



Information Notice to Registered Delegates¹

I. INTRODUCTION

1. The UNECE secretariat would like to thank you for registering to the seventh session of the UNECE Team of Specialists on PPPs (TOS PPP) on 18 June 2015. This information notice was prepared for the purpose of providing basic information pertaining to your trip to London. We are most happy to welcome you.

II. TRANSFER FROM LONDON AIRPORTS

2. Upon arrival at the London Airports, ([London Airports Map](#)), delegates can proceed to their hotel by public transport or by taxi. Public transport in London is efficient, with a number of regular train/tube services connecting downtown London to airports.

The [London Transport](#) card “[Oyster](#)” provides access to all public transport in London (bus, tram, and train/tube). More details can be found at [Transport for London: Bus and Tram](#)

To travel to downtown from Heathrow airport: Take the Heathrow Express, a direct train running from Heathrow Central and Terminal 5 approximately every 15 minutes. The trip to Paddington Station takes about 15 minutes as well.

To travel to downtown from Gatwick airport: You can choose either the Gatwick Express or South East train, both going to Victoria Station every 15 minutes daily between 5 AM and midnight and every 30 minutes during the night.

To travel to downtown from Stansted airport: Take the Stansted SkyTrain and get to Liverpool Street Station

To travel to downtown from London City airport: There are three ways to get to Central London from London City Airport:

- a. The Docklands Light Railway via Canning Town into Bank, which is on the Central Line (21 minutes journey).
- b. Take the Docklands Light Railway directly to Canning Town, where you can pick up the Jubilee Line into Central London.
- c. Take the Docklands Light Railway to Canary Wharf.

¹ If you have not yet registered, you are kindly request to go to online registration system by clicking [here](#).

