

Logistical Arrangements

The 2019 face to face meeting of the WACC UK Board of Directors is taking place in London, United Kingdom from September 24 to 26, 2019. If required, the meeting may be continued during the evening of September 25th. Invitations are being sent to friends and partners of WACC in the UK to attend a reception during the evening of September 26th.

CURRENCY:

The currency used in the UK is British Pounds (£). We suggest that you bring with you approximately £50 to be used for local travel and incidentals. WACC will reimburse you for moneys spent for WACC related expenses. **Please ensure that you obtain receipts.**

ACCOMMODATION

Accommodation for this year's meeting is at the **Tavistock Hotel**, 48-55 Tavistock Square, Bloomsbury, London, WC1 9EU. The Tavistock is centrally located, just a few minutes walk from Russell Square Station on the Piccadilly line of the London underground. For your information, you can locate the hotel on Google Maps at:

<https://www.google.com/maps/dir/Tavistock+Hotel,+48-55+Tavistock+Square,+Bloomsbury,+London+WC1H+9EU,+UK/Russell+Square+Station,+Bloomsbury,+London,+United+Kingdom/@51.525718,-0.1288002,15.75z/data=!4m14!4m13!1m5!1m1!1s0x48761b316ec372bf:0xda0c8b41110897cd!2m2!1d-0.1281586!2d51.5242017!1m5!1m1!1s0x48761b30d94324b7:0xa10c980cdc92d9!2m2!1d-0.1243522!2d51.5230694!3e2>

Unless pre-arranged, the rooms are single rooms. Each room contains En-suite, Wi-Fi, TV, Radio, Non-Smoking (including Electronic Cigarettes), Tea and Coffee making facilities. Breakfast is included daily.

TRAVEL FROM AIRPORT(S) TO HOTEL

What follows are directions from each of Heathrow and Gatwick airports to the hotel. Please note that if you are able, it is preferable that you take public transport. If however you are unable for some reason to take public transport, or if you are arriving / departing very late at night or very early in the morning, please take a taxi, ensuring that you keep your receipt for reimbursement.

DIRECTIONS FROM HEATHROW AIRPORT TO TAVISTOCK HOTEL

From the Heathrow Airport, the easiest route is via the Piccadilly Line (no line changes). The cost is £6. You can purchase a paper ticket at the underground station. There will be signs at all of the Heathrow terminals directing you to the Piccadilly underground. The trip will take approximately 1 hour. The station closest to the hotel is Russell Square Station (20 stops from the airport). See the link above for the directions from the Russell Square Station to the Tavistock Hotel.

DIRECTIONS FROM GATWICK AIRPORT TO TAVISTOCK HOTEL

From Gatwick Airport take the Gatwick Express (train – non-stop) to Victoria Station. At Victoria Station, take the Victoria Line underground towards Walthamstow Central. In four stops, get off at Euston Station. It will be an approximate 10 minute walk to the Tavistock Hotel.

The cost for the Gatwick Express is approximately £20. The cost for the underground will be £6.

Please see link below for directions from Euston Station to the Hotel.

<https://www.google.com/maps/dir/Euston+Station,+London,+UK/Tavistock+Hotel,+48-55+Tavistock+Square,+Bloomsbury,+London+WC1H+9EU,+UK/@51.5261786,-0.1335527,17z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x48761b2434dc939d:0x6080d64ac88756f9!2m2!1d-0.1338968!2d51.5281488!1m5!1m1!1s0x48761b316ec372bf:0xda0c8b41110897cd!2m2!1d-0.1281586!2d51.5242017!3e2>

DINING

Breakfast is available at the Tavistock Hotel each morning. Midmorning snacks, lunch and mid-afternoon snacks will be served at the meeting venue. It is anticipated that the group will dine together at dinner. Venue information for dinners will be available closer to the date of the meeting.

The meeting venue and Hotel will be notified of any of your allergies / food preferences.

MEETING

The meeting will be taking place at Friends House, approximately 5 minutes' walk from the Hotel.

WiFi is available in the meeting room, as is a projector.

The meetings will be paperless. The documents will be posted on the Directors' site and you are invited to download whatever documents you require. Please bring with you a notebook and pen if you prefer to take handwritten notes. There will be extension cords available in the meeting room – please see the power socket and voltage information set out below.

EMERGENCY CONTACT INFORMATION

In the event of a situation arising such as unanticipated delays or cancellations, please first try to reach Shari McMaster via WhatsApp. Shari's info is + 1-416-839-5595. Her cell phone number is the same if you do not use WhatsApp. The Tavistock Hotel phone number is:

[+44 20 7636 8383](tel:+442076368383)

RECEPTION

At the conclusion of the meeting on Thursday, September 26th, there will be a reception to meet with friends and partners of WACC who are in the London area. This will be an opportunity for WACC to acknowledge the previous involvement of some individuals who have served WACC in the past, as well as to renew and forge relationships for WACC's future.

WEATHER

The historical average temperature during the week of September 22nd to September 28th is daytime highs of 17 degrees C and lows of 10 degrees C. Rain is always a possibility. It is therefore suggested to dress in layers and some sort of rain gear is always a good idea.

I will try to provide you with an updated forecast closer to the date of travel.

You may wish to have a look at: <https://www.accuweather.com/en/gb/london/ec4a-2/september-weather/328328?monyr=9/1/2019>

REIMBURSEMENT

If you require reimbursement for obtaining your UK Visa, passport or related materials, or if you have purchased your own airfare, **please provide those receipts to Shari in advance**. If you are unable to receive payment via wire transfer, you will be reimbursed at the meeting. As is the custom, you will be reimbursed in US funds. Please also ensure that you retain receipts for food purchased during travel and local transit costs for reimbursement at the meeting.

ELECTRICAL OUTLETS



Type G: This socket has no alternative plugs

In the United Kingdom, the power sockets are of type G. The standard voltage is 230 V and the standard frequency is 50 Hz.

Please therefore bring an adaptor with you if you have one.