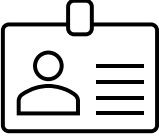






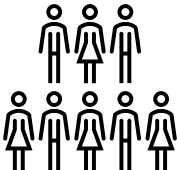


Transit Data 2024 Conference Delegate Briefing

Safety and Security Guidance for Transit 2024 Conference for sessions at TfL

Safety and security are paramount to all our operations at TfL. Here are the key things you need to know before you arrive at Transit Data 2024 at our offices at 5 Endeavour Square. Thank you in advance for your co-operation. If you have any questions in advance, please email cege.transitdata@ucl.ac.uk or at the event, please do ask a TfL host and we will be happy to help.

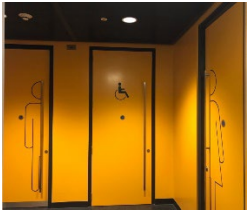
<p>Building Access</p>  <p>We are located at 5 Endeavour Square, Stratford, E20 1JN.</p> <p>It is about a 10 min walk from both Stratford station or Stratford International.</p>	<p>On arrival, all external delegates must obtain an escorted visitor pass on the ground floor of 5 Endeavour Square and these will only be issued in the presence of a member of TfL staff who is a conference host on presentation of official and original (not digital or photocopies) government issued photo identity (e.g., passport, driving license with photo - please note photo ID from your University / Company will not be accepted). All documents presented for inspection must be clearly legible.</p> <p>You will then be escorted to the conference area. Visitor passes must be worn at all times when in the building using the dedicated conference lanyard and both items must be returned to security on leaving - both any breaks during the day and when you leave the conference for the day.</p> <p>Visitors are not permitted to visit other floors of the building during the conference even if accompanied by a member of TfL staff and if you need to leave and re-enter the building, you will need to be escorted by a member of TfL staff, use the dedicated lifts and you will have your photo identity will be rechecked on re-entry. Both security guards and events staff will be always on duty. Please ask them if you need any assistance and follow their directions. In the event of an evacuation, you will be directed to the assembly point in the Olympic Park.</p> <p>If you arrive during the day, late comers will be registered by Security and the Events team will be contacted so you can be collected and escorted to the conference area. If you are planning to only attend part of the day, please let Taku (cege.transitdata@ucl.ac.uk) know an approximate arrival time.</p>
<p>Special access needs</p>  	<p>Please let us know if you have any access needs especially if you need a Personal Emergency Evacuation Plan (PEEP) in the event of an emergency.</p> <p>Please bear in mind that the conference is due to take place on the 10th floor and emergency evacuation would be via a stairwell. If you would require use of the fire fighting and evacuation lift in an emergency due to a hidden or visible disability or medical condition, please let Taku (cege.transitdata@ucl.ac.uk) know.</p> <p>5 Endeavour Square is equipped with induction loops and any users of compatible hearing aids should find they automatically connect. In the auditorium / meeting rooms, to minimise the risk of interference. If you are using the induction loops, please try to sit towards the centre, away from the edges. If you have any issues during the conference, please let the Events Team know and they can seek advice from our onsite technical support.</p>

<p>Only small bags allowed – no suitcases or cabin luggage please</p> 	<p>Please note that that bags brought to the conference venue should be limited to a small day rucksack / shoulder bag, laptop bag or similar. We do not have a cloakroom or left luggage facilities. There is limited unattended hanging space for coats in the networking area. Any items left are at your own risk.</p> <p>Please do not bring suitcases or any other luggage to 5 Endeavour Square. This includes any wheely cabin suitcases. You will not be permitted entry if you do. We kindly ask that you arrange for any baggage to be left at your hotel or a left luggage facility.</p> <p>Please note there is a cloakroom nearby at Westfield Stratford City shopping centre which opens at 10am and a few other left luggage facilities in the surrounding area near to Stratford station which open earlier. You may also wish to consider using the left luggage facilities at major rail stations such as Kings Cross or Liverpool Street that are open longer hours. The Westfield cloakroom and other business are not TfL endorsed facilities and any use is at your own risk.</p>
	<p>Please do not bring non-essential electronic equipment other than smartphones, tablets, laptops and any essential medical devices needed for the day. Accessories such as USB sticks, external drives must not be brought into the building and should be left at your hotel or other safe place.</p> <p>It is strictly prohibited to attempt to connect any device or cables to any IT equipment whilst at 5 Endeavour Square. Floor port lids should not be opened at any time. We recommend that you ensure that your devices are fully charged each day before the event as there are a very limited number of standard 3 pin 230V UK electrical sockets in the networking space on some standing desks and soft seating which will be available for delegate use.</p>
	<p>For presenters, it is essential to provide your presentation slides in Powerpoint format by midnight on Sunday June 23rd. Please also provide a PDF version for subsequent circulation. Details of how to transfer your presentation to the cloud repository will be supplied separately. <u>You will not be able to transfer presentations on to the conference laptops on the day of the conference.</u></p> <p>Please plan ahead!</p> <p>Unfortunately, presenters will not be able to connect their own devices to present from and we cannot support alternative presentation formats.</p>
	<p>Photography, filming, and audio recording by delegates will not be permitted during the working sessions / presentations, so please do not plan to use your phone or any other devices to capture slides, take other pictures or make voice recordings. This includes photos in the corridors, reception areas etc. Subject to permission from the presenters, all slides will be circulated to delegates via the conference web site. Social pictures on the outside terrace on the 10th floor are permitted.</p>
	<p>At TfL, Inclusion is at the heart of our values and our Action on Inclusion strategy is our promise to our people setting out how we can create a truly inclusive organisation reflective of the city we serve. To ensure all delegates feel welcome and safe during the conference, we kindly ask that all delegates refrain from making any political statements or wearing or displaying any</p>

