Going Global 2020 website:  http://www.britishcouncil.org/going-global
Delegate Support:  gg-registration@icwe.net, +49 30310 18180
Joining instructions include:  Conference dates and venue
                                A-Z of additional information

CONFERENCE DATES AND TIMES

Monday 29 June
07.30 -18.00 On-site registration
08.15 – 09.45 Masterclasses
09.00 - 17.30 Exhibition and poster gallery open
10.00 - 11.30 Opening Plenary
11.30 - 12.00 Refreshment break and exhibition
12.00 - 13.15 Parallel sessions
13.15 - 14.30 Lunch
14.30 - 15.45 Parallel sessions
15.45 - 16.15 Refreshment break and poster gallery presentation
16.15 - 17.30 Parallel sessions
18.00 - 19.30 Welcome reception

Tuesday 30 June
07.30 - 17.00 On-site registration
08.15 - 09.15 Breakfast sessions
09.00 - 14.00 Exhibition and poster gallery opens
09.15 – 09.30 Break
09.30 - 10.45 Parallel sessions
10.45 - 11.15 Refreshment break
11.15 - 12.30 Parallel sessions
12.30 - 13.30 Lunch
13.30 - 14.45 Closing plenary
15.00 - 18.30 Fringe events

You can view the full programme on our website: http://www.britishcouncil.org/going-global/programme

VENUES

Conference venue:
Queen Elizabeth II Centre (QEII Centre), Broad Sanctuary, Westminster, London SW1P 3EE
http://www.qeiicc.co.uk

Welcome reception venue:
Westminster Abbey, College Garden, 2 Great College St, Westminster, London SW1P 3SE
https://www.westminster-abbey.org/corporate-hospitality/venues/college-garden-summer-season

ACCESS FOR GUESTS WITH PHYSICAL CHALLENGES

All public areas of the QEII Centre are accessible by wheelchair. There are eight accessible toilets, nine passenger lifts, all of which are large enough to accommodate a wheelchair and incorporate audio/voice announcements.

Disabled delegates arriving at the QEII Centre in a vehicle with a disabled badge will be allowed to park on the building’s forecourt (subject to availability). Taxis and other vehicles will also be allowed onto the forecourt to enable disabled passengers to disembark more easily.

Please email going.global@britishcouncil.org if you have any specific requirements.

BUSINESS CENTRE

QEII Centre’s business centre is located in the main foyer of the ground floor. Services available include email, photocopying, administrative support and limited concierge (making bookings and reservations).
CASHPOINT

There are no ATMs within the conference centre. The nearest ATMs are:

Barclays Bank - 2 Victoria St, Westminster, London SW1H 0ND (2 mins walk from the venue)

TSB Bank - 12 Broadway, Westminster, London SW1H 0BH (5 mins walk from the venue)

CLOAKROOM

There is a cloakroom on the ground floor for coats and bags, which will be staffed during the conference hours:

Monday 29 June 07.30 - 18.00
Tuesday 30 June 07.30 - 17.00

Please note: the cloakroom will not accept conference bags.

CURRENCY

The currency of the United Kingdom is Pound sterling (£). Cash machines will accept international credit/debit cards.

The Bureau de Change (money changer) is located at:

Post Office Travel Money, 1 Broadway, Westminster, London SW1H 0AX (6 mins walk from venue)

Foreign Payments Ltd, St James's Park Underground Station, Shopping Mall, 55 Broadway, Westminster, London SW1H 0BD (5 mins walk from venue)

DIRECTIONS

The QEI Centre is located in the heart of Westminster, opposite Big Ben and Westminster Abbey. It is within walking distance of the following stations.

Underground stations

Westminster Underground Station to QEI Centre (0.1 miles, Jubilee, Circle and District Lines):

Exit the station via the underground tunnel towards Parliament Square (exit 6). You will come to street level on Whitehall. Turn left into Parliament Square, cross the road ahead of you then turn right into Broad Sanctuary. The QEI Centre is located on your right, directly opposite Westminster Abbey.

St James’ Park Underground Station to QEI Centre (0.1 miles, Circle and District Lines):

Take the Broadway exit from the tube station and walk straight down Tothill Street. At the end of this street, turn left and you will see the QEI Centre directly in front of you.

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Victoria Underground Station to QEII Centre (0.7 miles, Victoria, Circle and District Lines):

Exit from the front of the station, turn right and walk down Victoria Street. At the end of Victoria Street is Broad Sanctuary, the Centre is on the left hand side, opposite Westminster Abbey.

