

Information Package

GEO DSTF Action Plan Meeting

February 2-4th, 2010

Reading, United Kingdom

Venue & Accommodations

The meeting will take place at:

Defra Innovation Centre
5th Floor, Northgate House
21-23 Valpy Street, Reading RG1 1AR

Hotel Novotel Reading Centre

25b Friar Street

Reading RG1 1DP

UNITED KINGDOM

Tel. (+44)118 9522600

Fax. (+44)118 9522610

<http://www.accorhotels.com/gb/hotel-5432-novotel-reading-centre/index.shtml>

We are holding bedrooms for this event at a preferential rate of **£100GBP** B&B per night.

To book accommodation for arrival on the 1st February 2010 for up to 4 nights, please contact either:

Steph or **Lisa** at The Booking Agent

Tel: +44 (0)118 3751677 or

Email: enquiries@thebookingagent.co.uk

Please quote reference code: **TBAGEO**. Credit card details are needed to secure the reservation.

Travel

By far the easiest way to get to Reading is for non-UK attendees to fly to Heathrow and take the Railair bus (<http://www.railair.com/>) direct from stands 1 and 2 at the Heathrow Central Bus Station and stand 10 at Terminal 5 Bus and Coach Station (see attached map). The bus leaves every 20mins (see attached timetable) and takes 45 mins to get to Reading where it drops you outside the main train station right in the centre of town. It costs £14 for a single and £22 for a period return if purchased online (£1 more if purchased at the central bus station) which would be valid for return after the conference.

Attendees arriving into Gatwick can get a train from Gatwick airport's own train station to Reading which takes between 1h20mins and 2hrs depending whether it is a direct service or whether you need to change at Redhill or through London (not recommended). An off-peak return will cost from £22.80 but flexible returns cost more, and it can be cheaper to buy two single tickets. Relevant information available from www.firstgreatwestern.co.uk

Attendees arriving into other London airports would need to travel into London and across to London Paddington on the tube where they can pick up a direct train for Reading.

Travel directions to the Innovation Centre

Rail

Park & Ride

Road

Air – Heathrow Railair & Gatwick

5th Floor
Northgate House
21 - 23 Valpy Street
Reading
RG1 1AR
0118 955 7800

Map

Rail

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Reading Station (not Reading West) is on the main line from both London Paddington and London Waterloo to the West Country; it also has frequent services from Birmingham and the south coast. You can find rail information at www.nationalrail.co.uk

Directions from Reading Station (see [map](#) on next page)

Exit the platforms via the main barriers. If you arrive on platforms 5-9, you will need to go over the bridge and down the escalator. The Railair exit is closest to the Centre.

