) to Gunnersbury.

### From Heathrow Airport

- Go to the **Underground** (do **not** go to Heathrow Express).
- Take the Piccadilly Line to Hammersmith.
- At Hammersmith, take the stairs to change platforms and take the District Line (direction **Richmond**), in the opposite direction to previous travel, to Gunnersbury.

### From Gatwick Airport

- Take the train (Southern or Gatwick Express) to Victoria National Rail Station.
- At Victoria, go to the **Underground**.
- Take the District Line (direction **Richmond**) to Gunnersbury.

### From London City Airport

- Take the Docklands Light Railway (direction Bank) to Bank.
- At Bank, go to the **Underground**, via the linking walkway to Monument.
- At Monument, take the District Line (direction **Richmond**) to Gunnersbury.

## From Stansted Airport

- Take the train (Great Anglia or Stansted Express) to Tottenham Hale.
- Go to the **Underground**.
- Take the Victoria Line (direction south, e.g. Victoria, Brixton) to Victoria.
- Change platform, by following the signs for the District Line.
- Take the District Line (direction **Richmond**) to Gunnersbury.

## From Luton Airport

- Take the shuttle bus to Luton Airport Parkway Station, then the train (Thameslink) to West Hampstead Thameslink Rail Station.
- Go to London Overground (West Hampstead Rail Station).
- Take the London Overground (direction **Richmond**) to Gunnersbury.

## Accessibility of public transport stations

Gunnersbury Station does not have a lift or escalator. The nearest stations to Gunnersbury station with a lift or escalator are:

- Acton Town – on the District and Piccadilly lines
- Hammersmith – on the Piccadilly line (Bus H91 and bus 267 go to Gunnersbury station)
- Kew Gardens – on the District line and London Overground (Bus 391 goes to Gunnersbury station)

## By motor vehicle

### From major motorway (M4, M40 and M3) routes

Take the relevant route to Chiswick Roundabout, then take the exit onto A315 (Chiswick High Road), take the second road on the right into Oxford Road North, then turn left onto Wellesley Road.

### Accessing the car park

Between 08:00am and 10:30am only – The back entrance to the car park is on Wellesley Road.

Any time – The main entrance to the car park is on Chiswick High Road and can only be accessed going west towards Chiswick Roundabout. Drive past the Wellesley Road back entrance and take the second left into Burlington Road then turn left onto Chiswick High Road. The entrance is on the left just beyond the building.

### Booking your parking space

Please send an email with "**Car parking**" in the subject field to [Css3@bsigroup.com](mailto:Css3@bsigroup.com) with the following information:

- Name of person requiring space
- Car make, model and registration number
- Committee reference/room number
- Date space required and expected time of arrival

You will be provided with a booking reference.

Visitor parking has step free access to the building. If you require a designated disabled parking space situated close to the building, please advise when booking your parking space.

## Taxi services

For taxi telephone numbers go to either [www.tfl.gov.uk/modes/taxis-and-minicabs](http://www.tfl.gov.uk/modes/taxis-and-minicabs) or [taxi.uk.cabnumbers.com](http://taxi.uk.cabnumbers.com) or the environmentally friendly [www.greentomatocars.com/uk](http://www.greentomatocars.com/uk).

## Hotels near BSI offices

### BSI hotel directory

The following link can be used to access the BSI hotel directory:

<https://HotelDirectory.lanyon.com/Login.aspx?authToken=e1ebb0a3-acde-441c-9f17-4440423edf7f>

If you enter the address “389 Chiswick High Road” in the search field, a list of six hotels will appear. All are within 7 km of the venue. Further details may be obtained by clicking on individual hotels. When you are ready to make your booking, please contact the hotel directly and request the ‘**BSI Rate**’.

An example search is given below. The Chiswick Moran Hotel is close to the BSI offices. The other hotels are near to either Hammersmith or Gloucester Road Underground Stations.

<b>Chiswick Moran Hotel</b> 626 Chiswick High Rd, London, W4 5RY, UK Contact: +44 20 89965200	Negotiated rate from £140.00 Distance from BSI: 0.52 km Tier: Luxury
<b>Holiday Inn Express London Hammersmith</b> 120-124 King St, Hammersmith, London, W6 0QU, UK Contact: +44 20 87465100	Negotiated rate from £137.09 Distance from BSI: 0.52 km Tier: Economy
<b>Novotel London West</b> 1 Shortlands, Hammersmith London, London, W6 8DR, UK Contact: +44 208 7411555	Negotiated rate from £142.00 Distance from BSI: 3.85 km Tier: Midscale
<b>Millennium Gloucester Hotel</b> 4-18 Harrington Gardens, London, SW7 4LH, UK Contact: +44 20 73736030	Negotiated rate from £145.00 Distance from BSI: 6.25 km Tier: Upscale
<b>Rydges Kensington Plaza</b> 61 Gloucester Rd, London, SW7 4PE, UK Contact: +44 20 75848100	Negotiated rate from £149.00 Distance from BSI: 6.42 km Tier: Upscale
<b>Millennium Baileys Hotel</b> 140 Gloucester Rd, London, London, SW7 4QH, UK Contact: +44 20 73736000	Negotiated rate from £150.00 Distance from BSI: 6.42 km Tier: Upscale

### Other hotel search sites

You can also use **any hotel search site** to look for cheaper hotels and/or hotels located more centrally.

