

***Reception / Meeting passes***





Upon your arrival, please go to the "Committee Registration" on the left side of the Reception desk. A meeting pass will be provided to you for the day.








Your BSI meeting pass only allows you, for the duration of the meeting, access to your meeting room, access to Floor 1 (Restaurant) and entry to and exit from the BSI building. **BSI reception is open between 8.00 and 17.00.**

Outside these hours, please enter and exit the building via the revolving door next to the **Security** office (side of the building nearest to Gunnersbury tube station).

Your pass **should be returned at the end of each day** to the Reception desk until 17.00 or to BSI Security after that.



<p><b>BSI Security</b></p> <p>Whilst in the building please carry your security passes at all times. A security centre, which is staffed 24 hours a day, is on the ground floor adjacent to the side entrance for staff (side of the building nearest to Gunnersbury tube station).</p>	
<p><b>BSI Emergency</b></p> <p>BSI Chiswick has a voice alarm system and evacuation procedure:  On hearing the following message, "<b>Attention please, Attention please; this is an emergency</b>". Please leave the building by the nearest available exit. Do not use the lifts.' You must immediately evacuate the building and assemble at the assembly point designated with your floor number as shown on the map of the attendance sheet. If you have travelled by car, please do not attempt to exit the car park until the evacuation procedure is over.</p> <p>If an emergency evacuation of the building is necessary, it is essential that the <b>names of all delegates attending the meeting are available. In this event, the Secretary/Convenor of the meeting shall ensure that the completed attendance sheet is taken to the assembly point</b> in the car park so that it can be ensured that all delegates have safely left the building.</p>	
<p><b>BSI Health and Safety</b></p> <p>In case of an emergency, please call <b>Facilities Helpdesk on ext. 7777</b> and ask for the <b>Duty First Aider</b> alternatively dial 1034 for <b>immediate attention</b></p>	
<p><b>Committee room</b></p> <p><b>Entry</b> to your committee room is done by swiping your pass in the device next to the door outside the room.</p> <p><b>Exit</b> from your meeting room is done by pushing the green button next to the door, inside the room.</p>	

<p><b>BSI Equipment</b></p> <p>A data projector and a flipchart have been provided for this meeting. If any further equipment or assistance with using the WiFi system is required, please contact your BSI contact, or Facilities on Extension 7777.</p> <p>A photocopier is available on the 5<sup>th</sup> floor [Code: 5801]</p>	
<p><b>BSI Coffee breaks</b></p> <p>Coffee and tea will be delivered to the room in the morning and afternoon. In addition, there are vending machines for beverages and snacks on the first floor.</p> <p>Coffee and tea is also available from 8.00 to 14.00 each day in the Winter Garden restaurant on the 1<sup>st</sup> floor.</p>	
<p><b>BSI Restaurant</b></p> <p>Committees are advised to take lunch from 12.30 - 13.30. The Winter Garden Restaurant is on the first floor, with hot lunch, snacks and made to order sandwiches available from 12:00 to 14:00. Breakfast is available from 08.00 - 09.30.</p> <p>Beverage and snack vending machines are available on the first floor outside these hours.</p>	
<p><b>BSI Car Park</b></p> <p>Car park spaces can be reserved by contacting the BSI Security office on +44(0) 20 8996 7304 or by e-mail: <a href="mailto:Security@bsigroup.com">Security@bsigroup.com</a></p>	
<p><b>BSI Smoking</b></p> <p>Smoking is not permitted in the BSI building. A smoking area is available on the patio outside the building on the ground floor.</p>	
<p><b>BSI Member Study Area</b></p> <p>Delegates can view national and international standards and publications on request in the BSI Member Study Area, situated on the ground floor. Please contact the Knowledge Centre team for assistance on extension 7004.</p> <p>Delegates wishing to purchase standards and publications should contact Customer Services on extension 6666 or use the online shop <a href="http://www.bsigroup.com/shop">www.bsigroup.com/shop</a></p>	
<p><b>BSI group.com (Ground floor)</b></p> <p>This is BSI's 24 hour internet café offering a Window XP package that is free and exclusive to committee members wanting to check and download e-mails from the world wide web.</p>	
<p><b>Services within easy reach of the BSI building (15 minutes walk)</b></p> <p>Banks, building societies, shops and a post office are all within easy reach of the building. Just turn right out of the main entrance and walk a little way down Chiswick High Road.</p>	