

LONDON FOR **ASSOCIATIONS** **HANDBOOK**

LONDON
CONVENTION BUREAU

Who we are

The London Convention Bureau is part of London & Partners, the Mayor of London's official promotional agency. We promote London internationally as a leading city in which to invest, work, study and visit.

How we can help

As London's official convention bureau, we help event professionals, meeting organisers and associations achieve the most out of London's iconic venues, hotels and support services. Our impartial team provides free advice to help you unlock city gems, plan site inspections and connect you with the right venues and solutions to meet your needs.

Visit our website to discover what's new in London, to find useful resources and contact information, and to submit an RFP.

Contact us

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🐦 London_CVB
@ London_CVB

LONDON CONVENTION BUREAU

Welcome to the London for Associations Handbook.

In this guide, you will find helpful information to everything that London has to offer you.

London is the city to convene a global community. We celebrate innovation and aim to be the best place in the world to create, build and research ideas.

London has vast experience of delivering world-class events, from major association congresses to smaller business meetings, leading exhibitions and city events.

However it is not just the city's passion which sets it apart. Its infrastructure, logistics and expertise in hosting large events means the capital has the capacity and capability to deliver outstanding experiences for every delegate, speaker, sponsor and partner attending a congress or event in our city.

Our London for Associations Handbook provides a step-by-step guide to assist you in navigating and harnessing all the information you need in order to bring your association event to London. Whether you are planning a large or small event, we are here to help.

Suzanne Singleton

Head of Associations



LONDON
& PARTNERS

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MAYOR OF LONDON

LONDON
CONVENTION BUREAU

VISITLONDON.COM

CONTENTS

LONDON CONVENTION BUREAU SERVICES	6	CONFERENCE VENUES	42
Quick guide	8	Venues over 1,000 capacity	44
Useful websites	9	Venues up to 1,000 capacity	52
London at a glance	10	Venues up to 500 capacity	62
WHY LONDON	12	SOCIAL VENUES	66
ACCESS TO LONDON	16	LONDON ACCOMMODATION	72
Getting around London	18	Citywide hotels	
London Underground Map	20	EVENT SUPPORT SERVICES	82
Think Green, Think London	22	Group housing services	
SECTORS		PCO'S	
Medical London	24	Event insurance	
Tech London	28	DMC's	
Urban London	31	PARTNER INDEX	88
Finance London	34	CALENDARS – 2019-2026	102
Creative London	36	NOTES	110
LEGAL, FISCAL & REGULATORY GUIDANCE	38		
VAT	39		
VISA applications	40		



LONDON CONVENTION BUREAU SERVICES

As London's official convention bureau, we are here to help you create a truly inspiring conference for your delegates, from successful bids to hosting your event.



Who we are

We are the official London Convention Bureau. Our team of professional and experienced association specialists offer a free and impartial service to help you unlock London's potential.

What we do

With our unrivalled network of contacts, we can open doors to the widest range of venues, hotels and support services across London. We pride ourselves on knowing new, unique, quirky and historic venues in London and can help you find the ideal setting for your event. We also have extensive experience in helping to find the right accommodation, from five-star hotels to low-cost university rooms.

We can connect you with the best support services in the industry, including professional conference organisers (PCOs), destination management companies (DMCs).

How we can help

We support you from the start, right through the completion of your event. From helping craft a successful bid, to providing letters of support from leading civil and corporate figures, as well as liaising with the hotels, venues and service providers to give you and your delegates the best experience.

Bid support letters

The London Convention Bureau can facilitate letters of support from local government (City Hall) as well as central government, via Visit Britain.

www.visitbritain.org/business-events

**Free and impartial
advice to unlock London's
potential**



Quick guide to our services

Use our free, world-class promotional assets

Set the bar high for your event by using our free, professional-quality resources. The event planners' toolkit on our website is tailored to the needs of conference organisers. It has high-resolution imagery, videos, infographics and PowerPoint presentations ready for you to download and use. conventionbureau.london/resources

Citywide Accommodation

If your event needs more than 1,000 rooms, take advantage of London's Accommodation Charter. Designed to help organisers secure blocks of hotel rooms for major congresses, so you can get the most appropriate and convenient hotels for your delegates

Visa information

Delegates travelling from outside the UK may need a visa. As rules can change, contact your local British embassy for the latest information or check and apply online at: gov.uk/apply-uk-visa

Security matters

The UK is a world leader in counter terrorism. Police, emergency and intelligence services work with the Border Force to ensure London is a safe and secure city to visit.

Quick guide

- Free and impartial advice
- Site inspection coordination
- Citywide accommodation searches
- London Accommodation Charter
- Bid production
- Free promotional toolkit
- Discounts on Visitor Oyster Cards
- Visa guidance



Useful information

Weather

www.metoffice.gov.uk

Transport

- Citymapper www.citymapper.com
- Thames Clipper www.thamesclipper.com
- Uber www.uber.com
- Transport for London www.tfl.gov.uk
- Emirates Airline Cable Car www.tfl.gov.uk/modes/emirates-air-line

Event Services

- Slido (Q&A and Polling platform) www.sli.do
- Eventbrite (online event registration) www.eventbrite.co.uk
- Moore Staffing Services (event staff) www.moorestaffing.com

London Informations, Tours & Theatre shows

- Visit London www.visitlondon.com
- Visit London App (for Android and Apple) www.visitlondon.com/london-app
- See Tickets www.seetickets.com
- London Pass www.londonpass.com

Useful numbers

Non-emergency police line – 101
Non-emergency medical line – 111
Emergency (life-threatening) police and medical line – 999

Visa & Immigration

www.gov.uk/browse/visas-immigration



LONDON AT A GLANCE



6 Airports

400

International destinations within a direct flight to London



Over
18,400 rooms
to be built by 2022



143,000+
Hotel rooms

14 main stations

11 lines

covering **402 km**
and serving over **270** stations
6 lines run a 24-hour service

more than

22,500

music performances
a year across London's 1,000 venues
including the O2 arena – the world's
most popular music venue

LONDON
**TECH
WEEK**

London Tech Week hosts
over 300 events and
attracts over 55,000
attendees

1,000+
Diverse venues



72
Michelin stars
18,100+ places to eat

478

Art galleries

192 Museums



4 UNESCO
World heritage sites



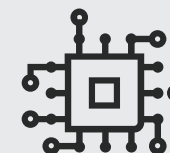
£14.4bn

Annual turnover
generated by
London-based life
sciences companies



233

foreign
languages
spoken



51,600

digital tech
businesses in
London, contributing
263,000 jobs

882,000+

people working in
London's creative
economy

776,000

people employed in
London's financial
services and related
services

WHY LONDON?

London is a city of creative energy. With hundreds of years of rich culture and an open, free-thinking mindset, London has a history of welcoming people from all over the world. Now, as a centre for fintech, life sciences and creativity, there has never been a better time to bring your congress to London. Here's why...



Dynamic and innovative

London has a deep pool of talent across the financial, technology, life sciences and creative sectors. The expert speakers, delegates, exhibitors and media interest that are essential to the success of any major event are here.

Finance

London is a centre for around 250 foreign banks. The UK has the largest insurance industry in Europe and is the world's largest centre for cross-border banking and borrowing.

Tech

London is the launchpad for tomorrow's technology, with 181 incubators and accelerators, the largest developer population, the highest concentration of tech companies in Europe.

Life sciences

London is a hotbed for life sciences research and innovation. Its universities and centres include UCL, King's, Imperial, the Alan Turing Institute and the Francis Crick Institute.

Creative

Close to a million people power London's creative economy, across video games and esports, adtech, fashtech, retailtech and visual effects.

High-quality, affordable accommodation

Hotels

With more than 143,000 hotel rooms to choose from, London has plenty of accommodation options to suit all tastes and budgets.

Restaurants

From sophisticated fine dining to local, family-run gems and a vibrant street food scene, the city is home to more than 8,000 restaurants – 72 of which are Michelin starred.

The world's top city for leading universities

London has more top-rated universities than any other city in the world. Among its 47 highly respected institutions are four of the Times Higher Education's global top 40:

- Imperial College London
- University College London
- The London School of Economics
- King's College London

The city is a hub for cutting-edge research: many of the most respected, exciting and inspiring academic speakers are either based here or visit regularly.

Value for money

London offers world-class accommodation and venues for every budget, so you can create an amazing and unforgettable experience for your delegates.

Free attractions

From ancient displays at the British Museum to cutting-edge galleries at the Wellcome Collection, many of London's 192 museums and 478 art galleries offer free entry.

One of the world's most cosmopolitan cities

London is a vibrant international city where everyone can feel at home.

Diverse

London's population is globally diverse and welcoming: the city's inhabitants speak more than 230 languages.

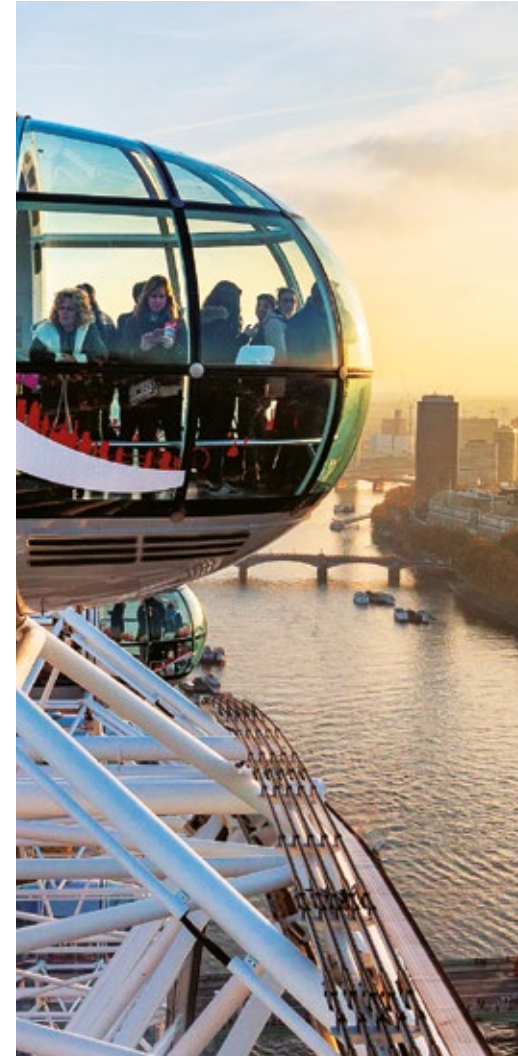
Connected

With six major international airports and direct flights to 400 destinations, as well as one international train station for Eurostar trains to mainland Europe, it's simple to get here - wherever you are.

Close to home

London's waking hours overlap with both Asia and North America, so staying in touch is easy – even when you're far from home.

International trains arrive straight into the heart of the city



ACCESS TO LONDON

With no fewer than six international airports, plus the option of getting to the heart of the city by train, when it comes to bringing your event to London, you are spoilt for choice.

Heathrow

London Heathrow Airport

With 219,000 passengers passing through daily, London Heathrow Airport (LHR) serves more international customers than any other airport in the world. Heathrow offers fantastic business facilities across five terminals, including business lounges. Heathrow is easily accessible and, once opened, the new Elizabeth line will provide direct access to central London in less than 30 minutes.

Gatwick

London Gatwick Airport

Some 46.1 million customers passed through London Gatwick Airport (LGW) in 2018. Excellent business facilities are accessible around the clock and provide a private, soundproof workspace when you need it. Gatwick Express trains provide fast and regular services into London Victoria Station.

LONDON CITY AIRPORT

London City Airport

Located only 1.6km (1 mile) from London's largest conference centre ExCeL London, City Airport (LCY) is one of the most accessible airports in the capital. Business facilities include workstations, while the airport's compact size means you can get to your gate in 30 minutes, ensuring a stress-free travel experience. London City Airport is set for expansion, opening up more airlines and routes directly into the capital.



London Stansted Airport

London Stansted Airport (STN) is one of Europe's fastest-growing airports, in part thanks to its excellent business lounge and conference facilities. Stansted Express trains offer the fastest way to travel between London Stansted Airport and London. Trains depart every 15 minutes and take just 47 minutes to and from London Liverpool Street Station.



London Luton Airport

One of the UK's largest airports, London Luton Airport (LTN) is serviced by budget airlines (e.g. Easyjet and Ryanair). With quiet work areas where you can recharge your devices, as well as state-of-the-art SnoozePods, if you need to recharge your own batteries. There is a fast and direct train service into central London from Luton Airport to Euston Station.



London Southend Airport

London Southend Airport (SEN) is one of the UK's fastest-growing regional airports, with a rich history and an exciting future. Located 53 minutes from central London by train, it's easily accessible and increasingly popular with both leisure and business travellers.



Eurostar

Flying isn't the only way to get to London. Eurostar's high-speed trains have revolutionised travel between the UK and continental Europe. London's St Pancras International Station is just a little over two hours from Paris and Brussels. With business lounges in its London, Paris, Brussels and Amsterdam stations, Eurostar is a great business travel option that will take you to your destination in style.



GETTING AROUND LONDON

Travelling around London could not be easier. Visitors can use the extensive London Underground rail network, as well as buses, black cabs, river boats and even a cable car to cross the river Thames.