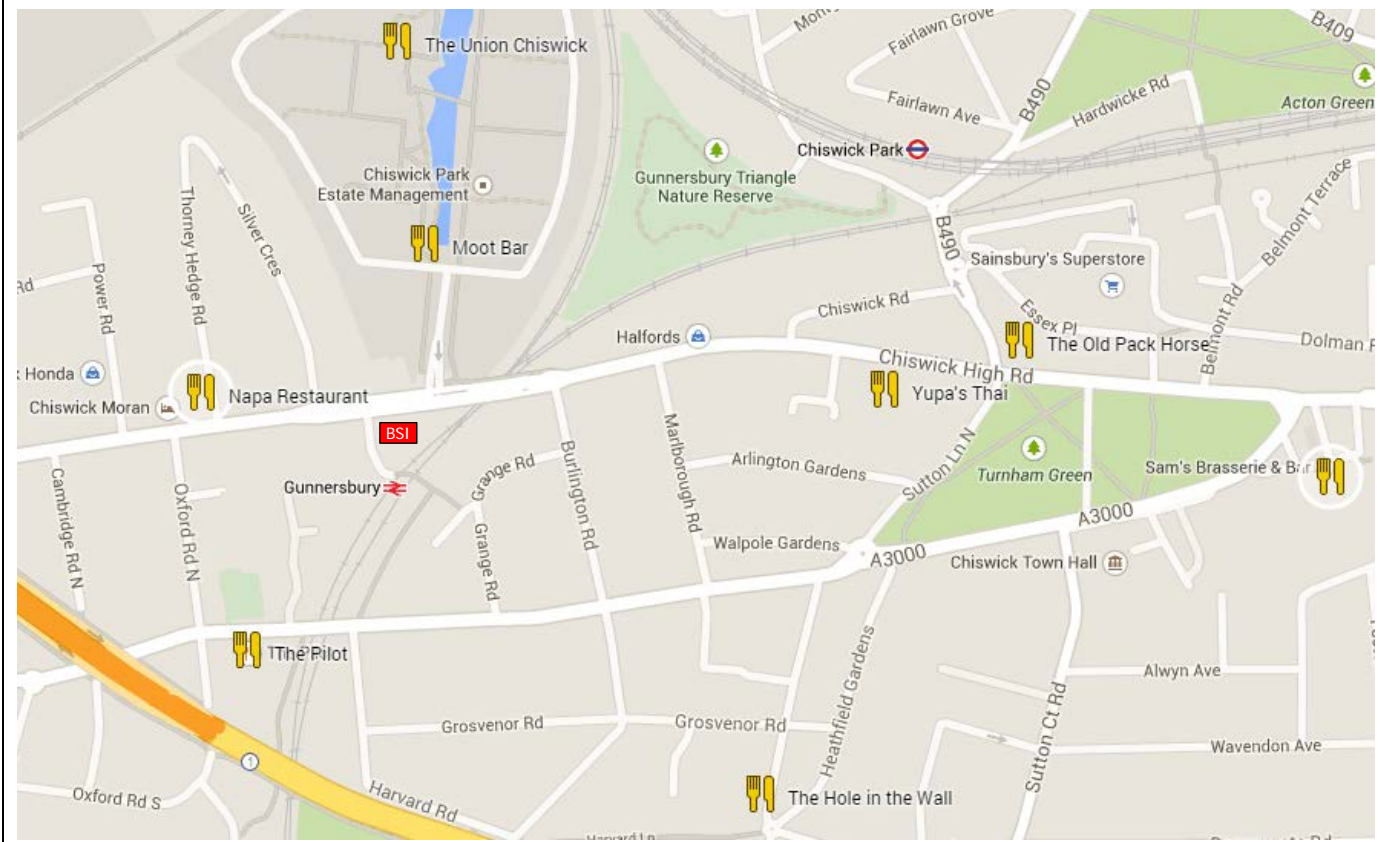
Cheaper hotels located near BSI include:

- Travelodge London Kew Bridge Hotel  
[www.travelodge.co.uk](http://www.travelodge.co.uk)
- Best Western PLUS Seraphine Hammersmith Hotel / Best Western Chiswick Palace & Suites  
[www.bestwestern.co.uk](http://www.bestwestern.co.uk)
- Premier Inn London Hammersmith / Premier Inn London Kew  
[www.premierinn.com](http://www.premierinn.com)

## Restaurants near BSI offices

Chiswick has a large selection of restaurants, cafes, bars and pubs serving food. The ones below are the closest places but many more can be found further down Chiswick High Road and its neighbouring streets. For large groups, it is advisable to book a table in advance.