Visit the QEII Centre’s website for travel info: [https://qeiicentre.london/getting-here-2/](https://qeiicentre.london/getting-here-2/)

**Buses**

The following buses stop within a short walking distance from the venue:

11, 12, 24, 87, 88, 148, 159, 453, 748

**EXHIBITION**

Exhibitors will be located on the third floor in the Britten lounge on the third floor with the following opening hours:

- **Monday 29 June** 09.00 - 17.30
- **Tuesday 30 June** 09.00 - 14.00

**FAITH ROOMS**

Female and male prayer rooms will be located in the Keats and Robert Burns rooms respectively on the fourth floor.

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GOING GLOBAL 2020 APP

The full conference programme will be available digitally in our conference app. The app will contain the delegate list and speaker, sponsor and exhibitor information.

Our conference app will keep you up to date and connected to all of the activities taking place:

• view the agenda and manage your session bookings;
• continue to book your one to one meetings with fellow delegates;
• access speaker profiles, interactive voting;
• explore posters and their presenters and capture content via QR codes;
• engage in relevant debate in our app forums.

The app works on Apple, Android and Microsoft devices and if you have one of your own you can download the app prior to the conference.

App download instructions will be sent to participants in May 2020.

If you are unable to bring your own mobile device, the Going Global team can provide you with an iPad on loan (availability is limited) for the duration of the conference so that you will be able to view the conference programme and participate in interactive sessions.

Request this on your online registration form. You can pick up your loan iPad at the App Assistance desks when you arrive at the venue.

HEALTH AND SAFETY

You are recommended to ensure that you have adequate medical insurance to cover the period of your stay in the United Kingdom. Some countries do not have bilateral agreements with the UK and therefore there is no entitlement to free treatment under the National Health Service (NHS).

Visit your health professional at least 4 to 6 weeks before your trip to check whether you need any vaccinations or other preventative measures.

There will be a First Aid room on the ground floor of the venue.

If you need emergency medical assistance during your trip, dial 999 and ask for an ambulance. If you are referred to a medical facility for treatment you should contact your insurance/medical assistance company immediately.

INTERNET

Private conference WIFI is available for your use. Please select this network on your mobile devices and log on with these details (case sensitive):

Name of WIFI (SSID): GoingGlobal2020
Password: Britishcouncil

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INSURANCE

Insurance cover is the responsibility of each individual participant.

LUNCH

A standing buffet lunch will be served on the third and fifth floors at the following hours:

Monday 29 June 13.15 - 14.30
Tuesday 30 June 12.30 - 13.30

PHOTOGRAPHY, FILMING AND AUDIO RECORDING

Photographs will be taken throughout the conference for possible use in promotional material. Sessions will be filmed. All parallel sessions will be audio recorded. Audio files will be available on the Going Global website following the conference.

POSTER GALLERY

The posters will be positioned in the Cambridge suite on the fifth floor throughout all days of the conference. Poster presentation and question and answer sessions will take place at 15.45 - 16.15 on Monday 29 June in Cambridge.

If you are presenting a poster, please stand by your poster at 15.30 on Monday 29 June to answer questions on your poster. Your main contact will be Katarina Snak who is contactable at Katarina.Snak@icwe.net and +49 173 782 7077

MEETING ROOMS

The Wesley room on the fourth floor is available as an informal meeting room throughout the conference. Please respect fellow delegates and do not occupy this space for longer than one hour at a time.

PRESS: INFORMATION FOR JOURNALISTS

We kindly request that when referencing Going Global 2020 journalists refer to the conference as ‘Going Global 2020, the British Council’s international education conference’, and to the British Council as ‘British Council, the United Kingdom’s international organisation for cultural relations and educational opportunities’.

Please do not report on conference delegates unless they are specific speakers or contributors. Please direct any questions or points of clarification to a member of the press team in the Media Suite on the ground floor. Your main contact will be Nicola Norton: Nicola.norton@britishcouncil.org or +44 (0)20 7389 4889.

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REFRESHMENT BREAKS
During the refreshment breaks, tea and coffee will be served in the exhibition hall on the third floor.

REGISTRATION AND INFORMATION DESK
To avoid morning registration queues, we encourage you to collect your registration badge and conference pack at the QEII Centre on Monday 29 June. The registration and information desks are located in the ground floor foyer of the venue and will be open during the following hours:

Monday 29 June 07.30 - 17.30
Tuesday 30 June 07.30 - 15.00

Please arrive in advance in order to collect your badge and a conference pack. Please bring photo ID to speed up this process. All delegate invoices will need to be settled before the event. You are requested to wear your delegate badge at all times whilst in the venue.

RESTAURANTS AND ENTERTAINMENT
London planner brochures will be available at QEII Centre help desk. You may also find these websites useful when booking a restaurant: https://www.opentable.co.uk/london-restaurants and https://www.squaremeal.co.uk/restaurants/london

SECURITY
For security reasons, please wear your conference badge at all times. There will be a safety and emergency procedures leaflet in your delegate pack.