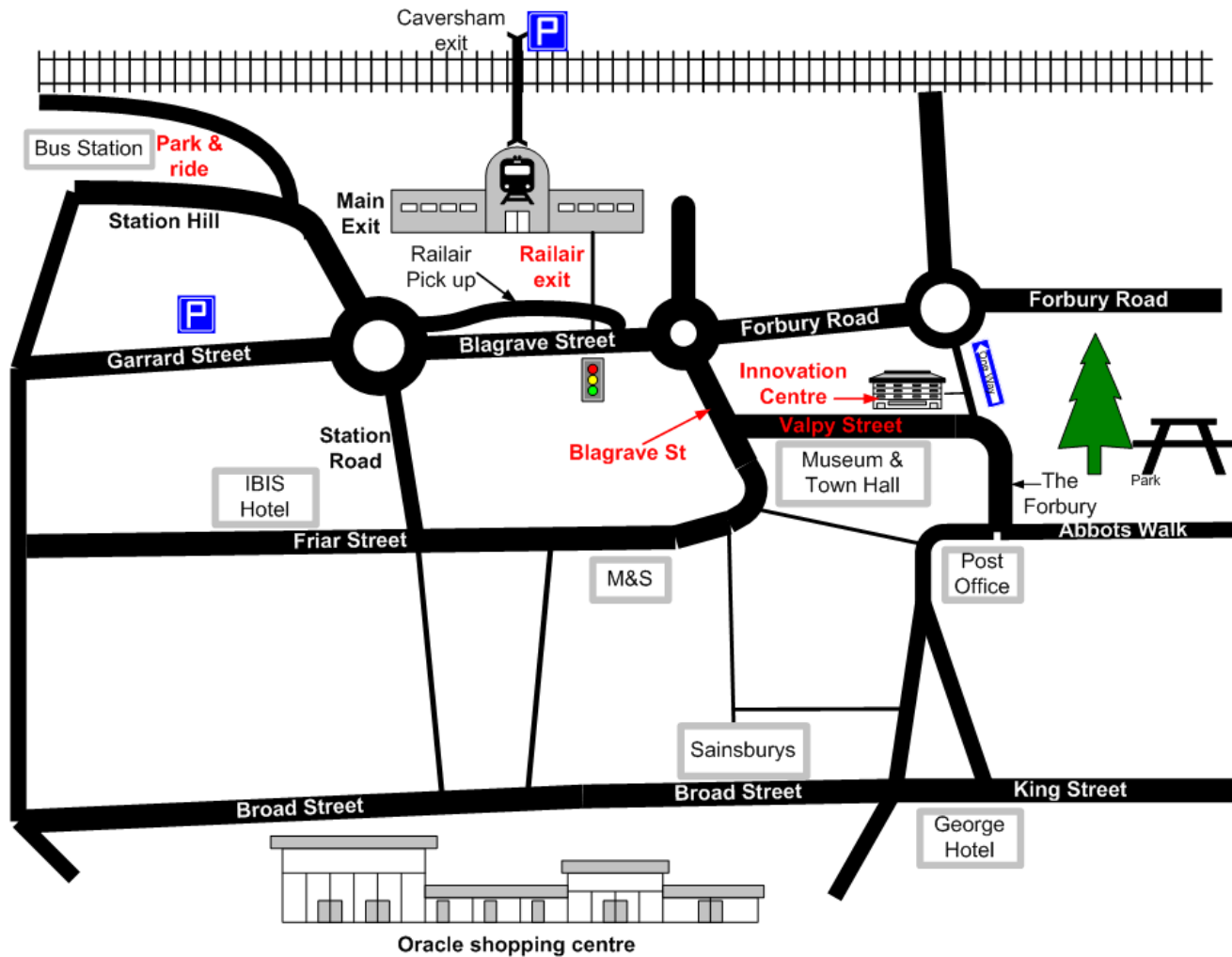
- **Railair exit** (by station M&S) go down the stairs and cross over the Railair pick up and then cross at the traffic lights. Turn left towards roundabout then right into Blagrove Street. Immediately cross over the road towards Aldwych House. Continue up Blagrove Street taking the first left into Valpy Street. The Innovation Centre at North Gate House is the last building on left hand side.
- **Main exit** (by station WHSmiths) – If you leave the station here (no stairs), you will exit onto Station Hill. Turn left and skirt the outside of the Station, you will pass the Railair pick up, then see instructions above.
- **Caversham Exit** – Please do not take this exit.
- When you arrive at North Gate House, please collect a pass from Ground Floor reception and proceed to the fifth floor. Swipe your pass to access the Centre's reception.
- **Wheelchair access** – use Main Exit from Station, when you arrive at the Centre please use the intercom located by the Fire Exit door to the right of Chronicles bar on Valpy Street.

Innovation Centre
5th Floor, North Gate House
21 – 23 Valpy Street
Contact us: 0118 955 7800



Map - walking from train station or Park & Ride

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Park & Ride

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If you are travelling by car you may wish to use Reading's Park & Ride facilities. Full details are available on Reading Borough Council's website (See <http://tinyurl.com/2lp67k>)

From the east

- Loddon Bridge Park & Ride car park is located just off the A329M Winnersh exit (2 minutes from M4 junction 10). Parking is free.
- Services from 7.05am and every 8-10 minutes until 6.50pm.
- Journey time to central Reading about 15 minutes, to Station 20mins. The Innovation Centre is a 5 min walk from the station.
- Please purchase tickets on the bus - Adult day return £3.10.
- Return buses leave from Blagrove Street (near junction with Valpy St) and Bus Station stop **SY**.