The Tube

The London Underground or "Tube" is the world's first metro system and an integral part of most visitors' experience in the capital. With its 11 colour-coded lines, it is the easiest and quickest way to get around London.

Payment made easy

Using a Visitor Oyster card or contactless payment card is the cheapest and most efficient way to travel around London. Oyster cards are electronic smartcards you can top up and use on the underground, buses, trains, Thames Clippers river boats and the Emirates Air Line cable car, allowing you and your delegates to travel around the city conveniently, and without the use of multiple tickets. 81% of event planners agree or strongly agree that London's transport ticketing system, including the Oyster cards, makes travelling around the city easier for visitors.

ELIZABETH LINE

The Elizabeth line is one of the most significant infrastructure projects ever undertaken in Europe. From cutting journey times to easing congestion and offering better connections, the Elizabeth line is set to provide easier, quicker and more direct travel opportunities throughout the capital.

Increasing London's transport capacity

A projected 200 million passengers will travel on the Elizabeth line annually. The line will increase central London's rail capacity by 10%, facilitating more direct journeys and better interchanges. With capacity for 1,500 passengers per train, the Elizabeth line will make travelling on London's transport network easier and less crowded.

The Elizabeth line will stop at 41 accessible stations, starting from Reading, Heathrow and Paddington in the west, through central London, and towards Canary Wharf and for ExCeL London and hotels onsite.

With the new line, London will have some of the most accessible events venues in the world. Delegates travelling from Heathrow will be able to get to London's West End in 28 minutes, the City of London in 34 minutes and ExCeL London and The O2 in 43 minutes.

200 million passengers will travel on the Elizabeth Line

Ten new stations will open, while another 30 are being upgraded as part of the project, including Paddington, Bond Street, Tottenham Court Road and Farringdon. Multiple entrances and ticket halls, more space below ground and straightforward access to the rest of the transport network will make travelling with groups an even easier experience. The Elizabeth line trains will be fully accessible, air-conditioned and wifi enabled.





TRANSPORT FOR LONDON

EVERY JOURNEY MATTERS



24 hour travel information
0343 222 1234*

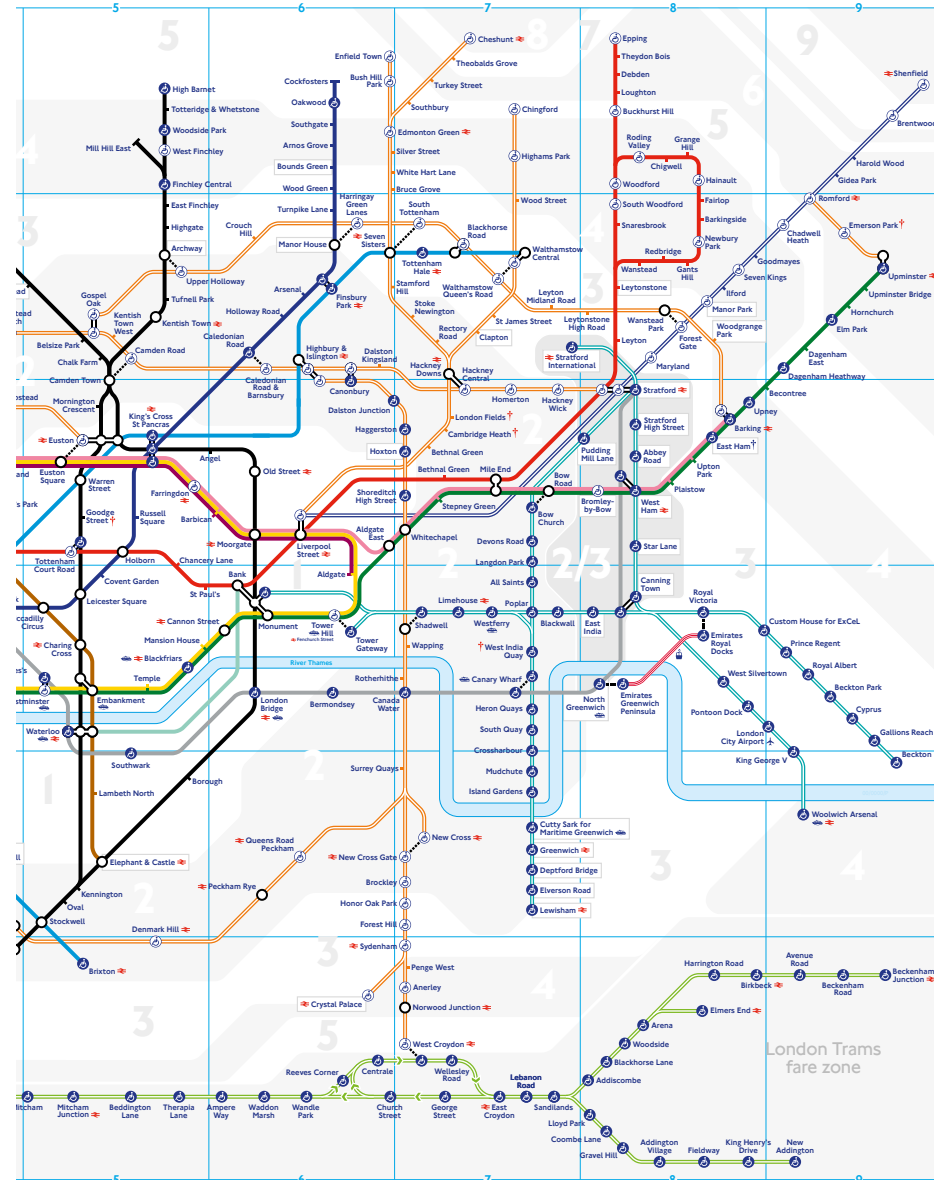


Sign up for email updates
tfl.gov.uk/emailupdates



tfl.gov.uk

MAYOR OF LONDON



Check before you travel

- † Eart's Court
No step-free access to the District line until late June 2019.
- † East Ham
No step-free access to the westbound platform until early July 2019.
- † Heathrow
TfL Rail customers should change at Terminals 2 & 3 for free rail travel to Terminal 5.
- † Hounslow West
Step-free access for manual wheelchairs only.
- † Services or access at these stations are subject to variation.
To check before you travel, visit tfl.gov.uk/plan-a-journey

THINK GREEN THINK LONDON

London is committed to becoming a sustainable world city.

Run an inspiring event in the capital's state-of-the-art venues, low-carbon transport and take advantage of our green business schemes.

Green values

London has a wealth of sustainable event spaces. These venues are independently audited, and ISO 20121 is now standard. This sustainability certificate is recognised by the events industry around the world. To learn how 'green' a venue is, ask for their Display Energy Certificate rating.

Pollution-cutting transport

Delegate travel is the biggest part of an events carbon footprint, so London works hard so that you can offset this.

European delegates can save air miles by travelling to London on the high-speed network, Eurostar. For example: a Eurostar journey emits 80% less carbon than a similar short-haul flight.

In addition, London's public transport system offers many opportunities for greener travel. Delegates can use electric and hydrogen-powered buses or take 'active transport' options such as walking, cycling, or using rail and Tube services.

London has pledged to become carbon neutral by 2050

Sustainability ecosystem

Policies & Strategies

Strategy for London to be zero carbon by 2050

Capital

London the second biggest source of capital for cleantech in the world

London is the world's first National Park City

Talent

Two of the world's top 50 universities for engineering and technology are in London

Innovation & Collaboration

London is a leader in electric vehicle charging, with more rapid charging points installed across the capital than many other global cities, including New York, Stockholm and Madrid

MEDICAL LONDON

London's exceptional medical presence means the people and institutions behind cutting-edge innovation are right here. The city offers excellent networking potential, accessible regulators and a ready pool of world-class speakers.

A centre of excellence

Medtech and pharmaceutical organisations Smith & Nephew, GSK and AstraZeneca are just a few of the medical companies that call London home.

Alongside them, you will find:

- 120 biopharma companies
- 1,500 biomedical researchers
- 14 teaching hospitals
- 50 clinical research centres
- 90 commercial, research and development, and manufacturing medical companies in and around London.

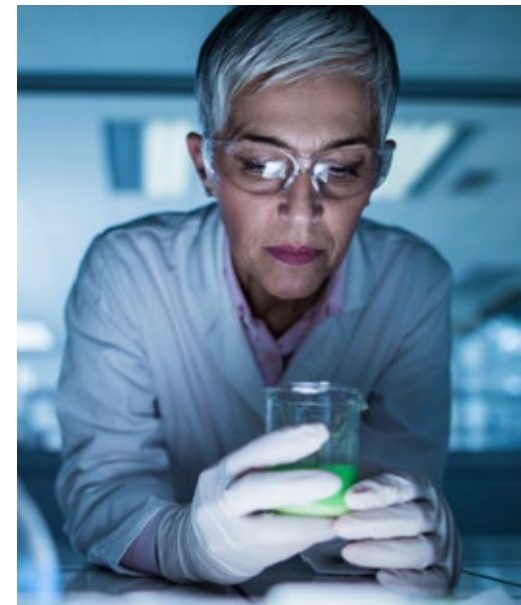
Easy access to regulators

Many key agencies and regulators are also based in London, including:

- The Medicines and Healthcare Products Regulatory Agency (MHRA)
- National Institute for Health Research (NIHR)
- The Medical Research Council (MRC)

The regulations that make the industry what it is – safe, reliable, cutting edge and patient-centric – are created in London.

Life sciences conferences in London receive on average 15-20% more attendance from delegates and exhibitors, when compared to the same event in other cities.



Part of the Golden Triangle

The Golden Triangle links health science centres in five of the south east's premier academic institutions:

- University College London
- Imperial College London
- King's College London
- University of Oxford
- University of Cambridge

They are supported by organisations such as MedCity, which encourages life sciences investment and provides a front door to the region's life sciences capability. This collaboration has led to London's new Francis Crick Institute, a leading centre of biomedical research and innovation that's home to around 1,250 scientists.

MAPPING MEDICAL ACTIVITY

From Paddington to Hammersmith, West London hosts a powerful mix of research and development, manufacturing, academic study and healthcare, including Astra Zeneca, Genomic Medicine Centre and Imperial College Health Partners.

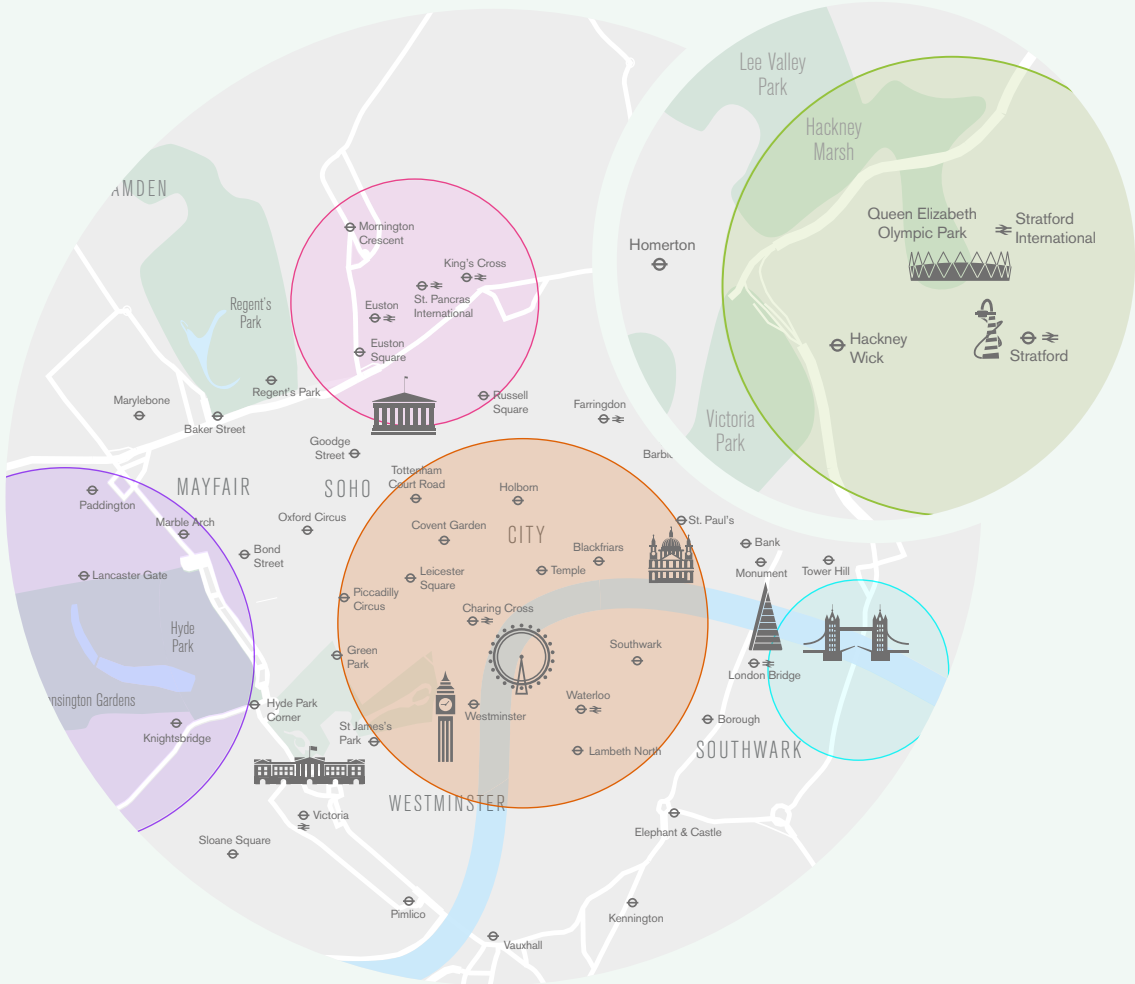
Westminster and the City host three of the industry's four regulatory bodies based in London: Medical Research Council, Medicines and Healthcare Products Regulatory Agency and National Institute for Health Research.

