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business

Alphe UK

ALPHE
The professional choice

Workshop Preparation for Educators

The information in the following pages will make sure you have a smooth and productive trip

Dates: 5 - 7 September 2008

Check-in time is 15:00

Venue: The Victoria Park Plaza Hotel
239 Vauxhall Bridge Road,
London SW1V 1EQ

Check-out time is 12:00 noon.

Tel: +44 (0) 20 7769 9761

Rough currency guide

Fax: +44 (0) 20 7769 9767

GBP £1 = US \$1.80

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Contact details for Alphe

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If you need us in London, our mobile numbers are;

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Scott Wade
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Stephen Roberts
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Booking your hotel room

We do this for you, as long as you tell us your arrival and departure dates and times at least twelve weeks before the first day of the event, after which time we cannot guarantee a hotel room for you. Each workshop night costs GBP £139.82 for single occupancy inclusive of all taxes and breakfast. The charge for an extra person in the room is GBP £11.75 inc. of all taxes

We will confirm your booking by email - you do not need a booking reference number. Cancelling your attendance within 35 days of the event will mean a charge of one night to cover the accommodation we have booked for you.

Forwarding materials to the hotel

Please send to the following address;

Attention Conference & Banqueting
Alphe Conference F.A.O. Jane Gilham
The Victoria Park Plaza Hotel
239 Vauxhall Bridge Road,
London SW1V 1EQ, UK

Mark your materials "Information materials for conference" and give the insurance value as zero. This will help avoid customs delays and taxes. Check with your courier company that the materials have been delivered successfully before you leave home.

Make sure that your materials don't arrive more than five days before the workshop starts.

Visas

A list of countries whose citizens require visas in order to enter the UK is at the following website www.ukvisas.gov.uk

Apply for your visa at least two months before Alphe.

Itinerary

Friday 5 September 2008

18.30 - 19.30 Registration
18.30 - 19.30 Educators set up their tables and stands
19.30 - 22.30 Welcome reception

Saturday 6 September 2008

08:00 Venue and Alphe Café open - Alphe staff available.
09.00 - 12.30 Alphe meetings (30 minutes each)
12.30 - 14.00 Lunch (not included)
14.00 - 17.00 Alphe meetings

Language Travel Magazine Star Awards

18.00 Coaches start to leave the Victoria Park Plaza Hotel for the Brewery in the City of London
(If you are staying at the Hesperia or the Grosvenor Hotel then coaches will leave from there)
18.45 The bar opens at the Brewery for pre-dinner drinks



19.45 Dinner Starts
21.15 Awards presentation
22.20 DJ and dancing
00.30 Clear venue
(1st coach back to the hotels leaves at 23.45 and then every 10 minutes that)

Sunday 7 September 2008

08.00 Venue and Alphe Café open
09.00 - 12.30 Alphe meetings (30 minutes each)
12.30 - 14.00 Lunch (not included)
14.00 - 17.00 Alphe meetings
17.30 - 17.30 Clear venue

Making appointments with agents

All meetings are arranged using Meeting Manager. About 6 weeks before the conference begins you will be able to view the delegate lists. To access Meeting Manager go to www.hothousemedia.com/mm. Simply enter your username and password (which is the same for all Alphe's) and then select the conference in question. If you have forgotten your username and password use the "Forgot Password". Once in the correct conference environment, select those that you would like to meet and send an email request. If that delegate wants to meet with you they will select an empty appointment slot on your personal agenda and the meeting is arranged and confirmed

Appointments

You will meet dozens of people, so bring a camera and a questionnaire with the main topics you want to cover. Remember, the real work will start when you get home - the follow-up is the most important part of workshopping, so don't let your contacts forget about you.

Language Travel Magazine Star Awards

On the second night of Alphe, the Saturday, there will be a Gala Dinner and the Language Travel Magazine Star Awards. This is an excellent opportunity to network with over 500 of the industry's leading agents and educators. Your attendance at this event, along with all other Alphe attendees, is complimentary. Additional tickets may be purchased in advance for £235.00.

