



## INFORMATION FOR MEETING TO BE HELD AT BSI OFFICES, LONDON

### 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

We have been undertaking some refurbishment of both our office and meeting facilities at Chiswick Towers. Please be aware that the BSI Reception is on the first floor, and not on the ground floor.

If you have parked in BSI's car park, there are now doors that open automatically on the top level on your way to entering BSI. When leaving BSI, please exit through the barriers near to security, give them your temporary pass (swipe card/touch card), and ask them to let you out of BSI and through the car park doors. (If you have exited through the swing doors in Reception, stand near to the car park doors and they will see you on the camera and give you access to the car park).

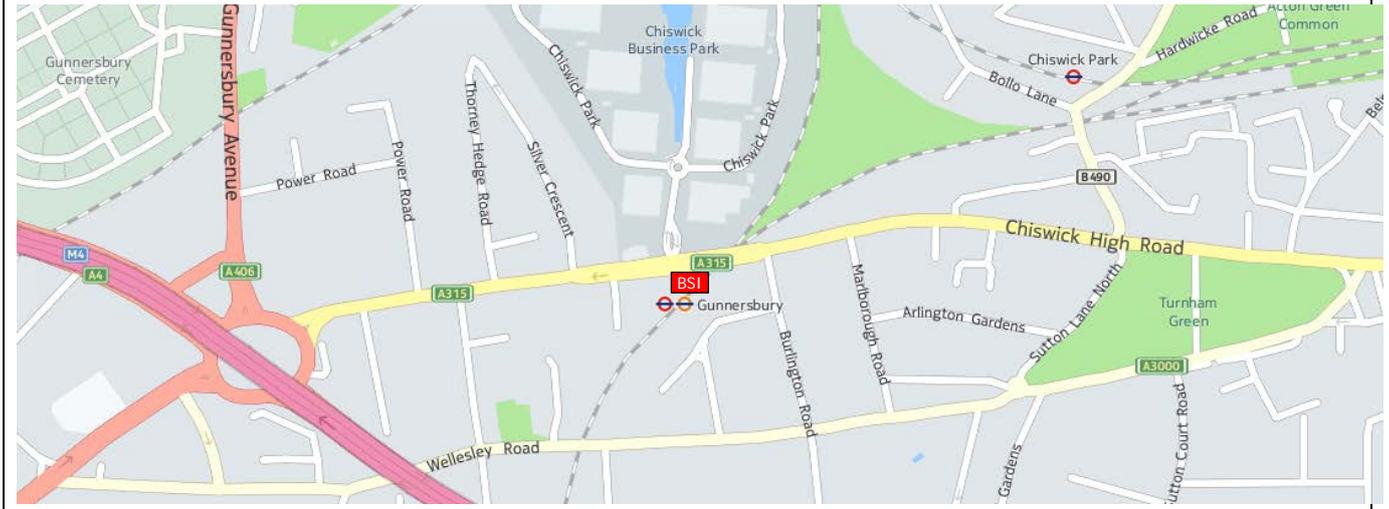
**Access to the building is controlled.** In order to gain access to the meeting rooms, you will need to go through two separate reception areas.

- To enter the building, please report to the main **Chiswick Tower Reception (open between 08:00 h and 17:30 h)** on the ground floor via the Chiswick High Road entrance and *show a paper or electronic copy of the Calling Notice* for your meeting in either hard copy or electronic format. Please be aware that this ground floor reception is not BSI.
- You will be given a temporary pass (swipe card/touch card) to gain access to the first floor only via the barriers to the right of the main reception desk – then you can either go through the double doors on the left, up the stairs and through the barriers or use the lifts to the first floor. Once you have reached the first floor, you need to go to the BSI reception desk, next to the W4 restaurant in order to collect your room pass. **BSI Reception is open between 08:00h and 17:00h.**

(If your meeting is on the ground floor (Room G1), there might be a special arrangement so that you do not have to go to the BSI reception on the first floor).