South of the Thames near Tower Bridge, pharma companies rub shoulders with King's Health Partners and the Cell and Gene Therapy Catapult, created to lead the way in cell and gene therapy.

The area around King's Cross St. Pancras, Euston and Bloomsbury is known as the Knowledge Quarter, comprising 35 organisations that cover culture, science, academia, research and media, including the British Library, Birkbeck College, the Francis Crick Institute, Google and the Institute of Physics.

East London is also contributing to London's medical excellence, with scientific research and development hub Londoneast-uk Business and Technical Park in Dagenham; and UCL East, the university's planned campus at Queen Elizabeth Olympic Park. This aims to overcome the conventional barriers between research, education, innovation, public engagement and collaboration.

London forms part of the life sciences Golden Triangle with Oxford and Cambridge





TECH LONDON

The city's high concentration of global tech companies, top universities and access to talent makes it the ideal destination for tech-related events. London has the speakers, the sponsors and the spaces to deliver success.



Expertise

The city has unique depth in fintech, blockchain, AI and cybersecurity – it's where these industries converge. From fintech startups drawn to the City of London to adtech startups thriving in the West End, London blends technology with the professional industries like nowhere else.

Locations

London has three thriving tech hubs: Old Street/ Shoreditch (known as Silicon Roundabout), Stratford (on the former Olympic Park) and King's Cross (home to Google and Facebook's forthcoming headquarters). Here, it's easy for global tech companies, academic institutions and startups to collaborate.

**Google UK
headquarters opens 2020**

World-class researchers

London's universities are carrying out cutting-edge research that will underpin the technologies of tomorrow. Universities such as Imperial College London, University College London (UCL), King's College London and Queen Mary University of London offer world-class speakers working on the very forefront of tech.

UCL's new campus, UCL East, which will bring together researchers to fuel tech innovation; Imperial's interdisciplinary White City campus; Cisco and UCL's new Artificial Intelligence Research Centre in London, which is set to be one of the largest AI research centres in the world; the London Centre for Nanotechnology, a joint venture between UCL, Imperial and King's; and Imperial's Data Science Institute.



STRATFORD TECH HUB

Created as part of the 2012 London Olympic Games Legacy, the Here East tech cluster within the Olympic Park is now the newest Tech Hub and innovation centre in London. Plexal is the focal point of the cluster - a community of innovators in areas including AI, robotics, VR, AR, FinTech and healthtech. Here, UCL also is set to open UCL East in 2021 which will host its robotics department.

KING'S CROSS

King's Cross is home to UCL and its world-leading departments including Neuroscience and Computer Science. It is also where the leading AI research company DeepMind opened their office in 2010 and where UK's leading advanced digital technology innovation centre, Digital Catapult is also based.

TECH CITY OLD STREET

Also known as Silicon Roundabout, TechCity is London's first Tech Hub. The area started gathering interest from start-ups in 2008 and since then it has attracted investment from major companies such as Cisco, Google, Facebook and Intel. Leading universities such as Queen Mary, UCL, Metropolitan and Imperial College are academic institutions active in this cluster.



Apple is set to consolidate its 1,400 London staff in a landmark development in the iconic Battersea Power Station, set for handover in 2021.

Global investment

Investors love London's startups too. The average early-stage funding per startup in London is \$486k, compared to a global average of \$284k.

This is why the next generation of tech is choosing London as its launch pad – and why the city makes an outstanding backdrop for tech events.

UCL's Artificial Intelligence Research Centre is set to be one of the largest in the world

Global tech leaders

London is a hub for tech giants. They're investing in one of Europe's most advanced markets and collaborating with researchers on high-profile R&D projects.

Google will open its new UK headquarters in King's Cross in 2020, with capacity for 7,000 staff. Facebook will open its new UK campus, also in King's Cross, in 2021, doubling its floorspace to over 6,000 workstations.

A large background image of St Paul's Cathedral in London, showing its iconic dome and classical architecture. A red rectangular box is overlaid on the left side of the image, containing the title and introductory text.

URBAN LONDON

With the target to become a zero - carbon city by 2050, London is a hub for investment in cleantech and smart mobility solutions.



London is set to be the world's smartest city with a focus on sustainable transport, regeneration projects and pollution control.

Today, London is already a hub for smart mobility, cleantech and govtech, with many more opportunities for further cross-sectoral development in this capital of convergence.

80% of journeys will be made on foot, on a bicycle, or on public transport by 2041

On smart mobility, the city has an ambitious goal that by 2041, 80% of journeys will be made on foot, on a bicycle, or on public transport. Transport for London, the city's integrated transport authority is working towards smart transport solutions that will equate to a market of \$1.2bn.

The Mayor of London wants to ensure London is a zero-carbon city by 2050.

As a global tech hub, London is transforming its public services to better meet the needs of its citizens. To that end, regulatory support will encourage collaboration, better digital public services and solutions to three major issues: an ageing population, climate change and inequality.





FINANCE LONDON

London is a leading global financial centre which makes it the ideal destination to access speakers and sponsors for your event.



London is widely recognised as a leading global financial centre and, for the first time in 2019, the city hosted Sibos, the annual financial industry event.

Holding the top spot in the Global Financial Centres Index, around half of European investment banking activity is conducted in the capital. It also represents the world's largest foreign exchange market and the largest centre for cross-border banking and borrowing.

**London provides
access to more than
250 foreign banks**

For businesses, London provides access to a huge financial ecosystem as the home to over 250 foreign banks (more than New York, Paris or Frankfurt). With 40,000 companies operating in the financial services sector, employing more than 360,000 people, the array of skills and talent in the city covers everything needed to turn your congress from good to great!

London has also a long history as an innovative pioneer in finance allowing the fast development and adoption of new products.

The City of London and Canary Wharf are the hearts of the financial sector in London, providing easy access to key opinion leaders, speakers and a strong delegate base.



CREATIVE LONDON

London is Europe's creative centre, excelling across the full spectrum of the arts. The city's history of expertise in tech, fashion and e-commerce merge here to produce cutting edge new sectors: from fashion came fashtech, from games was born Esports, from advertising came adtech.

Games industry

With 33.5m gamers, the UK's video game industry is Europe's largest market and the fifth largest globally in terms of consumer revenue. This huge audience base has led to the UK receiving the majority of European investment in this industry. Europe's largest ever Series B funding round, (\$502m), was secured by London-based Improbable, who are also in the process of opening a games studio.

Retail

London offers a thriving economy with the most active online shoppers in the UK. This thirst for technology is driving London's position as a leading city in software and mobile app development. As the number of connected devices in the UK is set to increase twelve-fold by 2026, London promises to be crucible for innovation in retailtech and fashtech.

Digital advertising

No other country in Europe spends more on digital advertising than the UK, and per capita, the UK also outspends the US. With an ecosystem valued at £11.5bn, London is the natural home for the world's major advertising agencies, with two-thirds having their European headquarters here.

Here is a snapshot of some of the top events in the creative sector taking place in London each year.

- London Fashion Week
- Wearable Technology Show
- Retail Design Expo
- Futr
- Advertising Week Europe
- London Games Festival
- London Design Festival
- London Film Festival



“

London is an incredible centre of innovation, which lends itself to the creation of new gaming genres, that's unmatched elsewhere in the world

Roberta Luca, Co-Founder and Chief Brand Officer, Bossa Studios

LEGAL, FISCAL & REGULATORY GUIDANCE

London has a proven track record of successfully hosting world-class congresses. The city has a history of attracting strong attendance and significant support from commercial stakeholders within the UK's legislative and regulatory landscape.



UK Value Added Tax (VAT) status for international events.

- The UK government sets the rules for applying VAT on events based in the UK, for services such as registration fees and accommodation costs.
- The location of the organiser does not affect these rules.
- Under current rules, EU businesses must register and pay VAT if fee revenue exceeds the current income threshold of £85,000 (February 2019).
- VAT incurred in the UK on event costs (venue, professional services, catering, AV, conference materials etc) can be offset against the VAT due on income.

- The difference between the tax due and the tax recoverable can be reclaimed through a VAT reclaim procedure (generally a 6 to 12-month recovery period).

Further guidance

UK government VAT hub is the latest and most comprehensive guidance on the UK's VAT rules, plus help and support.

www.gov.uk/topic/business-tax/vat

VAT Annual Accounting Scheme

This scheme is designed for businesses with limited turnover (£1.35m or less in July 2019), enabling event organisers to estimate and pay VAT in advance and settle the difference once a year.

www.gov.uk/vat-annual-accounting-scheme

BC&A

BC&A are specialist VAT consultants for the event industry. They can help you manage and recover the VAT for your events.

www.bc-a.com

(This guidance is correct at the time of writing, July 2019).

Visa

The UK Government has created an easier-to-use streamlined system with more flexibility for those visiting the UK. The main changes include consolidating the number of visitor routes from 15 to four, including the creation of the Standard Visit visa.

The comprehensive UK Visa and Immigration website, which contains information about immigration categories for non-European nationals, describes the eligibility requirements for each category, and explains how delegates can make an application inside or outside the UK.

From June 2019 visitors from Australia, Canada, Japan, New Zealand, Singapore, South Korea and the United States of America are able to use the e-gates upon arrival in the UK and will no longer need to have landing cards. If delegates are a national of a country in the European Economic Area (EEA) or Switzerland, they should refer to the European nationals section.



If delegates do not know whether they need a visa to come to the UK or which immigration category is most suitable they should refer to the 'Check if you need a UK visa' section. *See Home Office website below for more information.*

The Home Office also confirms on its website that "We incorporate equality into our core objectives, making every effort to eliminate discrimination, promote equal opportunities and foster good working relationships between different people. We are required to consider all individuals when carrying out our day to day work, in shaping policy and in delivering services. This is in line with the public sector Equality Duty introduced by the Equality Act 2010."

www.gov.uk/government/organisations/uk-visas-and-immigration

**We pride ourselves
on being an open,
welcoming city.
This principle will
remain at the heart of
the work we do and the
support we offer you.**

CONFERENCE VENUES

London's unrivalled range of more than 1,000 venues makes it one of the best destinations to host a conference. Take your event to the next level by taking full advantage of the capital's expertise, infrastructure and state-of-the-art venues.

Impressive spaces

From award-winning, purpose-built conference centres to historic buildings equipped with the latest tech, London's sheer number of venues is guaranteed to meet your needs. Whether you're looking for pillar-free auditoriums, bright venues or rooms with spectacular views, the city is full of unique and flexible spaces with experienced staff on hand to help every step of the way.

Academic appeal

With internationally renowned centres of scientific breakthrough, creativity, progressive thinking, pioneering astrophysical study and more, London's 47 universities and colleges provide endless possibilities to match the right venue with a conference theme.

Accessible places

From transport and infrastructure to conference centres and social venues, London's facilities are constantly adapting as the city thrives to create a fully inclusive and accessible environment for everyone.





EXCEL LONDON

ExCeL London is the capital's largest events venue and is also home to London's International Conference Centre (ICC). The space includes the UK's largest, fully flexible 4,500-seat auditorium, which is seamlessly integrated with ExCeL's existing space, making it ideal for large-scale events and congresses.

As a venue, ExCeL works closely with associations to understand their specific objectives and deliver a successful event. Together, they look for opportunities to extend the congress' life cycle, create great global outreach and get the most out of London.

The Elizabeth line will also transform travel across London and make it easier, faster and more convenient to get to events at ExCeL.

Location

ExCeL is located in London's Royal Docks, within close proximity to the City of London and Canary Wharf. The venue is connected by the DLR to the Jubilee Line, river and cable car services, with London City Airport minutes away for easy access to domestic and international destinations.

Nearest tube

🚇 Custom House and Prince Regent



Capacity

Theatre	1,000-20,000
Cabaret	1,000-10,000
Reception	1,000-20,000
Banquet	1,000-10,000
Number of breakout rooms	76

Contact details

+44 (0) 20 7069 4602
salesenquiries@excel.london
www.excel.london



THE O2

The O2 hosts the world's biggest live events. From the BRITs to the National Television Awards, conferences to choirs, it's home to a wide range of content. The O2 arena can host conference events for 1,500 to 17,000 guests. The floor can hold awards and dinners for 800 to 2,200 seated guests. VIP areas and concourses are perfectly suited for breakout, catering and networking spaces.

Location

The O2 is located on the Peninsula in Greenwich, accessible by car, bus, London Underground, MBNA Thames Clippers and Emirates Air Line cable car.