From the south or west

- Madejski Stadium Park&Ride car park is located just off junction 11 on the M4. Parking is free.
- Services from 7.03am and every 7-8 minutes.
- Journey time to the Station is about 20 mins. The Innovation Centre is a 5 min walk from the station.
- Please purchase tickets on the bus - Adult day return £2.60.
- Return buses leave Bus Station stop **SI**.

[Map](#) from bus station Park & Ride to Innovation centre on previous page

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Road to Reading

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[FROM THE NORTH](#)

[FROM THE EAST](#)

[FROM THE SOUTH & WEST](#)

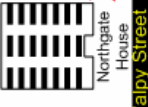
There are a limited number of spaces available at the Innovation Centre. If you need to reserve a car parking space please phone us on 0118 955 7800 or e-mail us at innovationcentre@defra.gsi.gov.uk

Alternatively you may wish to use Reading's [Park & Ride facilities](#), or for details on car parks in Reading visit the Council's website at <http://tinyurl.com/2jygm1>

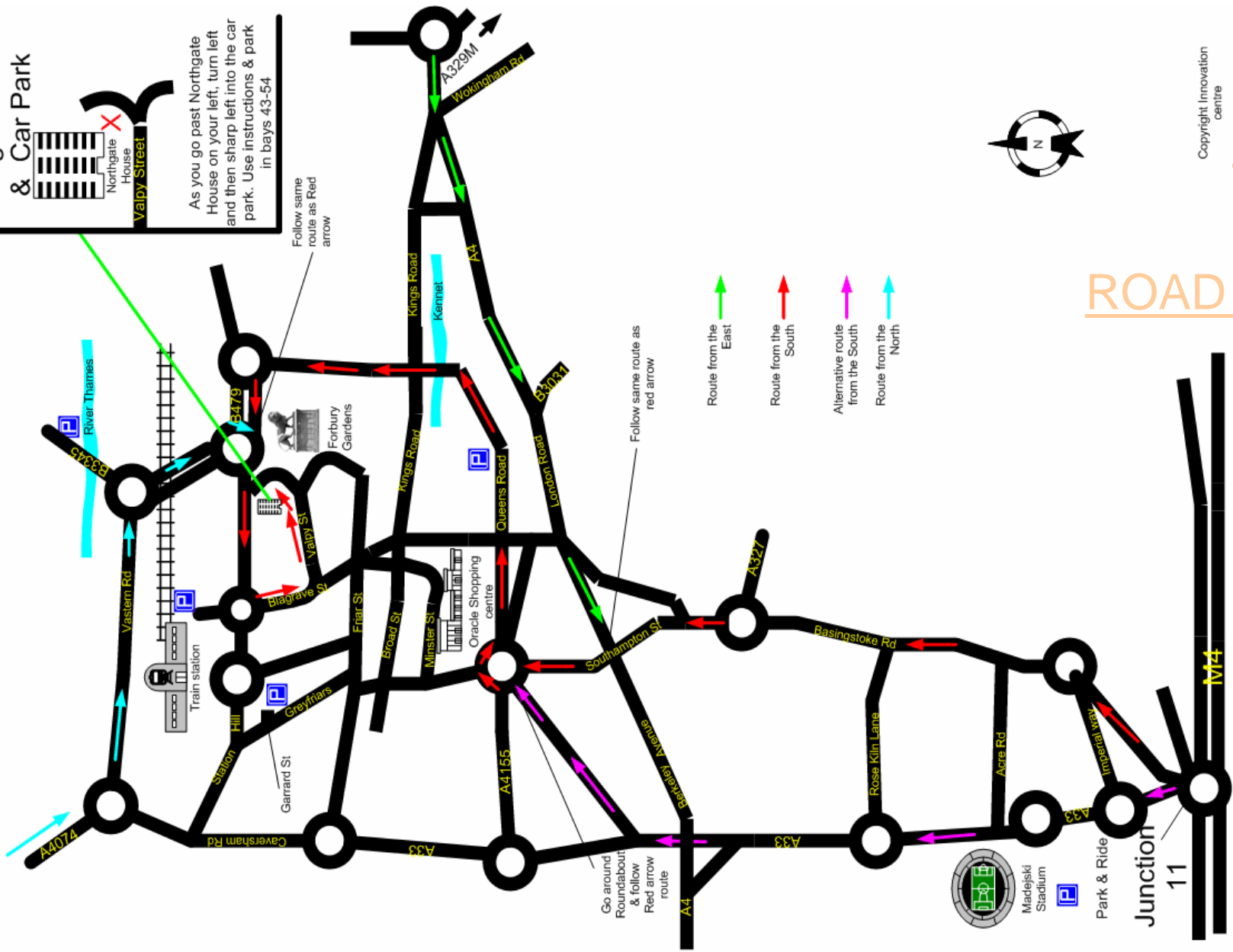
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Northgate House & Car Park