- At the BSI reception desk, *please show your temporary building pass and a paper or electronic copy of the Calling Notice* to the Receptionist, who will give you a meeting room pass. You should carry your meeting room pass with you while you are in the building. The meeting room pass will give you access to your meeting room, the BSI restaurant 'W4' (next to the BSI reception on the first floor) and it also allows you through the exit barriers on the ground floor.
- Your meeting room pass is only valid on the day of issue. Once your meeting has finished, please hand it in to the **Chiswick Tower Reception on the ground floor or, if leaving the building after 17:30 h, the Security Office** (as you exit the building by the side door).
- If your meeting continues the following day, you will need to follow the same procedure described above in order to obtain a new meeting room pass.

### Location map



### Tube map (extract of West London)

© London for Transport  
May 2014



An 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 may be provided at meetings.

Visitors may use the W4 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.

'The coffee pod' is located on the 1st floor that is open from 08.00 to 15.00.

## 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. Oyster cards can be used for payment of fares for public transport from Eurostar (St Pancras International Station), Heathrow Airport, Gatwick Airport and London City Airport.

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 [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 <https://www.uber.com/en-GB/> or the environmentally friendly [www.greentomatocars.com/uk](http://www.greentomatocars.com/uk).

## Hotels near BSI offices

### BSI hotel directory

The BSI hotel directory can be found on the Ecommittees website – Useful documents folder – Committee member and meeting information – BSI Chiswick committee meeting information – BSI Preferred hotel directory. Also see the document 'Hotel List' for recent rates.

If you enter the address "389 Chiswick High Road" in the search field, a list of two hotels will appear (the Clayton Chiswick Hotel and the Urban Villa). When you are ready to make your booking, please contact the hotel directly and request the '**BSI Rate**' (not all have a BSI rate).

Other hotels near to BSI are also shown in the list below. The Clayton Chiswick Hotel is close to the BSI offices. The other hotels are near to either Hammersmith or Gloucester Road Underground Stations.

<b>Clayton Chiswick Hotel</b> (formerly Chiswick Moran Hotel) 626 Chiswick High Rd, London, W4 5RY, UK Contact: +44 20 8996 5200	<b>Distance from BSI:</b> 0.52 km Tier: Luxury
<b>Urban Villa</b> GWQ Great West Road, Brentford, TW8 0BW, UK Contact: +44 20 37505107	<b>Distance from BSI:</b> 1.94 km Tier: Upscale
<b>Holiday Inn Express London Hammersmith</b> 120-124 King St, Hammersmith, London, W6 0QU, UK Contact: +44 20 8746 5100	<b>Distance from BSI:</b> 3.12 km Tier: Economy
<b>Novotel London West</b> 1 Shortlands, Hammersmith London, London, W6 8DR, UK Contact: +44 20 8741 1555	<b>Distance from BSI:</b> 3.85 km Tier: Midscale
<b>Millennium Gloucester Hotel</b> 4-18 Harrington Gardens, London, SW7 4LH, UK Contact: +44 20 7373 6030	<b>Distance from BSI:</b> 6.25 km Tier: Upscale
<b>Rydges Kensington Plaza</b> 61 Gloucester Rd, London, SW7 4PE, UK Contact: +44 20 7584 8100	<b>Distance from BSI:</b> 6.42 km Tier: Upscale
<b>Millennium Baileys Hotel</b> 140 Gloucester Rd, London, London, SW7 4QH, UK Contact: +44 20 7373 6000	<b>Distance from BSI:</b> 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.