### Map of restaurants



Napa Restaurant, Chiswick Moran Hotel  
626 Chiswick High Road London W4 5RY  
[www.chiswickmoranhotel.com/napa-restaurant-chiswick](http://www.chiswickmoranhotel.com/napa-restaurant-chiswick)

The Pilot (pub with garden serving food – located near to the Chiswick Moran Hotel)  
56 Wellesley Rd, London W4 4BZ  
[www.pilot-chiswick.co.uk](http://www.pilot-chiswick.co.uk)

The Old Pack Horse (18th century pub with Thai restaurant – on Chiswick High Road)  
434 Chiswick High Rd, London W4 5TF  
[www.oldpackhorsechiswick.co.uk](http://www.oldpackhorsechiswick.co.uk)

The Union Chiswick (bar and restaurant – in Chiswick Business Park opposite BSI)  
Unit 4, Block 5, 566 Chiswick High Rd, London W4 5YA  
[chiswick.theunionbar.co.uk](http://chiswick.theunionbar.co.uk)

Moot Bar (bar and restaurant – in Chiswick Business Park opposite BSI)  
Unit 3, 566 Chiswick High Rd, London W4 5YS  
[www.mootbar.co.uk](http://www.mootbar.co.uk)

Sam's Brasserie (bar and restaurant – off Chiswick High Road)  
Barley Mow Centre, 11 Barley Mow Passage, London W4 4PH  
[www.samsbrasserie.co.uk](http://www.samsbrasserie.co.uk)

Yupa's Thai (on Chiswick High Road)  
311-313 Chiswick High Road, London W4 4HH  
[www.yupasthai.com](http://www.yupasthai.com)

The Swan (Grade II listed pub – take underground or bus to Hammersmith)  
46 Hammersmith Broadway, London W6 0DZ  
[www.nicholsonspubs.co.uk/theswanhammersmithlondon](http://www.nicholsonspubs.co.uk/theswanhammersmithlondon)

## Other useful information

For general information on visiting London, see <http://www.visitlondon.com>.

### Visas

To find out whether you need a visa and how to apply, check with your local British Embassy or other diplomatic representative before you travel.

See also: [www.visitlondon.com/traveller-information/travel-to-london/customs-and-visas/uk-visas](http://www.visitlondon.com/traveller-information/travel-to-london/customs-and-visas/uk-visas)

### British money

The UK's currency is the pound sterling (symbol: £, ISO code: GBP).

There are 100 pence (p) to the pound (£).

Notes come in denominations of £5, £10, £20 and £50.

Coins come in denominations of 1p, 2p, 5p, 10p, 20p, 50p, £1 and £2.

See also: [www.visitlondon.com/traveller-information/essential-information/money/british-money](http://www.visitlondon.com/traveller-information/essential-information/money/british-money)

### Tickets for transport

There are different ticket types and ways to pay to suit different travel needs.

London buses do not accept cash payment, only oyster cards or contactless payment cards.

See also: [www.tfl.gov.uk/fares-and-payments/ticket-types](http://www.tfl.gov.uk/fares-and-payments/ticket-types) and [www.visitlondon.com/traveller-information/getting-around-london/london-transport](http://www.visitlondon.com/traveller-information/getting-around-london/london-transport)

### Smoking

Smoking isn't allowed in any enclosed workplace, public building or on public transport in the UK.

At BSI offices, there is an external patio on the ground floor for smokers.

### Tipping

For restaurants, it is customary to leave a tip of 10-15%. However, some restaurants automatically add the tip to the bill (receipt) listed as "service charge", usually at 12.5%.

See also: [www.visitlondon.com/traveller-information/essential-information/money/tipping](http://www.visitlondon.com/traveller-information/essential-information/money/tipping)

### Electricity

See: [www.visitlondon.com/traveller-information/essential-information/electricity](http://www.visitlondon.com/traveller-information/essential-information/electricity)

- 230 V
- 3 pin plug
- on/off switch at socket

### Things to do in London

See: [www.visitlondon.com/things-to-do](http://www.visitlondon.com/things-to-do)



## Search Results

**1. Holiday Inn Express London Hammersmith** (64979) Distance 1.95 Miles**120-124 King St, Hammersmith London, London,  
W6 0QU, United Kingdom**

Holiday Inn Express London - Hammersmith is just a short walk from the fabulous Hammersmith Apollo music and entertainment venue. See the best live music, comedy and more as this ever-popular venue.