Nearest tube

🚇 North Greenwich

Capacity

Theatre	17,000
Seated dinner	2,200
Number of breakout rooms	3

Contact details

+44 (0) 20 8463 2149
Sales@theo2.co.uk
www.theo2.co.uk

INTERCONTINENTAL LONDON - THE O2

The InterContinental London - The O2 Hotel was designed and purpose built for large events. The hotel offers 453 spacious bedrooms, five destinations-inspired dining, and 4,500 sq m of modern events space, including the UK's largest pillar-free ballroom. Highlights for visiting delegates include 20 meeting and event spaces, a Club InterContinental executive lounge, 24-hour concierge and complimentary hotel shuttle.

Location

InterContinental London – The O2 is located on the vibrant and well-connected Greenwich Peninsula.

It's also linked to world-famous entertainment venue, The O2, via a private walkway.

Nearest tube

🚇 North Greenwich

Capacity

Theatre	3,100
Cabaret	1,720
Reception	3,100
Banquet	2,520
Number of breakout rooms	20

Contact details

+44 (0)20 8463 6868
info@iclondon-theo2.com
www.iclondon-theo2.com





QEII CENTRE

Situated in Westminster, the QEII Centre is a unique venue that couples world class-facilities with stunning views including the Houses of Parliament and Westminster Abbey.

There are over 6,000 hotel bedrooms within walking distance as well as other iconic landmarks including Buckingham Palace, the River Thames, St James's Park and the London.

Facilities

With a 2,500 capacity, the Centre has significant experience of hosting high profile conferences, conventions, exhibitions, awards dinners and

corporate events. Complimentary super-fast wi-fi is provided throughout the Centre.

Transport

The centre is easily accessible and has exceptional transport links in London and beyond, providing access to first rate restaurants, shopping and culture and as well as being an hours' transfer from five international airports..

Nearest tube

🚇 St James's Park and Westminster



Capacity

Theatre	1,300
Cabaret	568
Reception	1,200
Banquet	930
Total capacity	2,500
Number of breakout rooms	32

Contact details

+44 (0) 20 7798 4300
Catherine.cook@qeiicentre.london
www.qeiicentre.london

PARK PLAZA WESTMINSTER BRIDGE

Park Plaza Westminster Bridge London is an iconic all-in-one meetings and events solution with the AIM gold accreditation and experience working with the Healthcare sector.

A 1,200 sq m pillar free Westminster Ballroom for up to 2,000 delegates is complemented by convenient layered conference floors.

Coach parking, group check-in desks and high-level security are available, as are 1,019 guestrooms and a range of dining options.

Location

Situated on London's South Bank opposite the Houses of Parliament, within walking distance of the QEII Centre and close to ExCeL London via the Jubilee line from Waterloo.

Nearest tube

🚇 Westminster and Waterloo

Capacity

Theatre	2,000
Cabaret	720
Reception	1,500
Banquet	1,350
Number of breakout rooms	31

Contact details

T: +44 (0) 333 400 6112
ppwlconf@pphe.com
www.parkplaza.com/westminster





CENTRAL HALL WESTMINSTER

Beautifully Grade II listed building and one of London's largest purpose-built meeting places.

Central Hall Westminster offers 25 varied rooms and spaces to accommodate events of all sizes, from intimate functions of up to 60 guests to large occasions for up to 500. The venue can also cater for large events of up to 2,400 people.

The Great Hall is housed by an iconic dome, there is an elegant entrance, marble flooring, spacious foyers and a grand staircase that compliments the spaces. All rooms have large windows, high ceilings and are fitted with seamless state-of-the-art technology.

Central Hall Westminster is a not-for-profit company that exists to enhance its architecturally significant building and provide money for charitable works globally.

Location

The building overlooks Westminster Abbey, Big Ben and the Houses of Parliament, in one of central London's most prestigious and iconic locations.

Nearest tube

St James's Park and Westminster

Capacity

Theatre	2,039
Cabaret	420
Reception	1,300
Banquet	420
Number of breakout rooms	11

Contact details

+44 (0) 20 7222 8010
enquiries@c-h-w.com
www.c-h-w.com



BARBICAN CENTRE

The AIM Gold accredited Barbican offers 21 flexible and creative spaces that can be hired for a wide range of events, from conferences, product launches to meetings and receptions. This unique, historic venue designed by Chamberlin, Powell and Bon in the Brutalist style, has always been a conversation starter. Together with state-of-the-art technology and a dedicated team of event managers with years of staging world-class events, the Barbican is where people perform at their best.

Location

The Barbican is located in the City of London.

Nearest tube

🚇 Barbican, St Paul's and Moorgate

Capacity

Theatre	1,943
Cabaret	120
Reception	2,000
Banquet	528

Number of breakout rooms : 6
auditoriums (153-1,943); 7 flat-floored
conference suites (20-170)

Contact details

+44 (0) 20 7382 7043
businesssevents@barbican.org.uk
www.barbican.org.uk



HILTON LONDON METROPOLE

Hilton London Metropole is one of the largest conference hotels in Europe, with the ability to deliver personalised and unique Association events for your International delegates.

Facilities

The hotel boasts 43 event spaces and 4,300 m² (46,285 ft²) of pillar-free space. Their scale offers the flexibility to host events of every type and size - from small meetings, to conventions and events for up to 1,600 guests with a total exhibition space of 2,300 m² (25,000 ft²).

Location

Offering superb transportation links, Hilton London Metropole is located just 15 minutes from Heathrow Airport via the Heathrow Express.

Nearest tube

🚇 Edgware Road and Paddington

Capacity

Theatre	1,300
Reception	1,600
Banquet	1,080
Number of breakout rooms	43

Contact details

+44 (0)20 7402 2400
cbs.londonmet@hilton.com
www.hilton.com/london



CENTRED AT EXCEL

In addition to being the capital's largest events venue, ExCeL London offers dedicated conference and convention space for up to 1,000 delegates.

The individual meeting rooms, separate reception and registration areas, and additional breakout rooms make it ideal for a wide range of events, from group symposia and hands-on workshops, to special events and receptions. The Elizabeth line will also transform travel across London and make it easier, faster and more convenient to get to events at ExCeL.

Location
CentrEd at ExCeL is located on the waterfront in London's Royal Docks, within close proximity to the City of London and Canary Wharf. The venue is connected by the DLR to the Jubilee Line, river and cable car services, with London City Airport minutes away for easy access to domestic and international destinations.

Nearest tube
Custom House and Prince Regent



Capacity	
Theatre	70-1,000
Cabaret	30-800
Reception	70-1,000
Banquet	40-1,000
Number of breakout rooms	32

Contact details
+44 (0)20 7069 4602
salesenquiries@excel.london
www.excel.london

NOVOTEL LONDON WEST

Novotel London West is a four-star hotel providing extensive and flexible M&E facilities to the international and European business community.

A healthcare-assessed venue, its 33 meeting rooms make it one of London's most versatile event spaces.

It also offers 1,360 sq m of exhibition space, plus 25 syndicate rooms of which 17 have natural daylight. Total of 630 spacious bedrooms with three superb dining options complement these facilities.

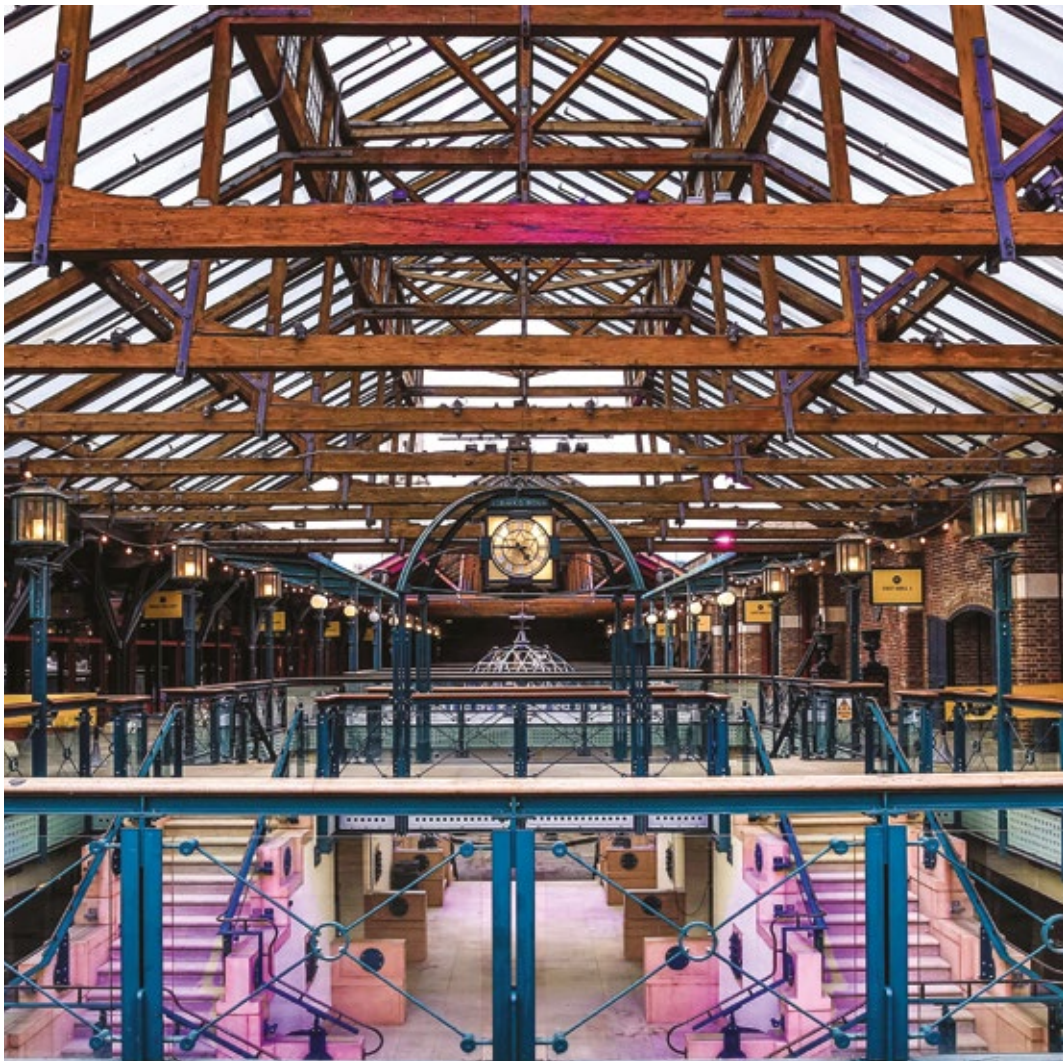
Location
Excellent transport links are on offer with three of London's main tube lines (Piccadilly, District and Hammersmith & City) a five-minute walk from the hotel. In addition to this, the hotel is very conveniently located for Heathrow Airport and major road/rail links to the rest of the UK

Nearest tube
Hammersmith

Capacity	
Theatre	1,000
Cabaret	520
Reception	2,000
Banquet	650
Number of breakout rooms	25

Contact details
+44 (0)20 8237 7480
elaine.ranahan@accor.com
www.novotellondonwest.co.uk





TOBACCO DOCK

History: Built in 1812 as a warehouse serving London Docks, this stunning Grade I-listed building was ambitiously restored in 2012 and has sealed its reputation as one of the capital's leading events venues.

Facilities: With 57 spaces arranged over 16,000 sq m, Tobacco Dock has a maximum capacity of 10,000 and hosts a spectrum of events. The Dock Gallery and East Dock can be hired on a DDR package basis offering full event management and straightforward corporate event planning.

Services: Tobacco Dock's award-winning in-house catering team creates delicious food, with plenty of options for informal dining too, from bowl food to street food. Top-end audio visual services fulfil the most exacting of briefs and demanding levels of production.

Location

Tobacco Dock can be found just one stop from Bank and a stone's throw from both Shoreditch and Canary Wharf.

Nearest tube

🚇 Wapping and Shadwell

Capacity

Theatre	1,500
Cabaret	1,000
Reception	10,000
Banquet	1,200
Number of breakout rooms	44

Contact details

+44 (0)20 7680 4001
tdvlsales@tobaccodocklondon.com
www.tobaccodocklondon.com

ETC. VENUES 133 HOUNDSDITCH

etc.venues 133 Houndsditch is a large conference and exhibition space spread over one floor, with the main suite accommodating 700 guests, theatre style.

For added flexibility, there are a further nine large breakout rooms (for 50-330 people) and a large Galleria ideal for exhibitions, with multiple media walls providing plenty of branding options.

This stylish space boasts a generous ceiling height, natural daylight and the latest in built-in audio-visual technology.

As well as first-class conference and exhibition space, the venue also offers the services of on-site chefs, while the award-winning events team is on hand to support clients and delegates.

Location
The venue is located in the heart of City of London.

Nearest tube
🚇 Liverpool Street and Bank

Capacity	
Theatre	700
Cabaret	500
Reception	700
Banquet	576
Number of breakout rooms	9

Contact details
+44 (0)20 7105 6090
associations@etcvenues.co.uk
www.etcvenues.co.uk



ETC. VENUES COUNTY HALL

etc.venues County Hall offers 68,000 sq ft of event space over two floors for conferences, meetings and events. This includes two suites for up to 400, both supported by large private networking spaces, one of which includes views of the Houses of Parliament and Big Ben.

The venue also offers 24 meeting and training rooms, exclusive hire and private dining, with on-site chefs and event team support.

This iconic building has been restored using original features coupled with high-quality design in classic copper and velvety tones.

