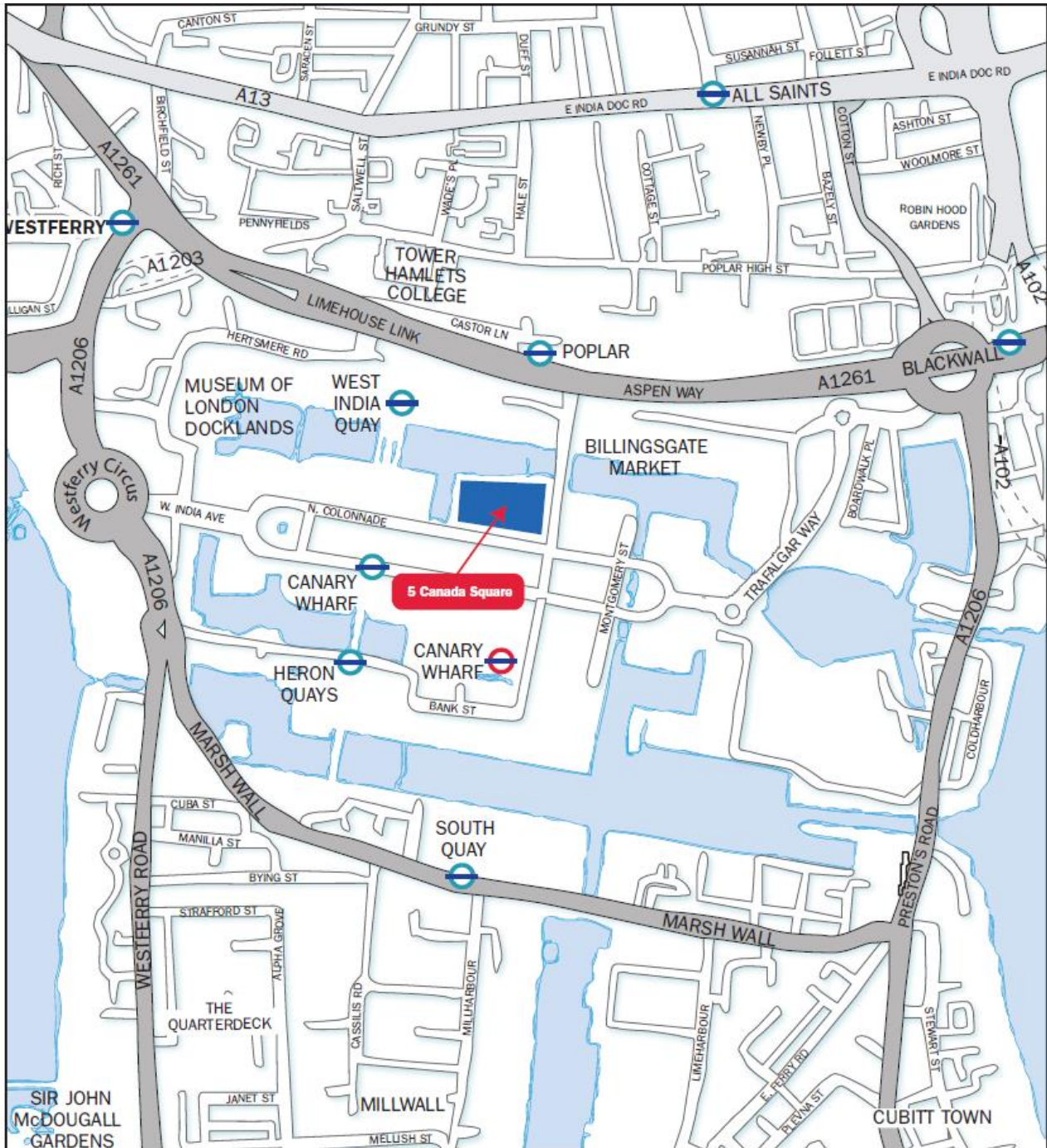


Bank of America Merrill Lynch

Office Location

Bank of America Merrill Lynch, 5 Canada Square, Canary Wharf, London, E14 5AQ



Public Transport

The closest stations are Canary Wharf on the London Underground Jubilee line and on the DLR.

