

Frequently Asked Questions

1. What is the address for the premises?

BCS
The Chartered Institute for IT
First Floor, The Davidson Building,
5 Southampton Street
London
WC2E 7HA

2. What are the hours of access?

Normal working hours are 8am – 6pm, but access outside these hours can be arranged on request.

The building is multi-tenanted and as such has an access control system on the lift and stair doors. The building security staff will only allow pre-authorised people to our floor.

Meeting organisers will therefore have to either:

- Insist that all visitors book in advance so that a guest list can be provided to security, or
- Provide an individual to meet & greet in reception.

3. What are the charges?

There will be no hire charge for BCS activities.

4. What are the catering arrangements?

We have a variety of external caterers who offer a wide selection including breakfast, finger buffets and hot/cold buffets, sandwich and fruit platters.

Catering will be recharged at cost for BCS functions.

Tea/coffee, lunch etc will be self-service, unless alternative arrangements are requested.

5. Who should be contacted with regards to the premises?

Enquirers should be asked to contact London Reception:
Telephone number: 01793 417666
Fax number: 01793 417669
Email: bcslondon@hq.bcs.org.uk

6. What is the web address for a map to the London premises?

The web address for a map to the London premises is:

<http://www.bcs.org/upload/pdf/london-office-guide.pdf>

7. Can parcels/boxes be sent to the London Office prior to an event?

Parcels, boxes, stands and mails can be sent to the London office prior to each event. The name and date of the event needs to be clearly written on the box as well as the sender contact details. The boxes will be automatically placed in the meeting room on the day of the event otherwise stated.

8. Is there a cloakroom for people to leave coats and belongings? Will it be manned?

There is an unmanned cloakroom behind reception. BCS will not be liable for loss, theft or damaged to any personal belongings.

For additional information please check the electronic versions of our venue hire leaflet and visitor card.