

WorldTracer Training

JOINING INSTRUCTIONS – LONDON

Where?

S I T A
1 London Gate
252-254 Blyth Road
Hayes
Middlesex
UB3 1BW
England
United Kingdom

Tel Switchboard: +44 (0) 208 756 8000
Fax: +44 (0) 208 756 8100

When?

- Your trainer will advise you via email the start time for the Monday morning class. Start time is usually 1000 at the discretion of the trainer to make a change. You will receive an email from the trainer regarding the official start time.
- Start and finish times for subsequent days will be by joint agreement between the course Instructor and attendees.
- We would normally aim to finish at latest by 1500 hours on the last day.

How to get there?

From London Heathrow airport to SITA/London Gate:

Taxi - approximate cost GBP12 -GBP15

Bus - Number 140 from Central Bus station at Heathrow airport.
Get off bus at Hayes and Harlington Railway station.
Blyth Road / London Gate are only 5 minutes walk from the station.

From London Heathrow to Hotels:

There is a Hoppa Bus service from all Heathrow Terminals to all hotels mentioned in these Joining Instructions. Check you are on the correct bus!

From Heathrow Hotels to SITA/London Gate:

From the Renaissance hotel, Marriott Hotel or Sheraton Skyline, take bus 140.

From the Premier Travel Inn take bus H98.

From the Holiday Inn Ariel Hotel you can take H98 - H90 or 140.

Alight at the Hayes/Harlington train station..walk down about 10 meters to a set of stairs ..take stairs down and this is Blyth Road - walk approximately 5 to 10 minutes to the SITA office.

Taxi Service:

SITA has a discount with Empire Cars. They operate 24 hours.

Phone number 020 8848 8888/020 8573 4000.

Website at empirecarsheathrow@hotmail.co.uk.

Where to stay?

FOR THE FOLLOWING LISTINGS, PLEASE NOTE THAT ALL RATES ARE QUOTED AT THE CURRENT PRICE AND ARE SUBJECT TO CHANGE.

Recommended:

Premier Travel Inn – London Heathrow

15 BATH ROAD, HOUNSLOW, MIDDLESEX TW3 3BQ



Contact Details:

Tel: 44 (0)870 607 5075

Website <http://www.premiertravelinn.com/pti/hotelInformation.do?hotelId=24093>

**Rate: £65.95 per room (max 2 adults)
Buffet Breakfast - £6.95 per person**

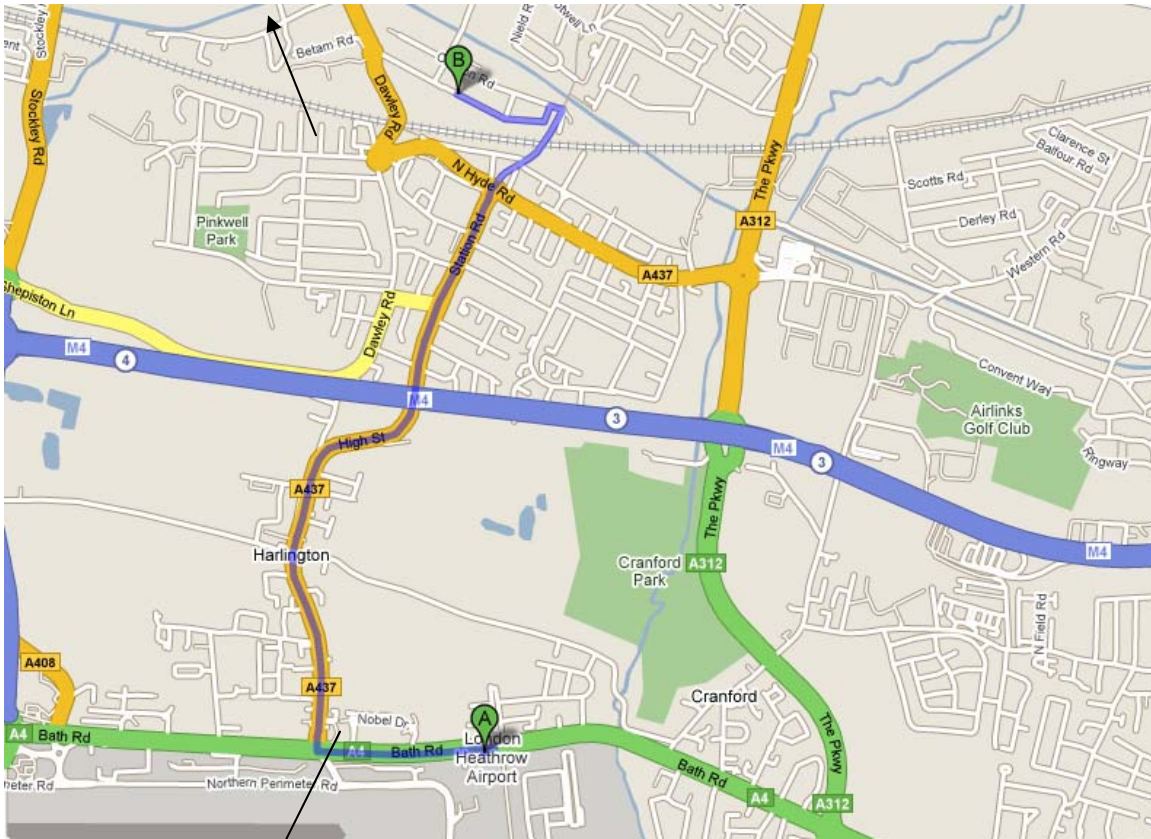
Taxi: Taxi to SITA can be booked on request.