The Jubilee line provides a fast and effective link to Canary Wharf. The West End is 15 minutes away, while from east London the journey from Stratford takes 10 minutes. From Canary Wharf tube station walk on the

right side until you get to a set of stairs, you need to walk up the stairs and across the road. Bank of America Merrill Lynch will be in front of you.

The Dockland Highway Links Canary Wharf directly with the City to the west and with the A13 and M25 to the east. Canary Wharf is 10 minutes to Bank station by DLR and 12 minutes to Stratford. Once you exit DLR you will find yourself in 1 Canada Square building. You need to just walk straight out to the front of the building and Bank of America Merrill Lynch will be on your left side, just across the road.

Date, Time & Duration

The event will take place on Thursday 27 March from 8.00am – 6.15pm and on Friday 28 March 2014 from 8.00am – 6.30pm. Registration will open from 8.00am on Thursday 27 March and from 7.30am on Friday 28 March.

Food & Beverage

There will be networking opportunities during lunch in the Atrium and refreshment breaks in the Auditorium Foyer. No food and drink is permitted in any of the meeting rooms. Please advise of any dietary requirements.

Auditorium

A photograph of the Auditorium at 5 Canada Square has been included below. The Auditorium accommodates 139 seated people. The stage dressing may vary on the day of the event. No food and drink is permitted in the Auditorium.



On Arrival

Registration will open from 8.00am on Thursday 27 March and from 7.30am on Friday 28 March.

Locate the Registration Desk for the IEEE CIEr Conference opposite the main reception on the ground floor, where BofA Merrill Lynch representatives will greet you and provide you with a name badge. For security reasons you will be asked for a form of ID as proof of name e.g. bank card or business card.

Please be aware that all external guests' bags or equipment will be x-rayed for security reasons. A BofA Merrill Lynch representative will accompany you to the lifts and escort you to the 5th floor where you will then need to collect your event brochure from the registration desk located in the Atrium foyer.

Cloakroom Facilities

Cloakroom facilities to store coats and bags will be available on the 5th floor outside the Auditorium. Please speak to an Event Manager located at the registration desk in the Atrium Foyer for assistance.

Pre-Presentation

Please make yourself known to an Event Manager located at the registration desk in the Atrium Foyer 30 minutes before your presentation slot. This will provide time for the Multimedia Team to fit a lapel microphone to you. At a minimum you will have one microphone fitted, however, two may be fitted to mitigate any potential sound issues.

Technology

AUDITORIUM: Presentation slides and any supporting materials should be placed on a USB storage device and must be handed to an Event Manager to be transferred to a computer in the lectern (within the Auditorium). The computer uses Microsoft Windows. If you need to use any other technology, please let your Event Manager know in advance.

Please be aware that the lectern computer will have restricted external Internet access. This means that certain websites not suitable for corporate organizations are blocked, e.g. social networking websites, webmail, online storage websites, etc. If your presentation involves accessing external websites for demonstrations, it is essential that you make sure your Event Manager aware before the conference as soon as possible and they will advise you.

MEETING ROOMS: A projector and computer will be available in the meeting room. Please bring a USB storage device with your presentation material.

Please be aware that no public Internet access is available in the meeting rooms. If your presentation requires access to websites via the Internet for demonstrations, it is essential that you make sure your Event Manager is aware before the conference and they will advise you.

Special Requirements

Please let your Event Manager know if you require additional equipment to deliver your presentation to the best quality possible or if you have any other special requirements. BofA Merrill Lynch will try its best to accommodate your request.

Recording

Your presentation will be recorded for University College London's internal-use only. The recorded materials will mainly be used by delegates who are unable to join the event. If you prefer your presentation to not be recorded, please let your Event Manager know.

Wi-Fi

Due to the location of the event, public Wi-Fi will not be available within the Auditorium or breakout areas.

Event Managers

Please do not hesitate to contact an Event Manager if you have any further questions:

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