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9 October 2018

Dear Maitri,

## Hosting of C&CC Meeting 2019

The IOP would be delighted to host the C&CC in our newly opened purpose built London office in the heart of London. We will be moving to our new offices at the end of this month, so by the time of the C&CC next year, we will be fully settled into our new home and ready to welcome the C&CC. In addition to office space for our staff, our new building includes seminar rooms, lecture theatres and a gallery space. We would therefore be able to host the meetings in their entirety.

### Location

Our new offices are located at 37 Caledonian Road, London, N1 9BU, UK. The building is approximately 5 minutes' walk from St Pancras International and King's Cross stations. In addition to the Eurostar connection to France, Belgium and Netherlands, these stations also have direct rail connections to Heathrow, Gatwick and Luton airports. Stanstead and City airports can also be reached within 60 minutes by train.

### Facilities

We are able to offer a variety of rooms for the meetings, including:

Lecture theatres	We have two lecture theatres which can either be utilised as one large theatre with a capacity of 162, or two smaller lecture theatres. The seating can also be removed allowing for the space to be used more informally or for dining.
Seminar rooms	We have 4 seminar rooms on the 3 <sup>rd</sup> floor which have access to a terrace and views over London. These rooms can be conjoined to create a total maximum capacity of 84 theatre style, or can be utilised in board room style, or divided into smaller meeting rooms with capacities of between 6 and 12.
Council Room	We have a Council room with a boardroom table which seats 24.
Gallery	Our gallery space can be used flexibly – if desired we are able to host exhibits in the space, or it can be utilised for networking sessions or canapé dining.

We would be very happy to work through the various options for the rooms with you, but from the initial information we would suggest utilising the seminar rooms for the meetings on day 1, and then the Gallery for a reception.

On the second and third days, depending on numbers of delegates for each session, we propose to use the seminar rooms or Council room for the meetings. Lunch and refreshments could be catered either in the seminar rooms or the theatres.

We would host the dinner on the second day at IOP. We have a number of caterers who provide us with fine dining, so we would be happy to consult you on sample menus.

We would be happy to make a recommendation for dinner on the third day. There are a large number of restaurants near to King's Cross.

We are able to provide bespoke support from our IT & AV, facilities, international and conferences teams throughout your visit. This would include welcoming guests, registration and welcome packs as well as providing catering, and full technical support throughout the meetings.

## **Delegate accommodation**

There are number of hotels in the area. Our recommendations are the Premier Inn London King's Cross and Premier Inn St Pancras.

### Premier Inn London King's Cross

Prices range from £105 to £140 per night, depending upon when the booking is made, based on one adult in a double room. The cost for breakfast is separate at £10.50 per person. The hotel is a three minute walk to IOP's new building.

### Premier Inn London St Pancras

Prices range from £108 to £144 per night, depending upon when the booking is made, based on one adult in a double room. The cost for breakfast is separate at £10.50 per person. The hotel is a 10 minute walk to IOP's new building.

- Air conditioned rooms
- Universal accessibility
- Luggage facilities
- Costa Coffee shop
- Family rooms
- 40' Smart TV
- Lift access
- Free Wi-Fi
- Restaurant
- Walking distance to IOP

I very much hope that we will be able to host C&CC in 2019. Please free to contact my office if you have any further questions about the arrangements we are proposing. They can be reached on [CEOoffice@iop.org](mailto:CEOoffice@iop.org) or +44 20 7470 4806.

Yours sincerely,



Paul Hardaker