Location
Situated on the South Bank, the venue is next to The London Eye with views over the Houses of Parliament and Big Ben. It is easily accessible from both Waterloo and Westminster stations.

Nearest tube
🚇 Westminster and Waterloo

Capacity	
Theatre	400
Cabaret	250
Reception	900
Banquet	300
Number of breakout rooms	30

Contact details
+44 (0)20 7105 6090
associations@etcvenues.co.uk
www.etcvenues.co.uk



IMPERIAL COLLEGE

Imperial Venues (Imperial College London) is one of London's premier academic venues.

It offers over 100 flexible event spaces, from classrooms and lecture theatres, to modern meeting rooms and a historic townhouse with private courtyard.

Imperial provides a range of additional services, including event planning and management, delicious in-house catering, superb audio-visual equipment and on-site accommodation from July to September.

Location

Imperial is nestled between some of London's most iconic landmarks including Hyde Park, the Royal Albert Hall and the museums and galleries of Exhibition Road.

Nearest tube

🚇 South Kensington and Gloucester Road

Capacity

Theatre	758
Cabaret	240
Reception	640
Banquet	360
Various breakout rooms across campus	

Contact details

+44 (0)20 7594 9494
venues@imperial.ac.uk
www.imperial.ac.uk



HILTON LONDON BANKSIDE

Hilton London Bankside is a multi-award-winning modern hotel in central London.

Whether you are planning a board meeting, gala dinner or product launch, Hilton London Bankside is the perfect venue for any special occasion.

The hotel offers more than 10,000 sq ft of spectacular event space, as well as 292 modern rooms with 25 bespoke suites and a luxury Penthouse apartment.

Location

Hilton London Bankside is located just south of the river Thames, between Blackfriars Bridge and London Bridge.

Nearest tube

🚇 Southwark

Capacity

Theatre	700
Cabaret	320
Reception	700
Banquet	430
Number of breakout rooms	3

Contact details

+44 (0)20 3667 5600
info@hiltonbankside.co.uk
www.hiltonbankside.co.uk

PARK PLAZA LONDON RIVERBANK

Park Plaza London Riverbank offers an outstanding AIM Gold-accredited venue in a multiple-level conference centre housing 24 function rooms, including the Ballroom, City Suites, Plaza and Park Suites for up to 650 guests.

Additional facilities include: 555 guestrooms, the award-winning Chino Latino pan-Asian restaurant and bar, an indoor swimming pool, a modern fitness centre and a business centre.

The hotel is experienced in hosting healthcare sector meetings.

Location

Situated south of the river Thames on Albert Embankment, close to Waterloo, the QEII Centre and Westminster.

Nearest tube

🚇 Vauxhall and Waterloo

Capacity

Theatre	650
Cabaret	432
Reception	660
Banquet	540
Number of breakout rooms	23

Contact details

T: +44 (0) 333 400 6120
pprlconf@pphe.com
www.parkplaza.com/riverbank



CHURCH HOUSE WESTMINSTER

Church House Westminster offers a modern infrastructure, which includes free delegate wifi and 4k laser projection, within a building steeped in London history.

The dome shape of the largest room, the Assembly Hall, accommodates up to 600 delegates theatre style, while the 18 other rooms of varying sizes provide versatile breakout areas.

In-house event management, catering and AV are all available to support any event.

Location

Centrally located, close to several hotels and with excellent transport links, Church House Westminster is set within Dean's Yard and offers beautiful views of Westminster Abbey.

Nearest tube

🚇 Westminster and St James's Park

Capacity

Theatre	600
Cabaret	208
Reception	550
Banquet	372
Breakout rooms	18

Contact details

+44 (0)20 7390 1590
sales@churchhouseconf.co.uk
www.churchhouseconf.co.uk

IET LONDON: SAVOY PLACE

Centrally located in London, IET London: Savoy Place offers state-of-the-art AV facilities, innovative catering and spectacular views over the River Thames.

executive boardrooms, state of the art lecture theatres, historic libraries and contemporary spaces with river views, plus a roof terrace with 180° views across the iconic London skyline

With a grand marble lobby, interactive exhibits and a range of unique and flexible event spaces, Savoy Place is the ideal venue for conferences, presentations, meetings, exhibitions and award ceremonies.

18 versatile event spaces provide capacity from 20-626 guests; from

Location
Set on the north bank of the River Thames in central London, IET London: Savoy Place is easily accessible by rail, tube and river and has a fantastic selection of local accommodation.

Nearest tube
🚶 Embankment, Temple, Charing Cross

Capacity	
Theatre	451
Cabaret	180
Reception	330
Banquet	300
Number of breakout rooms	18

Contact details
+44 (0)20 7344 5479
savoyplace@ietvenues.co.uk
www.ietvenues.co.uk



BMA HOUSE

Placing sustainability at the heart of everything they do, which has won them a Gold award in Green Tourism, BMA House's award-winning grade II-listed building is an exceptional space to host an event.

The venue offers 21 unique and versatile spaces for up to 320, plus two outdoor options, all supported by a dedicated AV technician and experienced event planners. To support wellbeing and work-life balance, the magnificent Courtyard and botanical Garden provide delegates with a breath of fresh air to unwind in between breaks.

The team also works with an expert nutritionist to create menus centred around responsibly sourced ingredients; encouraging delegates to eat nourishing foods which sustain energy levels and promote healthy eating

Location
The venue is within walking distance from mainline stations, including Euston, King's Cross and St Pancras.

Nearest tube
🚶 Euston and Russell Square

Capacity	
Theatre	294
Cabaret	160
Reception	320
Banquet	200
Number of breakout rooms	16

Contact details
+44 (0)20 7874 7020
events@bma.org.uk
www.bma.org.uk



ROYAL COLLEGE OF PHYSICIANS

The Royal College of Physicians is the oldest English Medical institution in England, located at the pinnacle of the UK's 'golden triangle' of world class life sciences institutions. The award-winning conference centre is housed in an elegant, grade 1 listed modern building in London's Regent's Park, within an hour of six international airports

Its impressive portfolio of purpose-designed facilities includes two-tiered auditoriums seating 140 and 300 respectively, as well as flexible meeting, exhibition and dining spaces, with contrasting contemporary and traditional styles to suit all tastes.

The building is bright and spacious, with stylish, modern architecture, while the private medicinal garden is ideal for summer events or alfresco dining for up to 200 guests.

Cutting-edge technology and full audio visual and media services are available, including streaming, filming and editing. Steeped in history, the venue also offers museum tours of the exhibitions and heritage collection to enhance the delegate experience and make every event truly memorable.

Location

Located in London's Regent's Park, within 5 minutes' walk of Regent's Park, Great Portland Street, or Warren Street tube stations

Nearest tube

🚇 Regent's Park

Capacity

Theatre	304
Cabaret	96
Reception	400
Banquet	300
Number of breakout rooms	10

Contact details

+44 (0)20 7034 4900
events@rcplondon.ac.uk
www.rcplondon.ac.uk

SOCIAL VENUES

Sense of occasion

London offers a wealth of versatile and impressive venues to host an event – from board and faculty dinners to sponsor parties. With amazing views and a track record for hosting prestigious events, London delivers unforgettable experiences that bring out the diversity and richness of the city.

Grand and historic

London has more than its fair share of impressive and iconic period buildings. From livery halls and markets to museums and galleries, as well as theatres, libraries and exclusive private members clubs, a dazzling array of spaces are available for private hire.

Modern and contemporary

London's skyline is constantly evolving, with the frequent addition of architectural masterpieces such as The Shard and 20 Fenchurch Street. Host an event at the top of one of these iconic structures to impress your delegates with unparalleled views of the capital.

To the river

A cruise along the river Thames offers delegates the chance to see some of London's world-famous sites from a different angle. Whether it's for a private dinner or a guided tour, a river cruise is always a popular and welcome choice.





HISTORIC ROYAL PALACES

Historic Royal Palaces is an independent charity that looks after and manages HM Tower of London, Hampton Court Palace, Banqueting House, Kensington Palace and Kew Palace. These beautiful venues provide the perfect backdrop to a range of events whether it be an intimate dinner, company away day or an awards ceremony.

With over 40 different events spaces, Historic Royal Palaces offers a variety of options for you to produce events in some of the most iconic venues your clients will have ever seen.

With our ethos of 'tradition with a twist', we welcome new and exciting ways of producing events alongside our dedicated partners in catering, production and floristry.

Location
City of London, Westminster, Kensington and Surrey

Nearest tube
🚇 various

Contact details
+44 (0)20 31 666 130
events@hrp.org.uk
www.hrp.org.uk



Capacity	
Tower of London	240 seated
	300 standing
Hampton Court Palace	270 seated
	400 standing
Banqueting House	380 seated
	500 standing
Kensington Palace	300 seated
	800 standing
Kew Palace	30 seated
	60 standing

Marquees
Tower of London up to 2,000 guests
Hampton Court Palace up to 3,000 guests

WOODS' SILVER FLEET

Family owned Woods' Silver Fleet are recognised internationally as some of the most beautiful event spaces on water. Since her launch, the 61m flagship Silver Sturgeon, with its large open-air teak decks and subtle, architect-designed interiors, has been the choice for the Royal family, Google, Jaguar, Chanel, Hertz and Bulgari.

For a smaller guest list, choose the art deco-inspired Silver Barracuda.

New for 2020 is Woods Quay, the fleet's new home, a 140m reception space and moorings on Victoria Embankment.

Location
Woods Quay, a rare, private, central London pier, directly in front of the Savoy Hotel.

Other event pier options
Chelsea, Battersea Power Station, London Eye, Bankside, London Bridge, Tower Bridge, O2, ExCeL London and Greenwich

Nearest tube
🚇 Embankment and Temple

Capacity	
Theatre	279
Cabaret	166
Reception	550
Banquet	440
Number of breakout rooms	1

Contact details
+44 (0)20 7491 1947
william@silverfleet.co.uk
www.silverfleet.co.uk





TRINITY HOUSE

Trinity House is the working home of the General Lighthouse Authority and is a treasure trove of maritime paintings and artefacts, which include the brass bell from the Royal Yacht Britannia.

Behind the Georgian facade dating from 1786, there are five elegant function rooms with high ceilings and tall sash-windows overlooking Trinity Square Gardens towards the Tower of London.

The Library and the Court rooms showcase valuable paintings of royal patrons (including Henry VIII and Elizabeth I) and other historic and illustrious figures, as well as priceless

ships models.

Trinity House is available for important corporate and social occasions on an exclusive hire basis and includes complimentary use of the venue's tables and crested leather chairs.

Location

Located on Tower Hill, it is adjacent to the 10 Trinity Square Four Seasons Hotel and is approximately a 10-minute walk from the river Thames and St Katharine Docks.

Nearest tube

🚇 Tower Hill

Capacity

Theatre	130
Cabaret	80
Banquet	130
Reception	180
Number of breakout rooms	3

Contact details

+44 (0)20 7481 6931
zoe.turner@trinityhouse.co.uk
www.trinityhouse.co.uk

With amazing views and a track record for hosting prestigious events, London delivers unforgettable experiences that bring out the diversity and richness of the city.

LONDON ACCOMMODATION

From global hotel chains and value brands to independent boutique properties and student rooms, London offers a wealth of accommodation options to suit all tastes, budgets and purposes.

A wide range of options

As well as excellent four and five-star hotel brands, London offers a growing number of budget accommodation including private apartments that can be rented for a short stay, a wide range of bed and breakfasts, student accommodation from the likes of Urbanest and hostels.

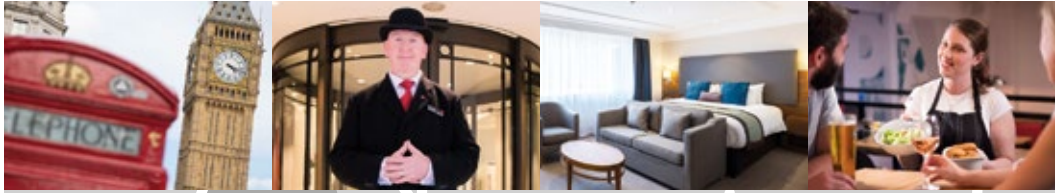
London Accommodation Charter

Whether you are seeking a business hotel to host your corporate event or stay at, the London Convention Bureau's London Accommodation Charter can help you find the right venue and secure large bookings throughout the city.

As part of a London bid to host an event, the London Convention Bureau may hold room blocks which are then handed over to the housing bureau upon successful application. Support and guidance are provided throughout the process, ensuring a smooth and stress-free experience for event planners.

With major hotel chains already signed up, the charter looks to standardise the offering across the hotel sector, securing the best rates and booking terms and conditions for international business delegates.





GLH HOTELS, GREAT LONDON HOSPITALITY

With over 5000 bedrooms across the UK capital, we know London like no-one else.

Ranging from great value through to luxury 5 star, all in central locations and excellently connected to transport hubs, we've got London covered

Hard Rock Hotel London

900 stylish bedrooms and suites, two vibrant bars and a lively Hard Rock Cafe. Sleek, spacious and brand new, all our rooms are fit for rockstars. Each one has a Nespresso® machine, 42-inch flatscreen LCD TV and handcrafted Hypnos bed. Plus super-fast free WIFI – so you'll never miss a beat.

