

TRAVEL ANNOUNCEMENT
London, United Kingdom
4-6 October 2010

*All travel costs are provided on a reimbursable basis after the events. Hotel will be billed to Ocean Leadership directly if you go through us for your reservation. The flight can also be billed to Ocean Leadership directly if you utilize the services of Inglewood Travel (see below).

AIR TRANSPORTATION:

London is served by five airports: Heathrow (LHR), Gatwick (LGW), Stansted (STN), Luton (LTN), and London City (LCY). Heathrow and Gatwick are the major airports, serving most international arrivals and departures. The Consortium for Ocean Leadership will reimburse the cost of your airline tickets, as well as other travel expenses. We can only reimburse, however, for a straight round-trip, coach fare (no business or first class) between your home institution and the meeting place. Please retain your receipt and boarding passes for reimbursement. **We encourage you to utilize the services of Inglewood Travel to book your flights.** The Consortium for Ocean Leadership has an account with this company. Please contact Bridgett Maness at Bridgett@InglewoodTravel.com or +1 (301) 858-0230. Please refer to this meeting when booking.

VISAS:

Please visit <http://www.ukvisas.gov.uk/en/> for visa information. If you require a letter of invitation to support your visa application, please contact Brett VanLandingham (bvanlandingham@oceanleadership.org) at the Secretariat.

HOTEL RESERVATIONS:

Hotel reservations will be made on your behalf at hotels with which the Secretariat has negotiated rates. Kindly confirm your dates with Maureen Crane (mcrane@oceanleadership.org) by August 1, and we will provide you with your hotel details and confirmation number.

GROUND TRANSPORTATION:

Tube

The Underground Tube is London's subway system. The tube runs throughout London and is a reliable, cost-effective way to travel. For more information on the tube, including a map, visit the Tube website. <http://www.tfl.gov.uk/modalpages/2625.aspx>

Heathrow to London:

Taxi: The journey costs from £50 to £55 and usually takes between 30 minutes and 1 hour.

Tube: The journey costs approximately £17. Take the Heathrow Express to Paddington Rail Station. Transfer to the Bakerloo line in the direction of the Elephant & Castle Underground Station until you reach the Embankment Tube Station. The hotel is across the street.

Gatwick to London:

Taxi: The journey costs approximately £100 and takes approximately 1 hour.

Tube: The tube does not travel to Gatwick Airport

Train: The Gatwick Express runs train service from Gatwick Airport to Victoria Station in London for £15. Transfer to the tube in Victoria Station. Take the District Line in the direction of Tower Hill or Upminster Station until you reach the Embankment Tube Station. The hotel is across the street. This will cost an additional £4.

MEALS AND PER DIEM:

We expect a per diem rate of US\$139.00 to apply when meals are not provided. The breakdown is \$21 for breakfast, \$35 for lunch, \$56 for dinner and \$27 for incidentals. This is subject to change.

EVENT LOCATIONS & DATES:**Monday 4 October**

News Conference & Reception (*The Royal Institution of Great Britain, 21 Albemarle Street, London W1S 4BS*)

Tuesday 5 October

Science Symposium (*The Royal Society, 6-9 Carlton House Terrace, London SW1Y 5AG*)

Wednesday 6 October

Science Symposium (*The Royal Society, 6-9 Carlton House Terrace, London SW1Y 5AG*)

Wednesday 6 October (Evening)

Celebration (*The Natural History Museum, Cromwell Road, London SW7 5BD*)

For more information on these events, visit the London 2010 website

(<http://www.oceanleadership.org/census-london-2010/>)

MEETING HOST:

Census of Marine Life Secretariat
Consortium for Ocean Leadership
1201 New York Ave., NW, Suite 420
Washington, DC 20005, USA
Tel: +1 (202) 332-0063
Fax: +1 (202) 332-9751
(Brett VanLandingham at x1247 or Kristen Yarincik at x1237)

REIMBURSEMENT AND OCEAN LEADERSHIP/CoML TRAVEL POLICY:

Travel Expense Reports should be submitted within 60 days of the meeting. Original receipts are required for travel reimbursement and must be submitted to the Consortium for Ocean Leadership by mail before your claim will be processed. More detailed information on the reimbursement process will be given at the meeting.

For questions and help with processing travel expense reports, or questions regarding travel policy, please contact Ocean Leadership's Meetings and Travel Manager, Maureen Crane, at +1 (202) 448-1242.