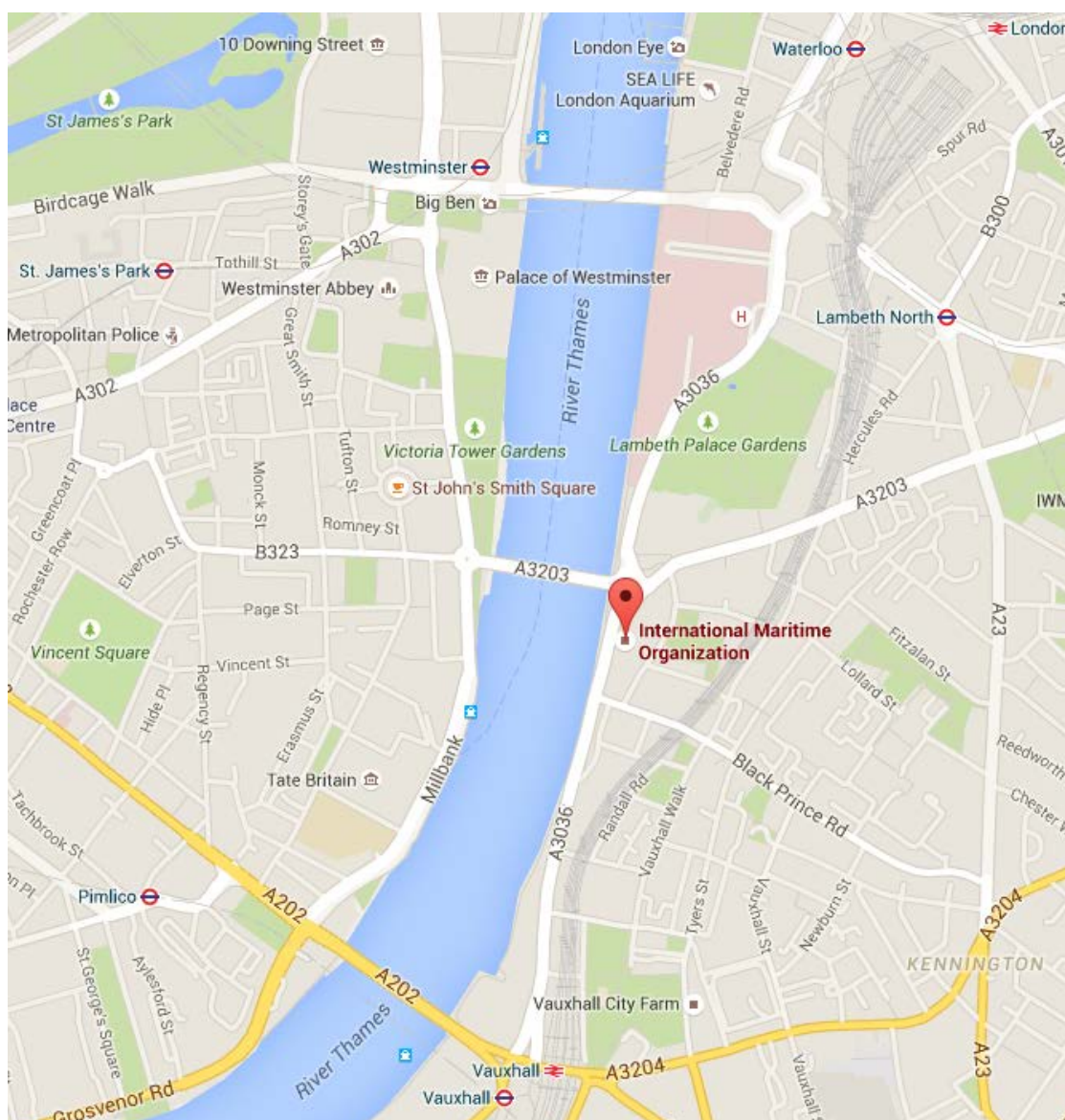
III. VENUE

3. TOS PPP will take place in Committee Room 9 at the International Maritime Organization (IMO) at the following address: 4, Albert Embankment, London SE1 7SR, United Kingdom. To visit IMO you can do it by **train/tube** use Vauxhall, Westminster, Lambeth North or Waterloo, or by **bus** using line numbers 507 from Victoria or Waterloo; 77 from Waterloo; 3 from Oxford Circus (see map below).

In case of emergency or for more information on IMO nearby services, you may visit this [page](#).

IV. REGISTRATION

4. Registration starts at 8.45am on Thursday, 18 June, and will take place at IMO, where participants will be issued with a lapel badge for the duration of TOS PPP. Delegates are requested to print out and bring with them a copy of their registration form together with a valid ID with photo (e.g. passport or driver's license). Once in possession of the lapel badge, delegates can proceed to the conference room. Members of the secretariat will welcome delegates at Committee Room. Signs will be posted in prominent spots to guide delegates to reach the plenary room.



V. ORGANIZATION

5. TOS PPP will start on 18 June in Committee Room 9 at 9.30am.

VI. CONFERENCE FEE AND OTHER EXPENSES

6. No conference fee is charged for the participation in TOS PPP. Travel and accommodation expenses are borne by the participants unless special prior individual arrangements have been made directly with UNECE and other donors.

VII. PROGRAMME AND DOCUMENTATION

7. The final version of the TOS PPP programme will be available to participants outside Committee Room 9. The draft programme and other documents pertaining to the session, including the draft annotated agenda contained in document ECE/CECI/PPP/2015/1, are available [here](#).

VII. INTERPRETATION AND VISUAL AIDS

8. Simultaneous interpretation in English and Russian will be provided in the conference room.

IX. TRAVEL AND HOTEL RESERVATIONS

9. Participants are requested to make their own hotel and travel arrangements to and from London. Please plan to arrive in London by Monday, 15 June in case you are attending PPP Days 2015 or Wednesday, 17 June if you only attend to TOS PPP 2015, and depart either on Thursday, 18 June (after 7pm) or on Friday, 19 June.

X. CONNECTIVITY

10. All International Maritime Organization conference rooms and public spaces are equipped with Wi-Fi connection.

XI. PASSPORTS AND VISAS

11. All participants should be in possession of a valid ID card or passport, with an entry visa (if required), which can be obtained from the diplomatic representation of United Kingdom and Northern Ireland in their country of residence. It is advisable to make such visa applications well in advance of the date required. Kindly note that the British Consulates may not be able to issue visas on time in case of late applications so please check with the local British Consulate for more information on issuance of United Kingdom visas. The secretariat will provide participants with letters of invitations that could be used as a supporting document to the visa application form. Please inform the secretariat by [email](#) well in advance in case you need a visa invitation letter.

XII. INSURANCE

12. Delegates are advised to take a travel and medical insurance before their departure that covers the duration of their stay in London.

XIII. FURTHER INFORMATION

13. Further information on the session can be obtained from the [UNECE website](#). For general enquiries, including issues related to travel and visas, please contact the secretariat by email at: PPP@unece.org.