badges, symbology and other clothing or accessories which may be considered offensive by fellow attendees.

Unfortunately, for security reasons, we cannot provide non-TfL delegate access to our multi-faith room within the building, but a few minutes' walk away within the Westfield Stratford Centre there is a **multi-faith prayer room** (run by volunteers from the Newham Muslim Forum -

<https://www.westfield.com/united-kingdom/london/services-detail/multi-faith-prayer-room>) on the balcony at the back of the 1st floor World Food Court which is open from 12pm-9pm and a Rest and Faith Space (run by volunteers from Inspire) on the 2nd floor near Nandos which is open 12pm-6pm. Kosher DD's sandwiches are listed as stocked in the Sainsbury's store in the Mall, Stratford Centre (across the road from Stratford Bus Station).



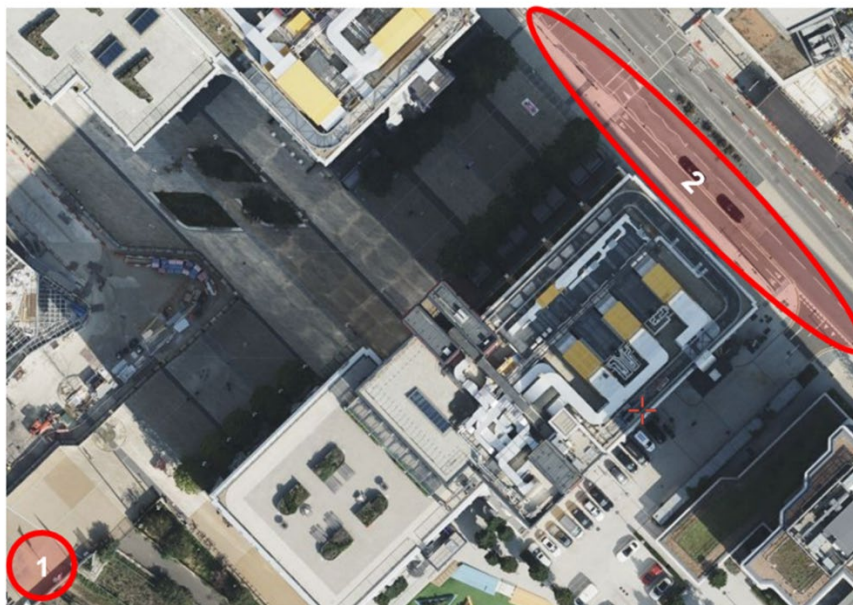
A separate disabled toilet is available on the 10th floor at Endeavour Square with level access from the conference area. Please do not use this facility if you are able to use the other toilet facilities to ensure it is available for those who need it without undue wait times. Please also be mindful that not all disabilities and medical conditions are visible. The Refuge Area for those who cannot evacuate via the stairs is located in the lobby by the toilets.

No smoking, alcohol or illegal drugs please!



TfL aims to provide a healthier and safe working environment for all its employees and visitors. **Please note that smoking (including cigarettes, e-cigarettes, cigars, pipes, vapes), alcohol and illegal drugs are prohibited in all TfL workspaces.** Please do not bring any bottles or cans of alcohol (open or closed) into the conference venue.

There is also a strict no smoking policy in the surrounding Stratford Cross area which is a privately owned area subject to Estate Regulations. Guests who wish to smoke during breaks should ensure they do so only in the smoking areas highlighted in red outside of the Stratford Cross Estate demise. Smoking area 1 is past the silver line on the F10 bridge by 4 flags. Smoking area 2 is on Westfield Avenue just past the bollards on Endeavour Square.



Fire Alarm and Evacuation Procedures

If you discover a Fire, raise the alarm by breaking the nearest break glass call point, alert a Security Guard or ask a member of TfL staff to call security on 86999.

Please note that a **weekly fire alarm test** is undertaken every Monday at 10:00.

On hearing an alert signal, prepare to evacuate, but await instructions.

On hearing an evacuation announcement, leave the building by the nearest fire exit (which will be pointed out on arrival). If you cannot use the stairs, please go to the Refuge Area by the toilets. Do not use lifts, stop to collect personal belongings, or stop to check the alarm is genuine. Do not re-enter the building until instructed.

Proceed to the assembly point in the **Olympic Park** as directed by the fire wardens / TfL staff. For anyone with accessibility needs, you will be informed of a closer secondary assembly point.