

# The Actuarial Profession

making financial sense of the future

**Professionalism Event 2008**  
**11 September 2008**

## Joining Instructions

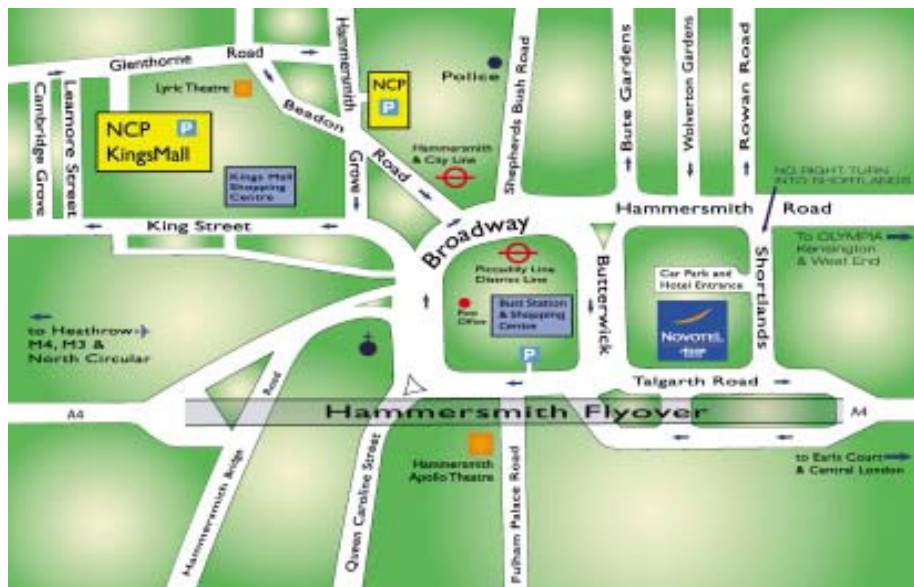
### Venue

Novotel London West  
One Shortlands, London W6 8DR UK  
Tel: +44 (0)20 8237 7407 or Tel: +44 (0)20 8237 7552 Fax: +44 (0)20 8748 2228  
Email: H0737@accor.com  
www.novotellondonwest.co.uk

### Location

Novotel London West is situated in the centre of Hammersmith. Hammersmith's excellent public transport connections make it easy to reach the heart of London by bus, tube or taxi.

### Location Map



### Transportation

Underground: Hammersmith is on the Piccadilly, District and Hammersmith & City lines for ease of access to all parts of London.

Road: Hammersmith is just off the main A4 route into London which also links to the M4 and all major motorway routes out of London.

Parking: On-site parking for 240 cars

## **Key Timings**

The Event will commence at 1000hrs (tea and coffee available from 0900 during registration). The Event will finish at 1700hrs.

## **Registration From 0900 – 1000 Bourgogne Suite**

Delegates will receive an up-to-date programme, badge, and evaluation form at registration. Please refer to your delegate list in your packs for details of which discussion group you will be joining and the location of the room you will be situated in for these discussions. Cloak racks will be available for you in the Bourgogne Suite.

## **Advance Documentation for the Event**

No hard copies of any presentations or documentation will be available on the day. Delegates are advised to remind themselves of the contents of the Professional Conduct Standards (PCS) document which can be found on the Profession's website. Please use the following link:  
[http://www.actuaries.org.uk/data/assets/pdf\\_file/0014/33116/PCSV3-0.pdf](http://www.actuaries.org.uk/data/assets/pdf_file/0014/33116/PCSV3-0.pdf)

## **Seminar Payment**

You should have already received an invoice. If you have not submitted payment yet please ensure that this invoice is settled before the day of the seminar, **or we will require your credit card details as method of payment on the day of the seminar**. Thank you.

## **Refreshments**

Will be available during the morning, at lunch and in the afternoon. Delegates who have indicated a particular dietary requirement on their booking form will need to notify the serving staff.

## **Messages/Mobile Phones**

Where possible, we ask that delegates receive messages on their personal mobile phones. However, the Event registration desk will take messages for delegates but please use this service for urgent matters only. To leave a message for a delegate, please phone +44 (0)20 8741 1555, stating that the delegate is attending The Actuarial Profession's Professionalism Event. Sessions will not be interrupted unless it is an emergency. Please ensure your mobile phone is SWITCHED OFF or on SILENT during all sessions.

## **CPD**

6.25 hours may be counted towards formal CPD requirements.

## **Non Attendance**

Please advise us as soon as possible if you are unable to attend; and advise us of the name of any replacement.

## **Close of the Event**

The Event is expected to end at 17.00.

If you have any queries please do not hesitate to contact:

### **Event Management Division**

**The Actuarial Profession, Staple Inn Hall, High Holborn, London WC1V 7QJ UK**

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