Amba Hotels

Built around guest feedback, Amba Hotels deliver guests a list of luxury inclusions as standard on top of their central London locations. From fast free Wi-Fi and Smart TVs to Nespresso® coffee machines and complimentary soft drink mini-bars in every room.

Guoman Hotels

Iconic luxury hotels situated in London's finest locations offering a quintessentially British experience with a modern twist which includes super-fast free Wi-Fi as standard and excellent service as a given.

Thistle Hotels

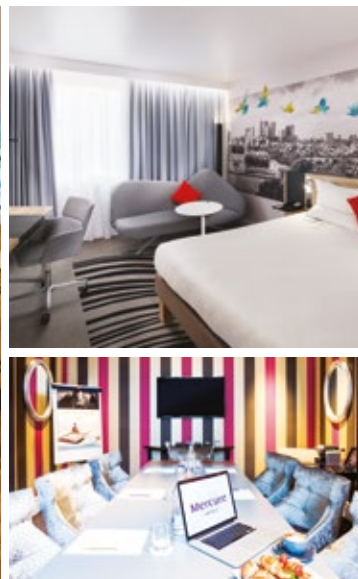
Trust Thistle for a comfortable stay giving you everything you need to get the most out of your stay - big breakfasts, top quality beds and fast, free Wi-Fi.

Location

Across key London locations including Tower Bridge, Trafalgar Square, Oxford Street, London City and Heathrow.

Contact details

events@glhhotels.com
www.glhhotels.com



ACCOR HOTELS LONDON

From high end to economy, Accor has a property to suit all your needs. With rooms, dining and events spaces, meeting rooms and private rentals we have a range of solutions to offer.

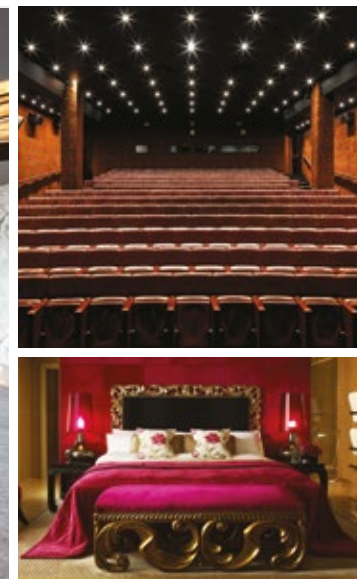
Our brands offer travellers a unique, different experience based on their individual needs. From Sofitel to Pullman, Novotel to Mercure and ibis – there are over 50 hotels in key locations throughout the city with easy access to public transport.

With over 1,000 rooms within 15 minutes of ExCeL, London's main convention centre as well as hotels near all airports and major train stations, Accor will suit all your congress and visit needs.

Contact details
+44 (0) 20 3772 3500
conferencedesk.uk@accor.com
www.accorhotels.com

“Accor Hotels London continues to work very closely with the London Convention Bureau. We strive to ensure a clear understanding of the specific needs of each Association Organiser and tailor the services of our hotels to match those needs thereby contributing to the success of the event”

Michael Lucas
General Manager
Novotel London ExCeL



EDWARDIAN HOTELS LONDON

For the past 42 years, Edwardian Hotels London has been one of the UK's most dynamic, independent hotel companies, offering world-class stylish accommodation – it owns and operates eleven 4 and 5-star Radisson Blu Edwardian, London hotels and the 5-star May Fair – stunning meeting and event spaces, a fast-growing range of distinctive restaurants, bars and spas brands.

The Londoner
Edwardian Hotels London's latest project is The Londoner, a super boutique

hotel, opening in Spring 2020. This impressive new lifestyle property will boast 350 bedrooms, two Odeon cinemas, restaurants and bars, a spa and a range of bespoke meeting and event spaces, with a state-of-the-art ballroom accommodating up to 864 guests.

Services
Dedicated expert event planners come as standard across the 150 meeting and event spaces, with furiously fast Wi-Fi and seamless service allowing the group to exceed customer expectations.

Nearby attractions
Central London locations, including Mayfair, Oxford Street, Covent Garden, Soho, Leicester Square and Bloomsbury, enable guests to be right in the West End and within walking distance of some of London's top museums, attractions and galleries.

Contact Details
+44 (0)20 7845 8680
londonmeetings@edwardian.com
www.edwardian.com



HILTON HOTELS LONDON

With inspired food and drink options, flexible spaces and great people, we will help you create awe-inspiring meetings and events that will delight your delegates.

Location

With over 50 properties to choose from, Hilton offers an extensive and diverse choice of high-quality of hotels across London.

Facilities

Flexible meeting and event spaces with state-of-the-art facilities, technical support and leisure amenities at most hotels - capacity up to 3,000 delegates.

Services

Hilton provides dedicated support teams with extensive experience to ensure the smooth delivery of all aspects of meetings and events they host.

Nearby Attractions

Most hotels are located close to or within easy reach of London's main attractions. To find out more, search your preferred hotel on [hilton.com](https://www.hilton.com)

Stand out Fact

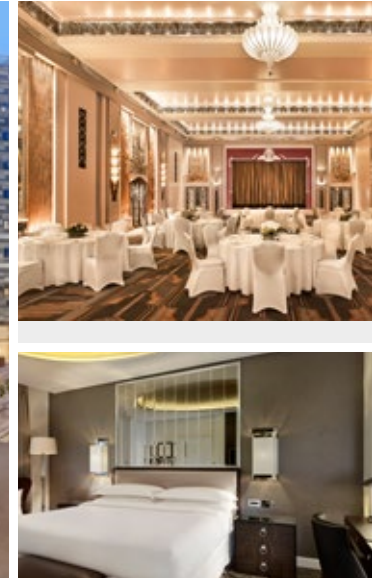
Over 100 years' experience in organising large events and specialist conventions.

Green policy

Paperless billing, water recycling, carbon offsetting, local food, in-house AV, natural daylight.

Contact details

+44 (0)20 7684 1041
sonia.millward@hilton.com
www.hilton.com/london



DESTINATION LONDON, WITH MARRIOTT INTERNATIONAL

Offering 37 hotels with over 8,000 bedrooms across 16 brands in London, Marriott has hotels for every purpose.

Sheraton Grand London Park Lane

Ideally located next to the Jubilee Line to connect with the city of London. The hotel's 305 stylishly designed guest rooms and suites reflect the Art Deco heritage and celebrated address in Mayfair, alongside 11,000 sq feet of Grade II listed event space across 3 floors with a private entrance on Piccadilly. For an all-round memorable experience, the on-site outlets include a taste of Italy's cuisine in Mercante restaurant, our very own 'local' bar, Smith

& Whistle, and the opulent Palm Court, where a truly British Afternoon Tea can be enjoyed in an authentic 1920's setting.

Aloft London ExCeL

Aloft London ExCeL is a loft-inspired design hotel just steps from ExCeL London. With 252 guest rooms and suites, the hotel is the perfect base for headquarter, exhibitor and delegate groups attending events at ExCeL - located only 5 minutes from London City Airport and a short journey to Canary Wharf and the heart of London. The flexible public event space is ideal for private receptions or open gatherings, with a separate, dedicated meeting floor

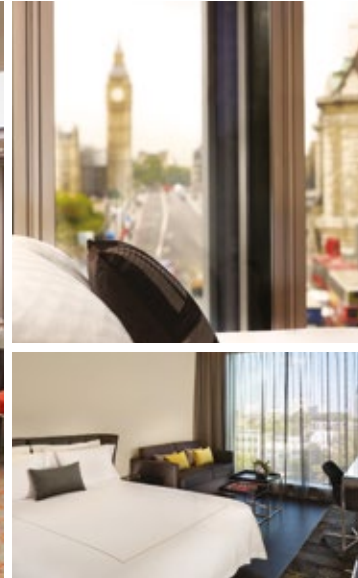
to creating a 360 experience for your group's stay.

Locations

Central London - from Mayfair to Piccadilly Circus to Soho
 North to South - from Regents Park to Earl's Court
 East to west - from ExCeL London, Queen Elizabeth Olympic Park & the O2 Centre to the Royal Albert Hall & Heathrow airport

Contact details

+44 (0) 7747766816
naomi.martin@marriott.com
www.marriott.com/london



PARK PLAZA HOTELS

Location

Park Plaza hotels are located in central London locations within walking distance of some of the city's major attractions and transport links.

Facilities

The hotels feature stylishly designed facilities, including over 3,100 guest rooms, 93 meeting rooms that can accommodate over 3,500 delegates, 16 restaurants and bars and 4 spas.

Services

The hotels offer free Wi-Fi throughout, business services, and AV equipment. Guests also benefit from exclusive Executive Lounges, dedicated event planners, concierge services as well as in-house catering.

The brand has five hotels on the South Bank offering 2,560 rooms in total, which are all within a short walk of each other and close to Westminster and Waterloo stations.

Contact details

+44 (0)20 7034 4800
uksales@pphe.com
www.parkplaza.com

“
London proved to be
an ideal destination
by offering flexible
meeting spaces, ease
of access and a variety
of exciting off-site
venues to host
our events.

Leslie Zeck, Director of Meetings, IADR



EVENT SUPPORT SERVICES

If you'd like a little more support, London's experienced, talented events professionals are ready to help.

At the London Convention Bureau, our role is to make sure you have all the professional advice and support you need to deliver a successful event within your budget. We can introduce you to service providers who can help organise your event or who can create outstanding experiences for your delegates. If you think this kind of support could be helpful, contact us for an impartial chat about your needs.

Conference organisation

Professional Conference Organisers (PCOs) take the headache out of organising a conference. Experienced and knowledgeable, they partner with you to make light work of managing budgets, arranging meetings and even securing sponsorship opportunities. They have the time and resources to ensure a smooth-running process from start to finish.

Local knowledge

Destination Management Companies (DMCs) are an asset to any conference. They know London inside out and have all the contacts and connections to create experiences to remember. They can deliver social events, plan tours and manage all the essential behind-the-scenes logistics, too.

BNETWORK

Established in 2005, bnetwork specialises in the accommodation management of B2B events. Managing over 130 events per year worldwide, bnetwork supports event organisers from all backgrounds, including the medical, governmental, business and creative industries.

bnetwork specialises in the management of the end-to-end accommodation process for a wide range of events. It delivers excellent customer service and providing IT solutions developed by an in-house team for organisers, individuals, and groups.

bnetwork is a trustworthy partner that is in line with your vision and needs, and can deliver the support, services and products that you and your delegates require.



Contact details
+ 44 (0)20 8334 4008
www.bnetwork.com

BCD ASSOCIATION SERVICES

BCD Association Services is a specialist association management division of BCD M&E. BCD offers supporting services, from full-scale conference strategy and delivery, to providing a consultative service.

BCD offers a range of services, which include the following: event strategy and project management; sponsorship and exhibition management; registration and abstract management; scientific programme and speaker management; event design, marketing, brand experiences and narrative; event production and audio-visual; accommodation management; and financial management including full audit trail accounting.

BCD's strategic, creative and cost-effective solutions have been provided across a wide range of industries on a global basis for over 25 years, with the ability to provide meetings management service delivery in an integrated way from within one organisation.



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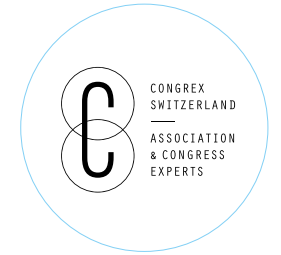
CONGREX SWITZERLAND

Congrex is one of the leading Professional Congress Organisers, specialised in managing hotel accommodation for large conferences.

As a full service PCO, Congrex covers all aspects of conference organisation for a variety of international clients.

Congrex works with you every step of the way, easing your workload and simplifying the hotel reservation process for you and your delegates.

Over 80,000 registered participants per year can benefit from competitive room rates thanks to Congrex's excellent relationships with major hotels.



Contact details
+41 61 686 77 77
info@congrex.com
www.congrex.com

MCI GROUP

MCI Group specialises in the professional conference organisation of major international conferences for national and international member organisations, government agencies and the corporate sector.

MCI's range of expertise incorporates the following: strategic direction, meeting design, conference management (PCO), sponsorship strategy, digital solutions, branding, marketing and communications, delegate registration and management services, technical production, and business and financial management.

MCI's mission is to create meaningful engagement that builds communities worldwide. With more than 30 years of scalable industry expertise, MCI works with associations to drive sustainable growth and enhance operational performance.



Contact details
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barbara.calderwood@mci-group.com
www.mci-group.com

TFI GROUP

Award-winning events agency leading on event management, creative production, digital and technology solutions. TFI Group provides specialist support to the association, pharmaceutical and corporate sectors.

Using the right blend of innovation, creativity and expertise, TFI helps organisations connect with the people that matter and deliver compelling solutions that support growth and improve their reputation and profile.

TFI can provide specialist support to an in-house team or partner as a full-service event management resource.

IAPCO and APBCO members | Event strategists
Creative led approach | Event technologies
Exhibition, Sponsorship acquisition



Contact details
+44 (0)20 7233 5644
engagement@tfigroup.com
www.tfi.group.com

HISCOX EVENT INSURANCE

Hiscox Event Insurance has over 30 years' experience insuring UK and international events of all shapes and sizes.

