

Meeting and event information

Conference Venue

The conference venue is the prestigious Royal United Services Institute (RUSI). RUSI is the leading forum in the UK for national and international defence and security. Founded in 1831 by the Duke of Wellington, RUSI is the oldest institute of its kind in the world.

RUSI's address and contact details are:

61 Whitehall, London, SW1A 2ET.

www.rusi.org

Telephone: +44 (0) 20 7930 5854

Facsimile: +44 (0) 20 7321 0943

RUSI Event Manager: Sabrina Downey



Venue Layout.



The Library is on the second floor and is where delegates will take coffee and lunch



The Secretariat is on the second floor and is where the NAO Secretariat will be located



The grand first and second floor landings where delegates may make mobile telephone calls and look at the paintings and sculptures



The reception on the ground floor, where delegates will arrive and register



The Duke of Wellington Hall, where the conference will take place

History of the RUSI Building.

The RUSI building sits on the very site of what was Henry VIII's private bed chamber in the Tudor wing of old Whitehall Palace and adjoins the Banqueting House, the only part of the Palace to escape destruction by fire in 1698. RUSI began its existence in Whitehall Court, but moved to a house in what was then known as Middle Scotland Yard in 1832. RUSI played its own small role in the history of Whitehall's development. The Institute's sites were time and again the objects of desire by various offices of state eager to expand their premises. That it still resides in Whitehall is largely down to the timely interventions of its Royal patrons. In 1845 it additionally acquired the remainder of a lease on an adjoining house in Whitehall Yard from Lord Stuart de Rothesay. This house, originally designed by Sir John Vanburgh for his own use, had its appearance ridiculed by Jonathan Swift:

"One asks the watermen hard by Where may the Poet's Palace lie? Another of the Thames inquires If he has seen its gilded spires. At length they in the rubbish spy A thing resembling a goose pye."

The 'Goose Pie House' (together with the house behind) contained RUSI until the early 1890s and was located on the southeast corner of what has become the Old War Office Building, at the place where the statue to The Gurkha Soldier now stands in Horseguards Avenue. Once it became clear that the Commissioners of Woods intended to clear the site in preparation for the new War Office, many suggestions came forward within the Government and Civil Service for new premises (a site in Jermyn Street was particularly favoured by those seeking to remove RUSI from Whitehall). In the end, Queen Victoria graciously allowed the Institute the use of the Banqueting House. Following the disastrous reception of initial plans by RUSI to partition the interior of the Banqueting House (among other protests, a petition was signed by most of the leading architects of the day), it was decided to build the present RUSI building, which was opened with much fanfare in 1895.

Conference Secretariat and Help Desk

The Conference Secretariat and Help Desk will be located on the 2nd floor of the Royal United Services Institute and will be signposted. The Secretariat office will be manned at all times by UK NAO personnel during conference hours. They will do their utmost to provide assistance to all delegates. The following can be arranged by Secretariat staff:

- Photocopying
- The receipt and transmission of facsimiles
- Connection to the internet
- Telephone calls

Social and Cultural Programme

An opening drinks reception will be held in the Reading Room at the Thistle Royal Horseguards Hotel on 26th September from 7 p.m.

A closing dinner will be held at St Stephen's Club, 34 Queen Anne's Gate, London, SW1H 9AB on 28th September from 7 p.m.

A cultural excursion to Hampton Court Palace will take place on 29th September. Delegates who are attending should meet in Reception at the Thistle Royal Horseguards Hotel at 8.30 a.m. where they will be met by NAO personnel to board the coach. Hampton Court Palace opens to the public at 10 a.m. and tickets will be issued to delegates on the coach. A guide will be provided to show delegates around the palace and gardens. Delegates will be able to have lunch at the palace. The coach will leave the Palace at 2p.m. and will drop delegates back at the hotel by around 3.30p.m. so that anyone leaving London later that afternoon can collect their luggage and depart for the airport.

Dress code

For the meeting delegates should wear business dress. Delegates should wear smart or lounge dress for the drinks reception and closing dinner. Informal dress can be worn for the cultural visit to Hampton Court Palace.

