

JOINING INSTRUCTIONS

Venue

The course is held at the offices of London Financial Studies at 34 Curlew Street, Butlers Wharf, London SE1 2ND. The nearest stations are London Bridge (Rail and Underground Jubilee & Northern Lines) and Tower Hill (Docklands Light Railway and Underground District & Circle Line). Please allow 10-15 minutes if you are walking from either station.

A map showing the location of London Financial Studies can be found on our website at <http://www.londonfs.com/contact.htm>

If you are delayed en route, please call us on 020 7378-1050.

Times

The sessions run from 9.00am to 5.30pm each day with a short break during the morning and afternoon, and a lunch break between about 1.00pm and 2.00pm. Registration is from 8.30am on the first morning.

Refreshments

Coffee, orange juice and croissants are available each day from 8.30am, and lunch will be provided in a local restaurant. Tea, coffee and biscuits are available mid-morning and mid-afternoon. We would be grateful if you would tell us at least a week before the start of the course if you have any special dietary requirements.

Equipment

A binder containing course materials will be handed out on the first morning. Pens and paper will be provided, and any equipment necessary for workshops will be provided with the exception of pocket calculators. You may find it useful to bring one of these.

Mobile Phones

In the interests of all participants, delegates are requested to keep mobile telephones switched off during lectures.

Health and Safety

The office is fully wheelchair accessible. Please advise us in advance if you have any mobility problems.

Smoking is not permitted on office premises.

Thank you for your co-operation.