Having the right cover in place as early as possible, from when you incur costs such as venue deposits, can help to protect your event from unforeseen circumstances that could leave your reputation tarnished or impact your business revenue. From venue closures to injured attendees, Hiscox Event Insurance's cover is designed to help you when things don't go to plan. Hiscox can help protect your budget (costs, expenses and profit), your property (your own, hired or specialist equipment) and your people (staff, volunteers, speakers and attendees).

Contact Hiscox, or your insurance adviser, and quote 'London' for a 10% discount.



Contact details
+ 44 (0)1206 773 940
eventinsurance@hiscox.com
www.hiscox.com

2B UK

2B UK are DMC specialists who provide a wealth of local knowledge, fresh ideas and well-connected partnerships. We aim to unlock the true potential of our client's events in London, Edinburgh and throughout the UK.

Our extremely passionate and dedicated team approach each request individually and are always challenging the norm by working on new ways to elevate every element of your programme. We specialise in full-service meetings, conferences, congresses, transportation and unique off-property dinners. Through our years of experience within the industry we are very proud of our strong supplier relationships, which help to reinforce our quality service.

Embracing the history and tradition makes the UK so unique but showcasing them using forward thinking and cutting-edge suppliers is what we believe truly sets us and the UK apart.



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leigh@2b-uk.com
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SPECTRA

As the UK's leading DMC, Spectra offers second-to-none expertise in all areas of destination management. These include the following: activities and team building, event design and production, exclusive dining, meetings and conferences, tours and excursions, and transport and logistics.

Spectra has been leading the way for nearly 70 years, combining expert local knowledge with meticulous organisation and flawless programme delivery. Their 30-strong multilingual team comprises some of the industry's brightest talent, who pride themselves on knowing London like no other destination management company.

Contact Spectra to discover how they can provide the perfect London experience.



Contact details
+44 (0)20 8601 2400
spectra@spectra-dmc.com
www.spectra-dmc.com

Partner index

London & Partners represents a range of partners across every aspect of event planning from accommodation to transport providers. The partner index is a comprehensive list giving you access to some of the city's most trusted providers and a detailed guide to the city's accommodation and venue capacities.

Exhibition Centres

Property	T	B	R	Meeting Rooms	Closest Tube
ExCeL London	20-45000	20-3000	20-10000	60	Custom House
Olympia London	4000	3000	10000	6	Kensington Olympia (OV)
Business Design Centre	1500	900	900	14	Angel
QEI Centre	1200	930	1200	32	Westminster

Venues

Venue	T	B	R	Event Space	Closest Tube
The O2	20000	2200	3000	7	North Greenwich
Alexandra Palace	7000	5000	10250	8	Wood Green
Battersea Evolution	4000	2200	4000	1	Sloane Square
Southbank Centre	2500	160	250	11	Waterloo
Central Hall Westminster	2039	n/a	1300	5	Westminster
Barbican Centre	1943	280	650	15	Moorgate
Magazine London	1902	1360	3000	3	North Greenwich
Wembley Stadium	1800	1800	3250	25	Wembley Park
indigo at the O2	1625	540	1500	1	North Greenwich
Sadler's Wells	1500	160	350	10	Angel

T-Theatre B-Banquet R-Reception

Venue	T	B	R	Event Space	Closest Tube
Tobacco Dock	1500	1200	10000	40	Shadwell (DLR and OV)
Twickenham Stadium	1200	900	1200	175	Twickenham (National Rail)
Cadogan Hall	953	150	300	3	Sloane Square
The Brewery	900	700	1000	8	Moorgate
Chelsea Football Club- Stamford Bridge	850	650	1000	24+	Fulham Broadway
Guildhall	760	624	900	7	Bank
De Vere Grand Connaught Rooms	750	540	1000	39	Holborn
Lee Valley VeloPark	750	750	750	1	Stratford
etc. venues 133 Houndsditch	700	576	700	10	Liverpool St or Bank
Church House Westminster	664	372	550	19	St James Park
IET London: Savoy Place	626	300	330	21	Embankment
East Wintergarden	600	500	1000	3	Canary Wharf
Mermaid Conference and Events Centre	600	300	500	8	Blackfriars
Senate House	600	348	350	13	Russell Square
etc. venues - 155 Bishopsgate	550	350	900	5	Liverpool Street
CentrEd at Excel	400	230	400	29	Custom House
etc. venues St Paul's	400	250	500	14	Barbican
etc. venues County Hall	400	252	800	18	Waterloo
Kings Place Events	400	220	440	10+	Kings Cross and St Pancras
One Great George Street	400	250	400	21	Westminster
Altitude London	370	450	600	4	Pimlico
CCT Venues Bank Street	325	220	300	26	Canary Wharf
Royal College of Physicians	304	300	350	18	Regents Park
London's Living Room	300	100	250	11	London Bridge
Glaziers Hall	300	220	450	5	London Bridge
One Whitehall Place (Royal Horseguards)	300	228	350	13	Embankment
BMA House	294	200	320	21	Euston
Banking Hall	280	280	900	3	Bank

Venue	T	B	R	Event Space	Closest Tube
Landing 42	220	220	300	1	Liverpool street and Bank
Sea Containers	215	150	600	5	Blackfriars
Sandbox	200	120	250	6	Canary Wharf
Grace Hall	200	170	600	4	Bank
The Pavilion at the Tower of London	200	700	1000	1	Tower Hill
Prince Philip House	170	120	300	10	Piccadilly Circus
Tottenham Hotspurs	160	200	300	14	White Hart Lane (OV)
Wellcome Collection	154	60	200	7	Euston
CCT Venues Barbican	150	n/a	150	21	Barbican
OXO2	150	220	400	2	Waterloo
Searcy's at The Gherkin	140	140	260	4	Aldgate
Trinity House	130	130	180	5	Tower Hill
St Martin-in-the-Fields	120	100	120	4	Charing Cross
Spencer House	100	126	450	7	Green Park
Southwark Cathedral	80	200	800	7	London Bridge
The City Centre and Roman Amphitheatre	75	90	400	2	Bank
The Tower Room at London and Partners	50	25	80	1	London Bridge
Market Halls - Victoria	n/a	400	600	3 (inc roof terrace)	Victoria
Market Halls - Fulham	n/a	300	400	1	Fulham Broadway
Lancaster House	n/a	150	700	5	Green Park

T-Theatre B-Banquet R-Reception

Attraction venues

Venue	T	B	R	Meeting Rooms	Closest Tube
National Maritime Museum Greenwich	1000	500	1000	2	Cutty Sark (DLR)
BFI IMAX	498	250	500	1	Waterloo
BFI Southbank	450	80	450	1	Waterloo
Royal Opera House	450	450	1000	11	Covent Garden
Banqueting House	400	380	500	2	Westminster
Science Museum	400	400	1000	12	South Kensington
National Gallery	328	310	1200	18	Charing Cross
British Museum	323	300	650	8	Holborn/Russell Square
Saatchi Gallery	320	200	300	14	Sloane Square
ZSL London Zoo	300	260	300	12	Camden Town
Shakespeare's Globe	300	350	450	4	Southwark
British Library Conference Centre	255	70	240	6	Kings Cross/St Pancras
Royal Air Force Museum	250	444	800	10	Collindale
Hampton Court Palace	250	270	400	12	Hampton Court (National Rail)
Tate Modern	250	800	1500	16	Southwark
Museum of London	230	400	1000	15	St Pauls
Royal Botanic Gardens, Kew	230	230	400	7	Kew Gardens
English Heritage - Eltham Palace	210	200	300	3	Mottingham (National Rail)
Natural History Museum	209	650	1200	5	South Kensington
Design Museum	202	200	450	5	High Street Kensington
Imperial War Museum London	200	270	340	8	Lambeth North
Kensington Palace	200	230	300	3	High Street Kensington
Old Royal Naval College Greenwich	200	398	398	7	Cutty Sark (DLR)
Tate Britain	190	500	900	8	Pimlico
London Canal Museum	160	120	200	3	Kings Cross and St Pancras
HM Tower of London	150	240	300	12	Tower Hill

Venue	T	B	R	Meeting Rooms	Closest Tube
Houses of Parliament	150	170	450 Saturday, otherwise 200	13	Westminster
V&A Museum of Childhood	150	300	900	5	Bethnal Green
Riverside Rooms	150	150	150	4	Waterloo
WWT London Wetland Centre	150	120	200	5	Hammersmith
Museum of London Docklands	146	200	400	7	Canary Wharf
National Portrait Gallery	138	230	400	9	Charing Cross
Warner Bros. Studio Tour London – The Making of Harry Potter	125	520	600	3	Watford North (National Rail)
London Transport Museum	121	180	500	3	Covent Garden
Churchill War Rooms	120	120	200	5	Westminster
The View from the Shard	120	50	300	2	London Bridge
HMS Belfast	110	144	250	6	London Bridge
Queen's House Greenwich	100	120	150	1	Cutty Sark (DLR)
ArcelorMittal Orbit	100	120	250	3	Stratford
National Theatre	100	80	150	5	Waterloo
Royal Academy of Arts	80	250	800	n/a	Piccadilly Circus
English Heritage - Kenwood House	80	80	100	1	Archway
Tower Bridge Exhibition	70	120	250	4	Tower Hill
English Heritage - Rangers House	60	60	80	1	Blackheath (National Rail)
Kew Palace and Royal Kitchens	40	30	40	2	Kew Bridge
The Household Cavalry Museum	40	40	100	2	Charing Cross
English Heritage- Wellington Arch	40	36	60	1	Hyde Park Corner
Coca Cola London Eye	n/a	8	25	32 Capsules	Waterloo
Cutty Sark Greenwich	n/a	270	450	1	Cutty Sark (DLR)
Hollywood Bowl	n/a	n/a	700	1	North Greenwich
Madame Tussauds London	n/a	380	1000	5 themed areas	Baker Street
National Army Museum	n/a	350	700	7	Sloane Square

T-Theatre B-Banquet R-Reception

Venue	T	B	R	Meeting Rooms	Closest Tube
Peter Harrison Planetarium	n/a	110	150	2	Cutty Sark (DLR)
Postal Museum	n/a	150	275	2	Farringdon
Royal Hospital Chelsea	n/a	270	400	6	Sloane Square
Royal Observatory Greenwich	n/a	110	150	2	Cutty Sark (DLR)
SEA LIFE London Aquarium	n/a	200	500	2	Waterloo
The Golden Hinde	n/a	100	100	3	London Bridge
The London Dungeon	n/a	150	150	2	Waterloo
The Wallace Collection	n/a	160	300	6	Bond Street
Victoria and Albert Museum	n/a	400	600	10	South Kensington

Academic venues

Venue	T	B	R	Meeting Rooms	Closest Tube
London School of Economics and Political Science (LSE)	999	n/a	80	Various	Holborn
Imperial College London	740	350	600	Various	South Kensington
Loughborough University	175	175	175	Various	Stratford

Riverboats

Venue	Seated	Reception	Banquet	Location
Thames River Services and Circular Cruises Westminster	524	500	250	Optional
Wood's Silver Sturgeon	440	550	440	Central London
MBNA Thames Clippers	220	220	220	Optional
City Cruises	200	595	200	Optional
Silver Barracuda	140	230	140	Central London
RS Hispaniola	120	180	120	Victoria Embankment

Hotels With Meeting Spaces

Hotel	*Rating	T	B	R	Meeting Rooms	Total Bedrooms	Closest Tube
InterContinental London – The O2	not officially rated	3000	2400	3000	20	453	North Greenwich
Hilton London Metropole	4*	1700	1080	1600	42	1059	Edgware Road
Park Plaza Westminster Bridge	4*	1400	1350	1500	31	1019	Lambeth North
Grosvenor House, A JW Marriott Hotel	5*	1300	2000	2000	31	420	Marble Arch
Royal Lancaster London	5*	1200	1200	1680	15	411	Lancaster Gate
London Hilton on Park Lane	5*	1000	900	1250	13	453	Hyde Park Corner
Novotel London West	4*	1000	1200	n/a	33	630	Hammersmith
London Marriott Hotel Grosvenor Square	5*	900	648	1000	14	217	Bond Street
Hilton London Wembley	4*	700	600	800	14	361	Wembley Park
InterContinental London Park Lane	5*	700	750	1000	13	454	Hyde Park Corner
Park Plaza Riverbank London	4*	650	540	660	23	489	Vauxhall
Hilton London Bankside	5*	600	600	700	11	292	Southwark
The Landmark London	5*	568	432	750	13	300	Marylebone
Park Plaza Victoria London	4*	550	400	750	15	299	Victoria
Royal Garden Hotel	5*	550	430	800	10	394	High Street Kensington
The Tower	4*	550	500	570	19	801	Tower Hill
Millennium Gloucester Hotel & Conference Centre	4*	500	480	650	12	610	Gloucester Road
Sheraton Grand London Park Lane	5*	500	420	1200	5	302	Green Park
Pullman London St Pancras	4*	446	240	450	17	312	Kings Cross and St Pancras
Rosewood London	5*	430	340	555	12	306	Holborn
Amba Hotel Marble Arch	4*	400	300	500	13	692	Marble Arch
Hilton London Syon Park	4*	400	400	700	15	137	Syon Lane
Hilton London Tower Bridge	4*	400	300	450	10	246	London Bridge
The Dorchester	5*	400	510	1000	10	250	Hyde Park Corner
Hilton London Canary Wharf	4*	380	270	400	8	282	Canary Wharf
Kimpton Fitzroy London	5*	377	260	450	9	334	Russell Square