Security

While there is currently a heightened security threat level in the UK, London workers and tourists continue to go about their business in the Capital as normal. It is, however, important to remain vigilant at all times and delegates should report anything suspicious to personnel from the NAO, RUSI or directly to the police (see Section 7 for emergency contact numbers). NAO personnel will inform delegates of any changes to security threat levels should they arise during the meeting. See <http://www.homeoffice.gov.uk/security/current-threat-level> for more information. Or

telephone the Home Office on: +44 (0) 20 7035 4848 (09:00-17:00 British Time, Mon-Fri.
Or email: public.enquiries@homeoffice.gsi.gov.uk.)

Delegates should also be aware of recent changes to airport security in the UK. Air passengers travelling from UK airports continue to face hand luggage restrictions and should contact their airline or airport with any questions on travel arrangements or security in place at airports (see section 8 for airport details).

Also, please take note of the following advice:

- Please keep valuable objects in a safe place and out of site, especially when travelling on public transport or when out when it is dark
- Please wear your name badge at the meeting venue at all times
- We advise you not to use unlicensed mini-cabs for any journeys you may wish to take; instead, we recommend you use the licensed London “black cabs”. (See Section 8 for more details.)

Hotel Information

Location

The hotel address and contact details are as follows:

The Royal Horseguards Hotel

**2 Whitehall Court, Whitehall,
London, SW1A 2EJ**

Telephone : +44870 333 9122

Facsimile : +44870 333 9222

Email: RoyalHorseguard@Thistle.co.uk

Website : www.thistlehotels.com



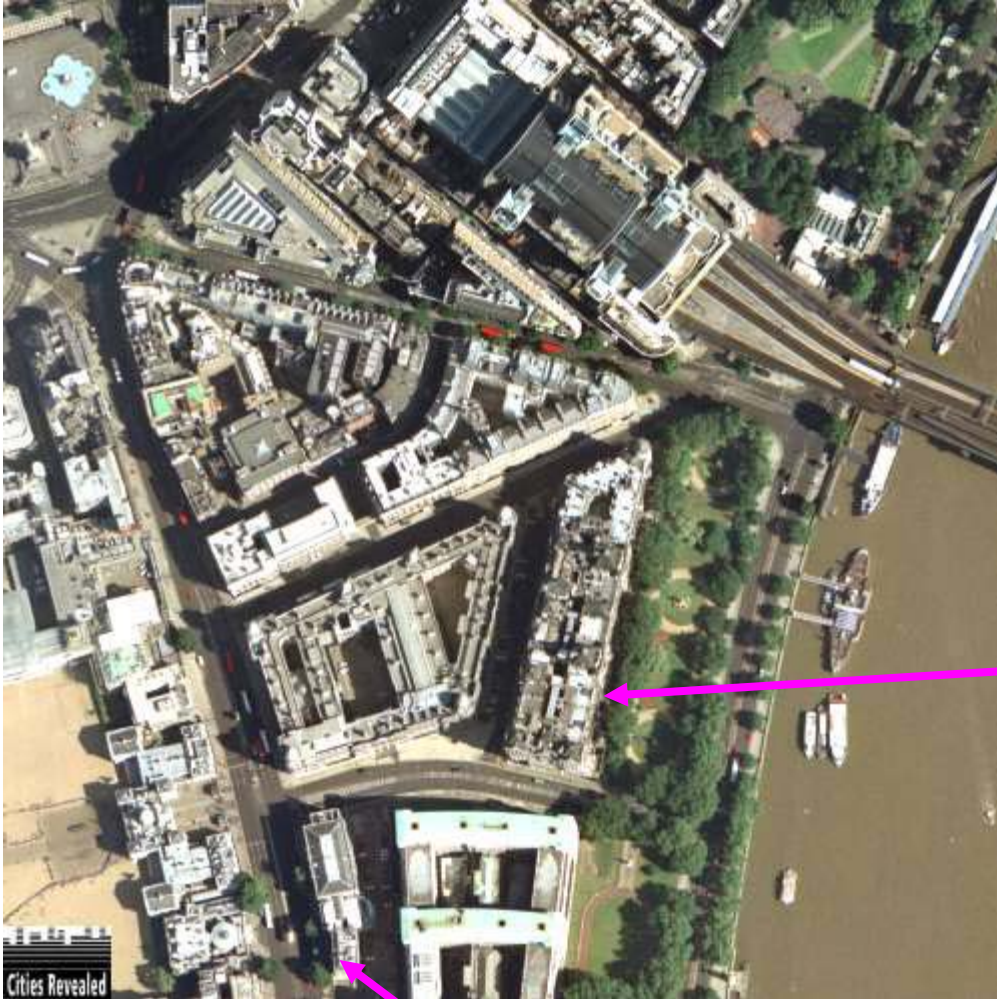
Hotel Overview

The Royal Horseguards Hotel is located in a prime London location: a short distance from the Houses of Parliament (8 minute walk), Trafalgar Square (4 minute walk), the Conference venue, RUSI (3 minute walk), and the Conference dinner venue, St Stephen's Club (10-15 minute walk). The hotel has views over the River Thames.

The hotel is also within easy reach of Buckingham Palace, Chinatown and the West End theatres and shops. This elegant Grade One listed building has 280 bedrooms with deluxe suites and apartments available. All bedrooms have high speed internet access.

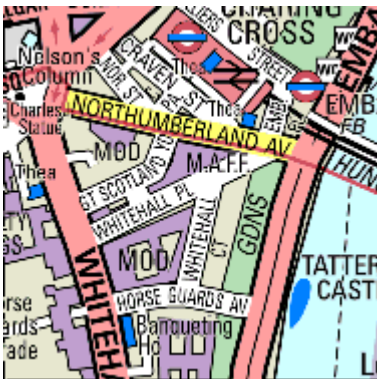