Bus: H98 from the hotel to Harlington Train Station, go right off the bus down the stairs, turn left on Blyth Road and then walk 10 minutes to SITA Office.

Notes: Credit Card Number **required to guarantee reservation**

Below is a map showing the general area of the Premier Travel Lodge and SITA Offices.

B. Sita Office



A. Premier Travel Inn



Other Hotel close to SITA/London Gate:

Holiday Inn/Ariel

GBP 89.00 per person per night

118 Bath Road Hayes, UB3 5AJ England

Contact details:

Website: <http://www.ichotelsgroup.com/h/d/hi/1/en/hd/lonht>

Tel: +44-870-4009040

Fax: +44-208-5649265

Bus: 140 or H98 from the hotel to Harlington Train Station, go right off the bus down the stairs, turn left on Blyth Road and then walk 10 minutes to SITA Office.

Hotels close to London Heathrow airport: (continued)

Ibis Hotel

GBP 64.95 per person per night

112-114 Bath Road, London Heathrow Airport, Hayes Middlesex, London, United Kingdom UB3 5AL

Website: http://www.accorhotels.com/accorhotels/fichehotel/gb/ibi/0794/fiche_hotel.shtml

Tel: +44 (20) 8759 4888

Fax: +44 (20) 8564 7894

LHR Marriott

GBP 120.00 per person per night

Bath Road Hayes, Middlesex UB3 5AN United Kingdom

Contact details:

Website: <http://marriott.com/property/propertypage/LHRHR>

Tel: +44 (20) 8990 1100 ext. 1100

Fax: +44 (20) 8990 1110

Berkeley Park (Serviced Apartment)

GBP 70.00 to 90.00 per person per night

Marlborough Crescent, Harlington, Hayes, Middlesex, London, United Kingdom UB3 5FG

Contact Details:

Tel: +44 (20) 8750 5100

Fax: +44 (20) 8759 7830

Website:

<https://www.berkeleypark.co.uk/>

How to book a hotel?

- Students are responsible for making their hotel reservations. SITA will not be responsible for ensuring any hotel reservations. Most hotels require a credit card to reserve a room.

What is included in the course?

- All Training materials such as Manuals, Quick Reference guides, pens/pencils and paper are included.
- Tea and coffee during the day are free of charge.

** Please note SITA operates a NO SMOKING policy. Smoking is not allowed anywhere in the building. **

What do I need to bring?

- All attendees are requested to bring their Airline or Airport ID card. This will be exchanged for a SITA Visitor ID while you are on SITA premises and returned to you each day.
- Otherwise – bring any examples or questions you may have and most importantly bring YOURSELF!!

London Weather!

- It does not always rain in England! However, you are recommended to always bring an umbrella especially if you will be walking to and from your hotel to the Training location. Otherwise, from May to August it can be very warm but it is never guaranteed. A lightweight jacket or sweater is always a good idea. From September through April, a winter overcoat and warm clothing are needed.
- Note that dress for the Training is casual/smart.

Facilities in the area.

- The SITA offices are within 10 minutes walk of a shopping area with many banks, shops and restaurants.
- A mainline Railway station with trains to Central London is also only 5 minutes from the SITA building.

Last update 09December2009/FN