Hotel services

The 4-star deluxe, design-led Park Plaza Victoria is centrally located just 2 minutes from Victoria Station, and within walking distance of some of London's main tourist attractions such as Buckingham Palace, Harrods, Westminster Abbey, the West End Theatres, Hyde Park, Green Park and Big Ben.

Mobile telephones

Most mobile telephones with tri-band work in the UK.

Getting to the hotel

Local airports

London Heathrow (LHR)

Distance from hotel: 25 km West
Drive time: 30 minutes

Directions: Take the M4 Central London at the end of the motorway; join A4 at the junction for Hammersmith. Continue on the A4 past the Victoria and Albert museum, at the junction with Beauchamp place B319 turn right. At the traffic light turn right into Sloane Street A3216. At the junction with the royal Hospital road turn left into Pimlico road leading into Buckingham Palace road A3214 past Victoria coach station. Follow sign for Victoria Underground and turn right into Victoria Street and right again into Vauxhall Bridge road the Hotel is on the right after the Apollo theatre and before the Queen Mother Sports Centre.

Taxi fare: £45.00*

Train: £14.00* Heathrow Express to Paddington (journey time 15 minutes)

Underground: £4.00* (journey time 45 minutes)

*All fares are approximate and are based on a one way journey

London Gatwick (LGW)

Distance from hotel: 52km South
Drive time: 50 minutes

Directions: Get onto the road A23 north to central London the at junction with M23 spur take first exit at roundabout marked London to join M23. At junction 8 branch left and follow signs for M25 Heathrow. Junction 8 (A217) leave motorway and follow signs for Sutton. Follow A217 until Burgh Heath and at the Traffic lights turn left onto A240. At junction with the A3 take 3rd exit (signposted Central London). Follow signs for Battersea A3205 and at the junction with A3216 take 2nd exit 9 signposted Chelsea bridge). Turn right into Ebury Road B313 which leads to Buckingham Palace road A3214 past Victoria coach station. Follow sign for Victoria Underground and turn right into Victoria Street and right again into Vauxhall Bridge road the Hotel is on the right after the Apollo theatre and before the Queen Mother Sports Centre.

Taxi fare: £95*
Train Fare: £14* (Gatwick Express to Victoria, journey time 30 minutes)
*All fares are approximate and are based on a one way journey

London City (LON)

Distance from hotel 16km
Drive time 31 minutes

Directions: Follow signs for The City A1011 at the junction with A1261 take the 2nd at the roundabout. At the junction with A13/A1205 get into the left hand lane and at the traffic signals bear left to take the A13. On the approach to Limehouse station turn left onto the A1203 then follow the 101 to enter Rotherhide tunnel. After the tunnel and with the junction A200 at the roundabout take the 2nd exit signposted Tower Bridge. Follow signs for elephant and castle at the major roundabout take the 2nd exit signposted Waterloo. Follow the A302 past Lambeth North underground station. At County Hall take the left turn following A302 to go over Westminster Bridge. Follow signs for Victoria past Westminster abbey on the left. With the junction with A302 signposted West end turn left on to Buckingham palace Road A3214, past Victoria coach station. Follow sign for Victoria Underground and turn right into Victoria Street and right again into Vauxhall ridge road the Hotel is on the right after the Apollo theatre and before the Queen Mother Sports Centre.

Taxi Fare: £30*
Bus or Tube Fare: £3*
*All fares are approximate and are based on a one way journey

London Stansted (LST)

Distance from hotel 55 km
Drive time 70 min
Taxi: £95*
Train Fare: £16*
*All fares are approximate and are based on a one way journey

London Luton (LTN)

Distance from hotel 60 km
Drive time 65 min
Taxi £95*
Train Fare £10*
*All fares are approximate and are based on a one way journey

Tourism

There's plenty to see. Check this website.
www.visitlondon.com/

Top