The Royal Horseguards has a restaurant, lounge and bar which serve a variety of drinks, light refreshments and meals. Car parking is available at an additional charge. The hotel also has gym facilities.

The hotel has excellent transport links, with two nearby London Underground stations (Embankment and Westminster), one nearby mainline station (Charing Cross) and buses that embark on routes all around London. (See Section 8. for more details on transport and tourism).



The Hotel location

RUSI (Conference venue)



Useful and emergency contact numbers

Conference secretariat

- **National Audit Office**
157-197 Buckingham Palace Road
London SW1W 9SP
United Kingdom
www.nao.org.uk
+4420 7798 5473
- **Eleanor Murray**
Executive
International Relations
Tel: ++ 44 (207) 798 7617 (direct line)
Mobile: ++ 44 (0) 7791 577 967
Email: eleanor.murray@nao.gsi.gov.uk
- **Oliver Lodge**
Event organiser
Tel: ++44 (207) 798 7827 (direct line)
Mobile: ++ 44 (0) 7971 446 971
Email: oliver.lodge@nao.gsi.gov.uk

Emergency contact numbers

Out-of-hours NAO contact: Oliver Lodge, mobile: +447971 446971
Emergency Call: Police, Fire, Ambulance: 999

Transport and Tourist Information

Airports

Delegates who have provided NAO personnel with flight details will be met on arrival in the UK. For your information, however, details and transport links to and from London airports are available on the following websites:



London Heathrow: +44870 00 00 123
www.heathrowairport.com

London Gatwick +44870 00 02 468
www.gatwickairport.com

London Stansted +44870 00 00 303
www.stanstedairport.com

London City +44207 646 0088
www.londoncityairport.com

Delegates will be able to arrange their return transport to the airport by speaking to the representative from the car service who will be available during the meeting. Transport whilst staying in London, however, will need to be arranged by the delegate, some details on travelling in London are given below.

Taxis in London

We advise you not to use unlicensed mini-cabs for any journeys you may wish to take; instead, we recommend you use the licensed London “black cabs”. Black cabs pass regularly through all of central London and can be hailed from the roads around the hotel and meeting venues. When they are available for hire the yellow light on the cab roof is switched on. You can, however, ask your hotel concierge to book you a cab and you can also book one online by using the following email address:
<http://www.londonblackcabs.co.uk/bookings.html>

Or, should you require cabs at short notice for Airport Transfers, tours or long journeys call the Black Cab hotline on: 07957 696673