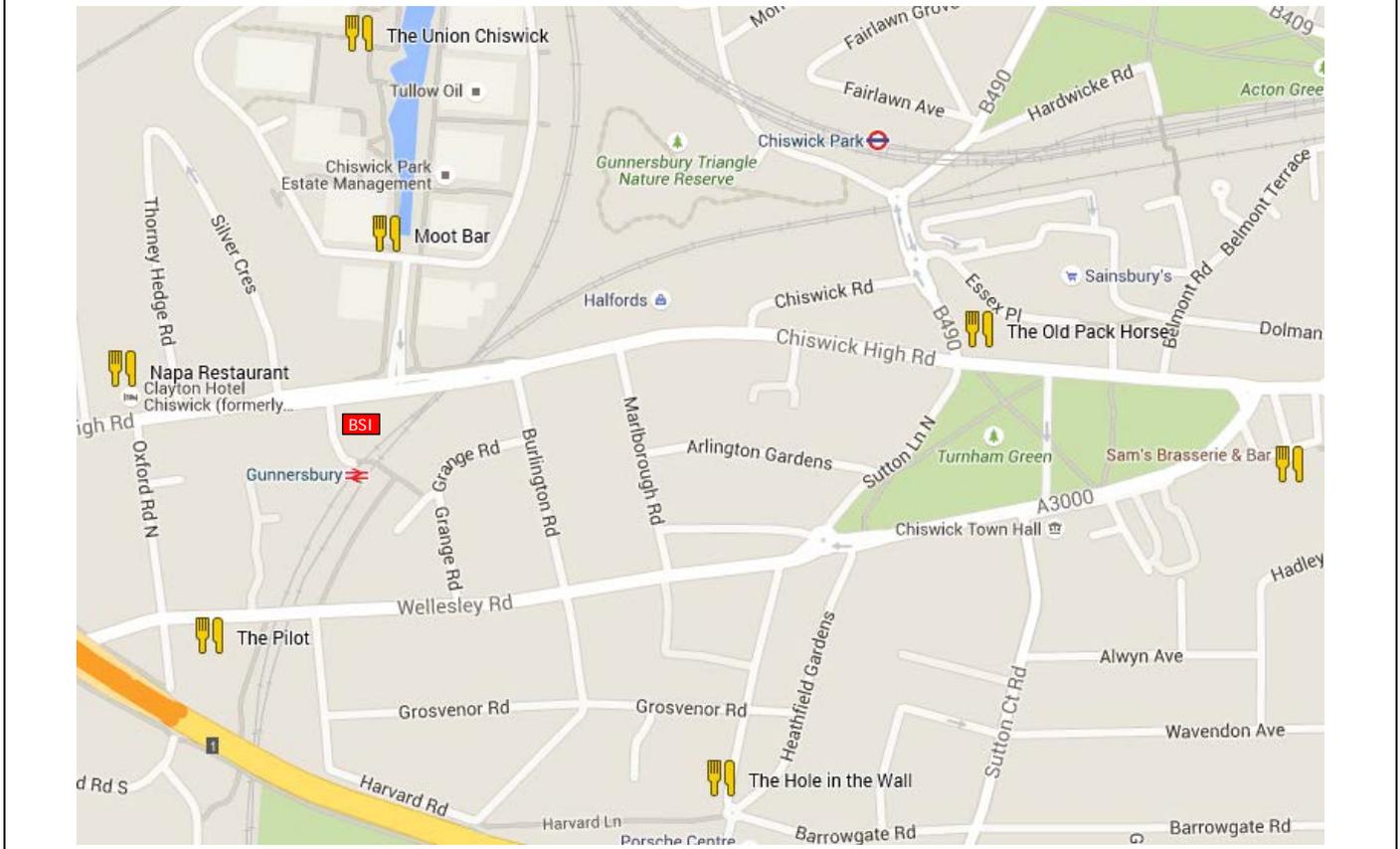
Cheaper hotels located near BSI include:

- 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)
- Booking.com  
[www.booking.com](http://www.booking.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



### In Chiswick

Napa Restaurant, Clayton Chiswick Hotel  
626 Chiswick High Road London W4 5RY  
<http://www.claytonhotelchiswick.com/dining/>

The Pilot (pub with garden serving food – located near to the Clayton Chiswick 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)

### In Hammersmith

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)

Meeting participants who need official invitation letters for their visa application should request the BSI Visa Support Form for Delegates from the meeting host, complete the form and return it to the meeting host.

### 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. (Contactless card can be used anywhere on London Buses and Tubes).

See also: <https://tfl.gov.uk/fares-and-payments> 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

Visitors should bring a suitable travel plug adaptor.

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)