As you go past Northgate House on your left, turn left and then sharp left into the car park. Use instructions & park in bays 43-54



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Copyright Innovation centre

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From the North

A4074 – Oxford

- Cross Reading Bridge then straight over the roundabout heading towards Reading. At next roundabout turn left towards the Tesco superstore.
- At the following roundabout take the 3rd exit towards the Town Centre and go under railway bridge.
- At next roundabout turn right towards the Station. The Rising Sun pub should be on your left. Turn left at the mini roundabout into Blagrove Street and first left into Valpy Street.
- The Innovation Centre, North Gate House is the last building on the left hand side. Turn left at end of the street as the road bends right and then sharp left for parking under North Gate House.

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From the East

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- M4 – approaching from London – Junction 10
- Leave the M4 at Junction 10 onto A329 towards Reading.
- Exit the dual carriageway onto the slip road sign posted A4 Reading East and turn left at the roundabout onto the A4 towards Reading. Keep in the left hand lane.
- When the road widens to three lanes move into the centre lane.
- Stay in the centre lane until you pass Royal Berkshire Hospital on the left – you’ll notice a Murco garage on the right hand side – at this point pull into the right hand lane.
- At the next set of traffic lights follow the road to the right into Sidmouth Street and down the hill. Stay in the right hand lane until the traffic lights at the bottom of the hill and turn right into Queen’s Road.
- Keep left and when a new lane appears on the left join it.
- At the traffic lights all lanes are directed left. Stay in the left hand lane and go straight through the traffic lights along the A329 follow signs to the Station.
- At the roundabout turn left onto Forbury Road.
- Take the first exit – straight across – the next roundabout heading towards the Station and past the Rising Sun pub. After a crossing at the mini roundabout turn left into Blagrove Street and first left into Valpy Street.
- The Innovation Centre, North Gate House is the last building on the left hand side. Turn left at end of the street as the road bends right and then sharp left for parking under North Gate House.

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From the South & West

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- M4 – approaching from the South & West – Junction 11
- At the M4 Junction 11, take the A33 to Reading.
- Drive straight over the first two roundabouts, passing the Madjeski Stadium on the left hand side.
- Continue straight over two more roundabouts, following signs to the Town Centre, over a set of traffic lights and past the BP garage.
- At a sign for The Oracle shopping centre and A239 Wokingham move into the right hand lane.
- At the traffic lights turn right onto the A329, keeping in the right hand lane.
- With The Oracle on the left hand side cross another set of traffic lights past the Queens Road car park on the left hand side.
- At the next set of traffic lights move into the left hand lane, over a bridge, and straight on the dual carriageway following sign posts to the Station.
- At the roundabout turn left onto Forbury Road.
- Take the first exit – straight across – the next roundabout heading towards the Station and past the Rising Sun pub. After a crossing at the mini roundabout turn left into Blagrove Street and first left into Valpy Street.
- The Innovation Centre, North Gate House is last building on the left hand side. Turn left at end of the street as the road bends right and then sharp left for parking under North Gate House.

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Air

The closest airport to Reading is Heathrow.