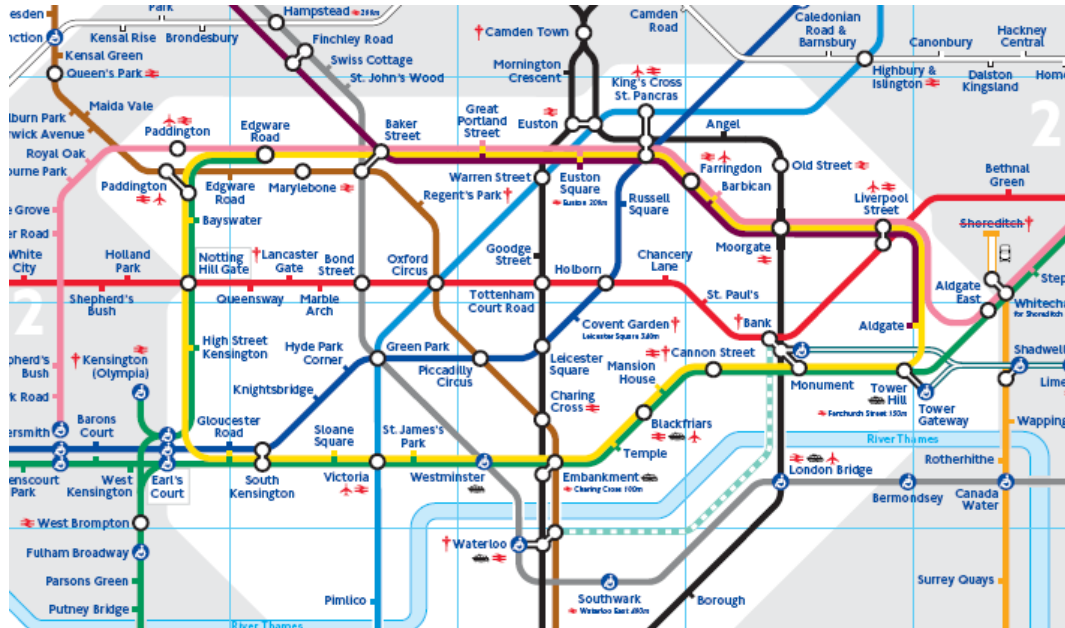
Alternatively, you can use the “Dial-a-Cab” service, which also enables you to book licensed Black Cabs, as follows:

- On-line booking:
<http://www.dialacab.co.uk>
- Credit card bookings: telephone
020 7426 3420.
- Cash bookings: telephone 020
7253 5000 (please note: only
immediately required taxis can be
made using this number).



London Underground

A full map of the London Underground is enclosed in your delegate folder. The map below shows the London Underground network within central London.



London Buses.

Local buses



This map shows the buses that pick up and drop off at Whitehall, which is the road nearest to the Hotel and the Meeting venue.
Of note are the following:



- 3 and 12** – North to Oxford Circus (shops)
- 11** – West to Fulham Broadway (shops) via Victoria train and bus stations, Sloane Square and the King's Road (shops and restaurants). East to Liverpool Street train station via the Strand, Fleet St, St Paul's Cathedral and the City of London
- 24** – North to Hampstead Heath (heathland with views over all London) via Leicester Sq and Tottenham Court Road (both areas of shops, theatres, cinemas and restaurants)
- 88** – North to Camden Town (lively area with shops and restaurants)
- 148** – West to Shepherds Bush Green (lively area with shops and restaurants, theatre and cinemas) via Hyde Park Corner (for access to Hyde Park and Kensington Park as well as Piccadilly) and also via Notting Hill (lively area with many shops and restaurants).
- 87** – North (short distance) to Covent Garden (for shops, theatre, opera and restaurants)
- 211** – South to Waterloo via the River Thames and the London Eye.

For more information on London bus times, fares and maps, please call +4420 7222 1234 (24hr hotline) or search online: <http://www.tfl.gov.uk/buses>

Tourist Information

A tourist information guide to London is enclosed in the delegate meeting folder. Delegates should note that the meeting programme allows for a free evening on the 27th September following the close of Day 1 so that delegates can spend time in London as they choose. For delegates who are attending the cultural excursion on 29th September a guide to Hampton Court Palace will be provided when boarding the coach at the Thistle Royal Horseguards hotel.