

VENUE DETAILS

SIG hosting British Gas Wayne Johncock Date 1/12/2010

Contact

| | |
|---|---------------------------------|
| Host company name | British Gas |
| Venue address | 30 The CauseWay |
| Host contact | Wayne Johncock |
| Telephone | 07789 571 907 |
| E-mail | Wayne.johncock@britishgas.co.uk |
| Event organiser if different from above (ie PA, marketing) | |

Venue

| | |
|-------------------------------------|------------------------|
| Meeting room capacity | 20 |
| Car parking onsite? | Yes, but tight |
| If no, alternative parking | HomeBase or Sainsburys |
| Disabled parking onsite? | Yes |
| Date attendees list required | One week before |

Security

| | |
|---|-----------------------------------|
| Are car registration numbers required? | No |
| Other security requirements | Wii need to register at reception |

Audio/Visual Equipment

| | |
|-------------------------------|--------|
| Dial up facilities? | Yes |
| Meeting room equipment | All OK |

Location

| | |
|-------------------------------|-----------------|
| Nearest motorway/jct | M25 Junction 13 |
| Distance from motorway | 2 miles |
| Nearest airport | Heathrow |
| Distance from airport | 5 miles |

VENUE DETAILS

Location cont'd

| | |
|---------------------------------------|----------------------------|
| Nearest mainline train station | Egham or Staines |
| Distance from train station | About 1.5 miles or 2 miles |

Accommodation

| | |
|-----------------------|--|
| Hotels in area | Runnymede Spa (Upmarket) The Swan Hotel, Staines Anne Boleyn Hotel Staines |
|-----------------------|--|

Other details

Please enter any other information/requests below:

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