- Bus Link from Heathrow to Reading
 - There is a Railair bus link from Heathrow to Reading. The pickup point is at the central bus station: www.railair.com
 - Follow the travelator or subway signs to the Central Bus Station. Once on the bus travel to Reading Station. When you alight the bus cross the road and turn left then turn right into Blagrove Street. Aldwych House is on the left hand side. Take the first left into Valpy Street. The Innovation Centre at North Gate House is the last building on left hand side. See [map](#).
- Trains from Heathrow
 - There is a train service – Heathrow Express – which picks up from all Terminals into London Paddington. Then take a train to Reading. You can find rail information at www.nationalrail.co.uk
- Trains from Gatwick
 - First Great Western operates a Gatwick to Reading service. You can find rail information at www.nationalrail.co.uk

Where to board the coach at Heathrow Terminals 1,2,3 and 4

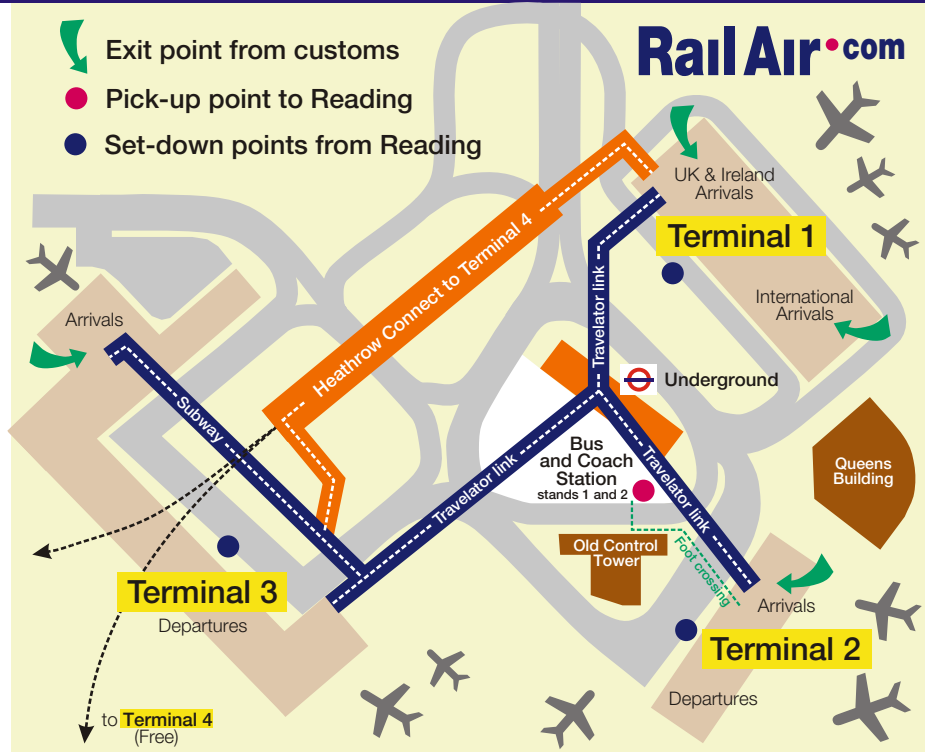
Coaches depart from stands 1 and 2 at Heathrow Central Bus Station. Follow the instructions below from the terminal you are arriving at.

Terminal 1 From International arrivals follow the sign for Underground and Central Bus Station. From UK & Ireland arrivals follow signs for Underground and Terminals 2 & 3, which direct you towards the lifts (then follow signs for Underground and Central Bus Station). Use the lifts to reach the basement level.

Terminal 2 Leave the building through the doorway immediately in front of the exit from customs and follow signs for Underground and buses, which direct you towards the below-surface travelator. Alternatively, you may prefer to use the street-level access by exiting the terminal building through the revolving doors on the ground floor.

Terminal 3 Follow signs for Underground and Central Bus Station, taking the ramp or stairs to access the below-surface subway link.

Terminal 4 Follow signs for the FREE Heathrow Connect shuttle train. Travel in the carriages at the rear of the train and alight at Terminals 1, 2 and 3. Follow signs for Terminals 2 and 3 but as soon as you see signs for buses and Underground follow these instead.



Where to board the coach at Heathrow Terminal 5

Coaches depart from stand 10 at Heathrow Terminal 5 Bus & Coach Station

Terminal 5 Turn left or right after passing through the doors from customs. Then follow signs for "Local buses" and exit the building.

IMPORTANT: Passengers without tickets should turn left after leaving customs and follow signs for "Coaches", which will lead you to the National Express ticket desk where RailAir tickets can be purchased (automatic ticket machines also available).