SMOKING
Smoking is not permitted in any public building in the UK. If you wish to smoke you can do so outside the front entrance of the QEII Centre. Please note that smoking is prohibited on public transport, at railway stations, in public buildings and in almost all restaurants and cafés.

TRAVEL INFORMATION
Transfer information for plane arrival

Heathrow Airport – You can travel into London by:

- The Heathrow Express which takes 15 - 20 minutes to reach London Paddington and trains run every 15 minutes. Further details can be found here: https://www.heathrowexpress.com
- Heathrow is also connected to central London via the Underground’s Piccadilly Line. The journey to central London takes approximately 50 minutes with trains running every 5-9 minutes. Further information can be found here: http://www.tfl.gov.uk/tickets

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• London black cabs operate from Heathrow. The approximate cost is £90 (depending on traffic) and the average journey time is one hour.

**Gatwick Airport** – You can travel into London by:

- Train – travel by the Gatwick Express which is the fastest way from the airport to central London. Trains leave every 15 minutes and take approximately 30 minutes arriving into London Victoria. Further information can be found here: [https://www.gatwickexpress.com/](https://www.gatwickexpress.com/)
- Taxi companies called Checker Cars and Airport Cars Gatwick operate from the airport. The cost of an average journey is £115.00.

**London City Airport** – This is the closest airport to the Conference Centre. The journey to the Conference Centre by taxi or public transport will take approximately 45 minutes to an hour. Further information can be found here: [http://www.londoncityairport.com](http://www.londoncityairport.com)

**Luton Airport** – First Capital Connect operates a fast, frequent service direct between Luton Airport Parkway station and central London. To get to the station catch the Luton Airport shuttle bus from outside the terminal at Bay 1. This will take you to Luton Airport Parkway station in about 10 minutes where you can catch a First Capital Connect train to St Pancras international station which takes approximately 25 minutes. Further information can be found here: [http://www.london-luton.co.uk](http://www.london-luton.co.uk)

**Stansted Airport** – The Stansted Express is the fastest and most convenient way to central London (London Liverpool Street), with trains departing every 15 minutes with an average journey time of 45 minutes. Now operating early morning and late at night. Further information can be found here: [http://www.stanstedexpress.com](http://www.stanstedexpress.com)

**Travel around London**

There is an extensive public transport system in London with a wide network of buses and underground trains. If you are planning on using London public transport while in London, we recommend that you buy an Oyster Card (£5 refundable deposit) which can be used on all underground lines and buses. This is a prepaid card that you touch in and out on journeys. For additional information on travelling around London, to download an underground map and see fares, visit [https://tfl.gov.uk/](https://tfl.gov.uk/)

Taxis can be hailed on the street or booked ahead. Here are some taxi numbers:

- Dial-A-Cab +44 (0)20 7253 5000
- Addison Lee +44 (0)20 7407 9000

**VISAS**

Visitors to the UK must hold a valid passport and should check whether they need a visa to enter the UK. You are encouraged to apply for a visa as soon as you have registered for the conference. For some countries, visa application processing can take longer than 90 days. Plan to schedule your visa interview well in advance of your departure date in order to accommodate the processing time.
**VOLTAGE**

The United Kingdom's standard voltage is 240, with square three-pin plugs. Shaver sockets in bathrooms in hotels are continental-style 2-pin 220 volt, but for other equipment you may wish to bring an adapter with you.

**WEATHER**

The temperatures in London in June ranges between 15-20 degrees Celsius. Please check https://www.bbc.co.uk/weather for up to date information.

**WELCOME RECEPTION**

**Date:** Monday 29 June 18.15 – 20.00

The Going Global welcome reception will be held at Westminster Abbey, College Garden. College Garden is a beautiful hidden gem in the heart of Westminster which offers magnificent views of the Abbey and the Victoria Tower; part of the Palace of Westminster. The garden has been under continuous cultivation for more than 900 years.

Limited tickets allocated on a first come first served basis. Please confirm attendance on the online registration system. Please ensure you wear your delegate badge for entry.

Drinks and light canapés will be served.

**Venue:** Westminster Abbey, College Garden, 2 Great College Street, Westminster, London SW1P 3SE

The College garden is a short distance from QEI Centre. Staff will be positioned along the route to assist guiding delegates safely to the event.

**Directions:** QEII Centre to College Gardens (0.3 miles)

Walk west towards Storey's Gate. Turn left onto Storey's Gate. Turn right onto Victoria Street/A302. Turn left onto Great Smith Street/B326. Turn left onto Little Smith Street. Turn left onto Tufton Street. Turn right onto Great College Street. College Garden will be on the left.

**Dress code:** Business/formal attire.