

Federation seminar
4 March 2013 – London, Charing Cross Hotel

**NATIONAL
HOUSING
FEDERATION**

Joining papers



JOINING INSTRUCTIONS

The information provided in this document will help you plan your journey and ensure you get the most out of your time at the event. Please bring these instructions with you on the day, along with your confirmation letter, as they will help you to have a smooth arrival.

VENUE DETAILS

Charing Cross Hotel

The Strand
London
WC2N 5HX

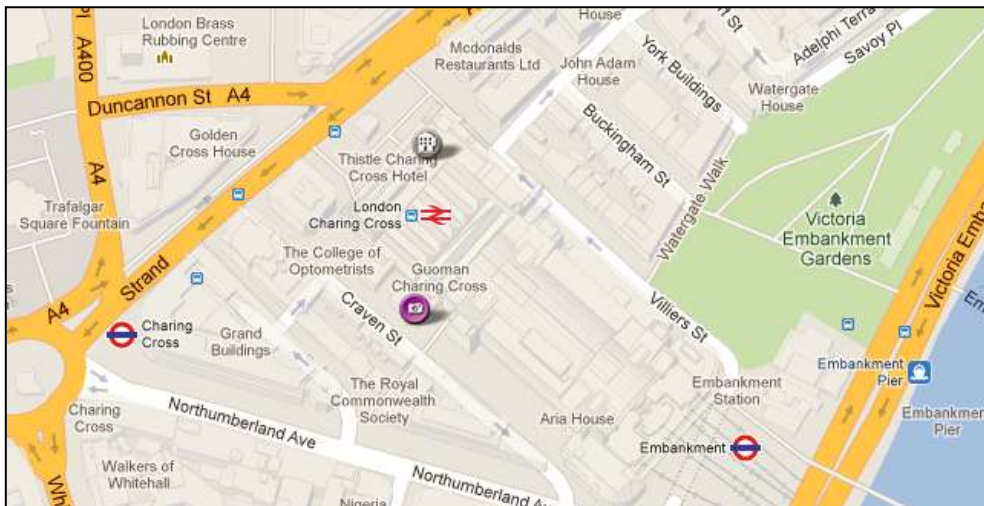
Tel: **0207 747 8470**

web: www.guoman.com/charing-cross

TRAVEL DETAILS

Full location details can be found at:

http://www.guoman.com/en/hotels/united_kingdom/london/charing_cross/location/index.html



BY TUBE:

Charing Cross tube station is next door to the hotel
Embankment tube station is 100m away.

BY RAIL:

London Charing Cross station is adjacent to the hotel. For information, visit the National Rail website.

BY ROAD:

Follow signs to Central London, then head towards Trafalgar Square. Pass through Trafalgar Square leaving the National Gallery on your left and continue into Duncan Street. At the traffic lights, you'll see Charing Cross station ahead and to the right of you.

Car parking is available in the Spring Gardens car park (across Whitehall) at an additional charge. For your sat nav, use the postcode WC2N 5HX. Please note that Charing Cross Hotel is located within the congestion charge zone.

ACCOMMODATION

Accommodation in nearby hotels can be booked by using the following websites: www.lastminute.com, www.expedia.com and www.laterooms.com

CONFERENCE REGISTRATION

Seminar registration will be held on the first floor, where you will be issued with your delegate pack. Please wear your name badge at all times. Refreshments will be served during registration.

Housing people with dementia seminar:

Conference registration will take place from **09:00am** to **09:50am**.

Engaging with health seminar:

Conference registration will take place from **13:00pm** to **13:45pm**.

MESSAGES FOR DELEGATES

If your organisation needs to reach you at the event, the contact details are as follows:

c/o National Housing Federation

Charing Cross Hotel

The Strand

London

WC2N 5HX

Tel: 0207 747 8470

We are unable to convey any messages personally. Therefore, please restrict messages to emergencies only.

CONFERENCE FEE

Your fee includes a delegate pack and refreshments as detailed in the programme. Lunch will be provided if you are attending both the dementia AND health seminars.

SPECIAL REQUIREMENTS

If you need wheelchair access or if you have any special requirements, please contact the Business Sales and Support Team on **020 7067 1066**. The Federation is unable to provide care assistance but carers can attend free of charge.

We look forward to seeing you at the event. Please contact us on **020 7067 1066**, or visit our website www.housing.org.uk/events, should you require further assistance or information.