RailAir.com towards Heathrow

Mondays to Fridays (except Public Holidays)

Reading Station	0400	0500	0530	0555	0608	0620	0640	0700	0720	0740	0800	0820	0840	0905	then every	1805	1835	1905	1935	2005	2035	2105	2205	2305
Heathrow, Terminal 5	0438	0538	0608	0633	0648	0715	0735	0755	0815	0835	0855	0915	0935	0945	20 mins until	1845	1915	1945	2015	2043	2113	2143	2243	2343
Heathrow, Terminal 1	0446	0546	0616	0641	0658	0725	0745	0805	0825	0845	0905	0925	0945	0955		1855	1925	1955	2025	2051	2121	2151	2251	2351
Heathrow, Terminal 2	0449	0549	0619	0644	0701	0728	0748	0808	0828	0848	0908	0928	0948	0958		1858	1928	1958	2028	2054	2124	2154	2254	2354
Heathrow, Terminal 3	0451	0551	0621	0646	0704	0731	0751	0811	0831	0851	0911	0931	0951	1001		1901	1931	2001	2031	2056	2126	2156	2256	2356

Saturdays, Sundays and Public Holidays

Reading Station	0400	0500	0545	0615	0645	then every	1915	1945	2025	2055	2205	2305
Heathrow, Terminal 5	0438	0538	0625	0655	0725	30 mins until	1955	2025	2105	2135	2243	2343
Heathrow, Terminal 1	0446	0546	0635	0705	2005		2035	2115	2145	2251	2351	
Heathrow, Terminal 2	0449	0549	0638	0708	2008		2038	2118	2148	2254	2354	
Heathrow, Terminal 3	0451	0551	0641	0711	2011		2041	2221	2151	2256	2356	



Some of our vehicles can carry one wheelchair user. We require at least 3 days notice in order to ensure a coach is available for the journey you wish to make. Call **0118 957 9425** and we'll take care of things.

We do all we can to operate to the advertised times. However, circumstances beyond our control may affect your journey. Please allow sufficient time between the arrival time of the coach at Heathrow and the check-in time of your flight.

Boxing Day ONLY Times are just a guide. Please confirm before travelling by visiting www.railair.com

Reading Station	0600	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700
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Details of set-down arrangements at the airport will be confirmed nearer the time.

A modified service operates over the Christmas and New Year period. Some evening cancellations occur on 24th and 31st December and a reduced service operates on Boxing Day, 26th December.

There is no service on Christmas Day.

RailAir.com towards Reading

Mondays to Fridays (except Public Holidays)

Heathrow <small>Central Bus Stn Bays 1 or 2</small>	0500	0600	0630	0657	0720	0740	0800	0820	0840	0900	0920	0940	1000	1015	Then every 20 mins until	1555	1615	1635	1655	1715	1735	1755	1815
Heathrow, Terminal 5	0508	0608	0638	0705	0728	0750	0810	0830	0850	0910	0930	0950	1010	1025		1605	1625	1645	1705	1725	1745	1805	1825
Reading Station	0546	0646	0721	0748	0821	0846	0906	0926	0939	0959	1013	1033	1053	1108		1648	1714	1734	1754	1814	1834	1854	1914

Heathrow <small>Central Bus Stn Bays 1 or 2</small>	1835	1855	1915	1940	2010	2040	2110	2140	2215	2305	0005
Heathrow, Terminal 5	1845	1905	1925	1950	2020	2050	2120	2150	2223	2313	0013
Reading Station	1934	1954	2014	2031	2101	2131	2201	2231	2301	2351	0051

Saturdays, Sundays and Public Holidays

Heathrow <small>Central Bus Stn Bays 1 or 2</small>	0500	0600	0700	0730	Then every 30 mins until	1830	1900	1920	1950	2020	2050	2130	2200	2305	0005
Heathrow, Terminal 5	0508	0608	0710	0740		1840	1910	1930	2000	2030	2100	2138	2208	2313	0013
Reading Station	0546	0646	0753	0823		1923	1953	2013	2043	2113	2143	2219	2249	2351	0051

Boxing Day

A service will operate. Please check before travelling by visiting www.railair.com