T-Theatre B-Banquet R-Reception

Hotel	*Rating	T	B	R	Meeting Rooms	Total Bedrooms	Closest Tube
The Langham London	5*	375	250	375	16	380	Oxford Circus
Hilton London Paddington	4*	350	280	400	18	419	Paddington Station
St Pancras Renaissance London Hotel	5*	325	280	575	10	245	Kings Cross and St Pancras
Copthorne Tara Hotel London Kensington	4*	320	332	500	7	833	High Street Kensington
The Bloomsbury Hotel	4*	320	180	250	13	153	Tottenham Court Road
Radisson Blu Edwardian, Bloomsbury Street	4*	300	220	300	9	174	Tottenham Court Road
The Royal Horseguards	5*	300	228	350	13	281	Embankment
The Waldorf Hilton	4*	300	350	700	9	298	Covent Garden
London Marriott Hotel Regent's Park	4*	300	300	300	10	308	Swiss Cottage
London Marriott Canary Wharf	5*	290	160	290	19	302	Canary Wharf
Claridge's	5*	260	240	500	7	203	Bond Street
The May Fair Hotel	5*	260	220	370	17	437	Green Park
Corinthia Hotel London	5*	250	180	400	8	294	Embankment
Hilton London Olympia	4*	250	300	350	10	405	Olympia London (OV)
Hyatt Regency London- The Churchill	5*	250	240	350	10	453	Marble Arch
Mandarin Oriental Hyde Park	5*	250	250	400	5	194	Knightsbridge
ME London	5*	250	253	300	7	157	Temple
Radisson Blu Edwardian, New Providence Wharf	4*	250	160	200	8	169	Canary Wharf
The Berkeley	5*	250	250	600	6	210	Hyde Park Corner
Le Meridien Piccadilly	5*	230	200	245	7	280	Piccadilly Circus
Strand Palace Hotel	4*	230	170	250	10	785	Covent Garden
DoubleTree by Hilton Hotel London Tower of London	4*	220	150	250	23	583	Tower Hill
DoubleTree by Hilton Hotel London- WestEnd	4*	220	110	200	17	215	Holborn
ibis STYLES London Excel	3*	218	136	150	4	305	Custom house (DLR)
Hilton London Kensington	4*	200	300	400	14	601	Shepherd's Bush

Hotel	*Rating	T	B	R	Meeting Rooms	Total Bedrooms	Closest Tube
DoubleTree by Hilton Hotel London- Westminster	4*	180	130	200	11	460	Westminster
Melia White House	4*	180	100	200	9	693	Regents Park
Sea Containers Hotel	4*	180	176	300	9	359	Southwark
Amba Hotel Charing Cross	4*	170	150	200	9	239	Charing Cross
DoubleTree by Hilton Hotel London- Victoria	4*	160	120	200	8	225	Victoria
London Marriott Hotel Marble Arch	4*	150	120	200	7	240	Marble Arch
Thistle City Barbican	4*	130	144	200	13	463	Old Street
Conrad London St James	5*	120	220	300	7	256	St James Park
The Connaught	5*	120	120	200	7	121	Bond Street
The Grosvenor	4*	120	100	150	9	345	Victoria
Shangri-La Hotel At The Shard London	5*	120	100	140	3	202	London Bridge
Hilton London Green Park	4*	110	n/a	110	4	163	Green Park
Radisson Blu Edwardian, Grafton	4*	110	100	150	11	330	Warren Street
Radisson Blu Edwardian, Kenilworth	4*	110	90	120	6	186	Tottenham Court Road
Sunborn London	4*	110	200	250	6	131	Custom House (DLR)
Radisson Blu Edwardian, Hampshire	4*	100	72	120	6	127	Leicester Square
Radisson Blu Edwardian, Vanderbilt	4*	100	90	120	12	215	Gloucester Road
Thistle Euston	4*	100	60	80	6	362	Euston
Nobu Shoreditch	5*	100	120	120	1	148	Old Street
London Marriott Hotel County Hall	5*	80	60	90	12	200	Westminster
The Park Tower Knightsbridge	5*	80	120	150	5	280	Knightsbridge
Thistle Holborn, The Kingsley	4*	80	60	100	7	129	Holborn
The Athenaeum	5*	80	60	80	3	168	Green Park
H10 London Waterloo	4*	80	120	240	4	177	Waterloo
Cliveden House & Spa	5*	80	60	80	6	45	Taplow (National Rail)
The Stratford Hotel & Lofts	not officially rated	76	56	76	4	145 rooms & 248 lofts	Stratford
The Good Hotel	4*	70	30	120	4	148	Royal Victoria

Hotel	*Rating	T	B	R	Meeting Rooms	Total Bedrooms	Closest Tube
Dorsett London City	4*	60	48	70	4	267	Aldgate
The Marylebone Hotel	4*	60	48	80	6	257	Baker Street
Radisson Blu Edwardian, Mercer Street	4*	60	40	60	6	137	Covent Garden
W London - Leicester Square	5*	56	50	80	3	192	Leicester Square
One Aldwych	4*	50	50	80	4	105	Covent Garden
The Goring	5*	50	44	100	4	69	Victoria
The Stafford London	5*	50	44	70	5	105	Green Park
Thistle Kensington Gardens	4*	45	40	150	3	175	Queensway
The Trafalgar	5*	40	n/a	50	3	129	Charing Cross
Aloft London Excel	4*	30	n/a	40	6	252	Prince Regent (DLR)
DoubleTree by Hilton Hotel London - Excel	4*	30	n/a	40	2	287	Prince Regent (DLR)
Hilton London Hyde Park	4*	30	n/a	n/a	1	136	Queensway
Thistle Bloomsbury Park	4*	30	30	70	1	95	Russell Square
Hilton London Angel Islington	4*	n/a	82	140	1	188	Angel
Radisson Blu Edwardian, Sussex	4*	n/a	12	n/a	2	101	Marble Arch
The Londoner Hotel (opening 2020)	5*	864	600	1,000	7	350	Leicester Square

T-Theatre B-Banquet R-Reception

Accommodation only

Property	*Rating	Total Bedrooms	Closest Tube
Corus Hotel Hyde Park	4*	387	Lancaster Gate
Imperial College London: Summer Accommodation	n/a - budget	2000	Across West London
LSE Bankside House (Summer Only)	n/a - budget	617	Southwark
LSE High Holborn Residence (Summer Only)	n/a - budget	447	Holborn
DoubleTree by Hilton Hotel London- Docklands Riverside	4*	378	Canada Water
LSE Northumberland House (Summer Only)	n/a - budget	340	Charing Cross
LSE Rosebery Hall (Summer Only)	n/a - budget	339	Angel
LSE Grosvenor House (Summer Only)	n/a - budget	227	Covent Garden
LSE Passfield Hall (Summer Only)	n/a - budget	226	Euston Square
The Bailey's London	5*	210	Gloucester Road
Qbic Hotel City	3*	184	Aldgate East
LSE Carr-Saunders Hall (Summer Only)	n/a - budget	160	Goodge Street
Cheval Three Quays	n/a	159	Tower Hill
Radisson Blu Edwardian, Berkshire	4*	149	Bond Street
Cheval Harrington Court	n/a	47	South Kensington
Cheval Hyde Park	n/a	16	High Street Kensington

Airport hotels

Hotel	*Rating	T	B	R	Meeting Rooms	Total Bedrooms	Closest Tube
Hilton London Heathrow Airport Terminal 5	4*	1200	816	1200	14	350	Heathrow Terminal 5
Radisson Blu Edwardian, Heathrow	4*	700	550	700	32	459	Heathrow Terminal 123
Park Inn Heathrow	4*	700	600	800	41	895	Hatton Cross
Hilton London Heathrow Airport Terminal 4	4*	250	170	300	30	398	Heathrow Terminal 4

T-Theatre B-Banquet R-Reception

PCO

Company
B Network
Congress Bookers (IAPCO members)
Congrex Switzerland (IAPCO members)
MCI Group UK Ltd. (IAPCO members)
TFI Group (IAPCO members)
BCD Meetings & Events

Professional Conference Organisers (PCOs) collaborate with National and International Associations to help them deliver their conferences successfully. They provide end to end planning and logistics especially financial management and delegate and sponsorship acquisition.

DMC

Company	Description
2B-UK	North America and Australia Market specialist
AC Luxe	Destination management for UK, Ireland, Paris & Amsterdam
AC Travel Group	Scandinavian/Nordic market specialists
All In One Tours Ltd	Specialise in german groups
Atlas Travel Solutions	All markets
Ben Thompson Events Ltd	Sporting corporate hospitality
Brook Green UK DMC	Belgian and Dutch speciality
China Britain Travel Group	Chinese specialist inbound groups
E-Voyages	Specialise in French groups
Kuoni Travel Ltd - Destination Management	Offices in other parts of the world so can help with anything
Liberty International GB Ltd	Italian speciality, but also have offices in Europe, Brazil and Middle East
Pacific World DMC	Global DMC with fresh ideas
Principal. London DMC	Corporate EU, North American and Asian market
Smoozy	European business
Spectra	90% North American business
Wedgewood Britain	Offices all over the world, Europe, Africa, Brazil

DMC's specialise in the delivery of events, tours, staffing and transport, utilising extensive local knowledge, expertise and resources.

Service providers

Service provider	Description
AKA promotions Ltd	Global entertainment marketing & advertising agency for the live entertainment, arts and culture
Blue Badge Guides London	Association of London guides
Blick Rothenberg	Tax refund for events
Bustronome	Fine dining the top deck of a hi-spec, glass-roofed travelling around London's major attractions and landmarks
DisabledGo	Access information for disabled people in the UK
Encore Tickets Ltd	Event ticket seller
Hiscox Event Insurance	Insurance Providers
Moore People Event Staffing	Hosting and Support Staff
Nannybag	Creative lugagge storage solution
Open Exhibitions	Exhibition stand design and build contractor
Q- Park	City parking throughout the UK
Rod Edwards Photography	Specialist in 360 degree photography
See Tickets	Event ticket seller
Sternberg Clarke	Entertainment Provider
The Leisure Pass Group	Sightseeing and tourism technology specialist, which develops and manages The London Pass

Our service provider partners offer a range of additional services for events

Transport

Company	Description
Clarkes of London	A coach company with a fleet of 130 vehicles across a range of coaches
Eurostar International Ltd	High speed passenger train from London to Paris and Brussels
Excess Baggage	Baggage shipping and storage services
Global Transfer Services	Chauffer company providing airport transfers
Heathrow Express	London to Airport Express Train
Little's Chauffeur Drive	Chauffeur driven cars and limousines
Luggage Hero	Luggage storage

Company	Description
MyDriver	Chauffeur driven cars and limousines
Peter Carol Prestige Coaching	Luxury coaches for business travel
Serco Caledonian Sleepers	Overnight to Scotland train travel
Stasher	Luggage storage company
Stansted Express	London to Airport Express Train

Group activities

Company	Description	Max group size	Location
B Bakery	Cafe and Afternoon Tea - Bus	500	Various
City Academy	Team Building, Event animation, Learning and Development	n/a	Various
Cookery School	Guided group cooking	50	Oxford Circus
Go Ape Alexandra Palace	Interactive Forest Adventure Park	300	Wood Green
Go Ape Battersea	Interactive Forest Adventure Park	300	Battersea Park
Go Ape Trent Park	Interactive Forest Adventure Park	80	Uxbridge
Foxtrail	Code breaking hunt for the Fox around London's hidden places	12	Various
Lee Valley White Water Centre	White water rafting, kayaking and canoeing	54	Waltham Cross
London Stadium	Team Building and Interactive Tours	Various	Stratford
Royal Shakespeare Company	Theatre	n/a	Multi locations
small car BIG CITY	Classic Mini Cooper Hire in London for events	24	Trafalgar Square
Thames Jets	Speed boats on the river	12	Optional
Thames RIB Experience	Speed boats on the river	12	Waterloo/Tower Hill
Thames Rockets	Speed boats on the river	12	Optional
Twizzy Tour	Self-drive tour in an electric Renault Twizy	2	Optional
Up at the O2	Climb the O2	16	North Greenwich

JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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FEBRUARY						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

SEPTEMBER

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

OCTOBER

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

NOVEMBER

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

DECEMBER

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

JANUARY

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

FEBRUARY

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

MARCH

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

APRIL

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

MAY

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

JUNE

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

JULY

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

AUGUST

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

SEPTEMBER

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

OCTOBER

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

NOVEMBER

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

DECEMBER

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

JANUARY

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

FEBRUARY

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

MARCH

Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

APRIL

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

MAY

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

JUNE

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

JULY

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

AUGUST

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

SEPTEMBER

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

OCTOBER

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

NOVEMBER

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

DECEMBER

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

JANUARY

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

FEBRUARY

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

MARCH

Mo	Tu	We	Th	Fr	Sa	Su
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

APRIL

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

MAY

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

JUNE

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

JULY

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

AUGUST

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

SEPTEMBER

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

OCTOBER

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

NOVEMBER

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

DECEMBER

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

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