**Contact: +44 20 87465100****Fax: +44 208 7465199****Tier: Economy****Negotiated Rate**  
**from  £ 137.09 GBP****Check in:** 14:00  
**Check out:** 12:00  
**Cancellation Policy:** 4PM**2. Chiswick Moran Hotel** (2520) Distance 0.32 Miles**626 Chiswick High Rd, London, W4 5RY, United  
Kingdom**

The Chiswick Moran Hotel is a mere 20 minutes from central London and 20 minutes Heathrow Airport yet nestled in the tree lined tranquility of Chiswick High Road.

**Contact: +44 20 89965200****Fax: +44 020 8996 5201****Tier: Luxury****Negotiated Rate**  
**from  £ 140.00 GBP****Check in:** 14:00  
**Check out:** 12:00  
**Cancellation Policy:** 24 hours**3. Novotel London West** (83430) Distance 2.39 Miles**1 Shortlands, Hammersmith London, London,  
W6 8DR, United Kingdom**

The multi-award winning Novotel London West is a modern, vibrant 4 star hotel in West London an ideal location for visiting Harrods, Kensington Palace, the Royal Parks and numerous museums, the hotel is also only a 10 minute journey from the new W

**Contact: +44 208 7411555****Fax: +44 208 7412120****Tier: Midscale****Negotiated Rate**  
**from  £ 142.00 GBP****Cancellation Policy:** 2PM**4. Millennium Gloucester Hotel** (234717) Distance 3.89 Miles**4-18 Harrington Gardens, London, SW7 4LH,  
United Kingdom**

4 Star deluxe hotel with 610 large sized bedrooms, centrally located in the heart of the fashionable Borough of Kensington and Chelsea, opposite Gloucester Road Underground Station, with easy access to London Heathrow Airport and West London.

**Negotiated Rate**  
**from  £ 145.00 GBP****Check in:** 14:00  
**Check out:** 12:00  
**Cancellation Policy:** 2PM

**Contact: +44 20 73736030****Fax: +44 20 73730409****Tier: Upscale****5. Rydges Kensington Plaza** (26731)

Distance 3.99 Miles

**61 Gloucester Rd, London, SW7 4PE, United Kingdom**

Conveniently located 50 metres from Gloucester Road tube station with easy access to Piccadilly, District and Circle lines for business and leisure travel.

Boutique-styled hotel with corporate services, meeting rooms. Breakfast, dining options

**Contact: +44 20 75848100****Fax: +44 20 78239175****Tier: Upscale**

**Negotiated Rate**  
from  **£ 149.00 GBP**

**Check in:** 02:00P  
**Check out:** 11:00A  
**Cancellation Policy:** 24 Hours

**6. Millennium Baileys Hotel** (74359)

Distance 3.99 Miles

**140 Gloucester Rd, London, London, SW7 4QH, United Kingdom**

Built in 1876, this superb historic Victorian Town house has been totally restored to its original splendor & style. The hotel is centrally located within the fashionable leafy suburb of the exclusive Borough of Kensington and Chelsea.

**Contact: +44 20 73736000****Fax: +44 20 7370 3760****Tier: Upscale**

**Negotiated Rate**  
from  **£ 150.00 GBP**

**Cancellation Policy:** 2PM

# Information for meetings at BSI Chiswick

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**Parking space** - if you require a car parking space, please send your request to [css3@bsigroup.com](mailto:css3@bsigroup.com) with Car Parking in the subject of the email and giving the committee reference, date of meeting, expected time of arrival, make, model and registration number of car/motorcycle in the message.

This mailbox isn't monitored 24 hours a day and only from Monday-Friday, so please try and make the request before 2pm on the day before your meeting at the latest. We don't usually run out of parking spaces, but this will ensure you have your reference number.

Entrance to the car park can be either from the barrier entrance on Chiswick High Road or from 08.00hrs at the rear access gates on Wellesley Road. Directions to BSI are available from the BSI website:

[Get directions >](#)



**Access to the building** - The front entrance opens at 08.00hrs. There is also a coffee shop in the reception area open from this time. **You will need to show your Agenda at reception in order to obtain an entry pass for the building and meeting room.** This can be as a hard copy or an electronic version.

**Meeting rooms** - with the exception of G1 (which is on the ground floor), all meeting rooms are on 5<sup>th</sup> floor. There is free WIFI access in all rooms and the rooms have full AV equipment.

**Lunch arrangements** - there are many eating places on Chiswick High Road but there is a restaurant on the 1<sup>st</sup> floor of the building available for your use which has a selection of hot dishes, salad and sandwich bar.

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