

VENUE DETAILS

SIG hosting TRAINING

Date Tuesday 18th January 2011

Contact SANDRA HOLROYD

Host company name	BG Group
Venue address	100 Thames Valley Park, Reading RG6 1PT
Host contact	Sandra Holroyd
Telephone	0118 929 0101
E-mail	sandra.holroyd@bg-group.com
Event organiser if different from above (ie PA, marketing)	

Venue

Meeting room capacity	50
Car parking onsite?	Max 15 spaces available – names required in advance please, first come first served Free bus available from and to Reading Station Taxi takes 10 – 15 minutes
If no, alternative parking	
Disabled parking onsite?	Yes, 6
Date attendees list required	Friday 14 th January 2011

Security

Are car registration numbers required?	Yes
Other security requirements	Full names and their company name required as everyone has to be issued with a visitor pass

Audio/Visual Equipment

Dial up facilities?	yes
Meeting room equipment	Projector, screen, can show videos, sound, lectern, remote control mouse

Location

Nearest motorway/jct	M4 junction 10
Distance from motorway	5 miles
Nearest airport	London Heathrow
Distance from airport	24 miles Reading / Heathrow coach runs regularly (40 min trip)

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Location cont'd

Nearest mainline train station	Reading (from London Paddington) Reading (from London Waterloo)
Distance from train station	5 miles. Please note that a free bus service is available to Thames Valley Park from outside the station, journey time 20 minutes

Accommodation

Hotels in area	<p>Central Reading: Ibis, Friar Street, Reading Novotel, Friar Street, Reading Travelodge, Oxford Road, Reading Premier Inn, Letcombe Street, Reading Malmaison (opposite station) Penta Hotel, Oxford Road, Reading</p> <p>Further out Hilton Reading (please note out of town, taxi will be required to and from hotel)</p>
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Other details

Please enter any other information/requests below:

Please advise any special dietary requirements of speakers/delegates no later than **Tuesday 11th January 2011.**

Please complete and return to Kirsten at kirsten.boucher@sapusers.org including copy of location map or web link to map