

WORLD

INCORPORATING THE
DEMOLITION AWARDS

DEMOLITION SUMMIT 2010



A - Z VENUE GUIDE

**Hotel Okura,
Amsterdam,
November 5,
2010**

A:

Accommodation - The conference is being held in central Amsterdam, in the Hotel Okura, one of the leading hotels of the world. For details of how to book a room at a special discounted rate for the conference, go to the event website at www.demolitionsummit.com and click on the "Hotel room booking" section, where you will receive further information. Should you wish to stay elsewhere, the website also contains details of smaller hotels close to the Hotel Okura.

B:

Badges - You will be given a badge at registration, please wear it at all times to ensure entrance to the main conference room and also as a courtesy to other delegates. If you lose your badge please return to the registration desk where another one will be made for you. Badges are laid out alphabetically by SURNAME not COMPANY NAME.

C:

Catering - All refreshment breaks will be served outside the Heian I & II rooms.

Cloakroom - The cloakroom will be open throughout the conference and is situated in the registration area.

Conference Room - The conference will take place in the Heian I & II rooms.

Contact Details for Hotel Okura

Ms. Kelly-Louisa Habets
Assistant Manager Conference & Events
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Email address: habets@okura.nl

Conference and Awards bookings:

Katy Storvik
Tel: +44 (0)1892 784088
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Conference organisation:

Martin Davies
KHL Group
Tel: +44 (0)7841 260097
e-mail: martin.davies@khl.com

D:

Delegate List - A full list of attending delegates will be included in your delegate pack. This list includes names, job titles and company names.

Disabled Facilities - If you require any other special facilities please let the Events Manager know in advance.

Documentation - Whilst every effort is made to ensure that all conference papers are available on the day there may still be some missing. These will either be made available to you at the registration desk or sent on after the conference. Please contact Martin Davies, Events Manager if you have any queries.

Dress Code - Business / Smart Casual

E:

Emergency Procedures - In the unlikely event of an emergency, the conference team and the Hotel Okura staff will be on hand instantly to usher you to the correct meeting points. Where necessary you will be informed of the emergency procedure by the Chairman.

Evaluation Forms - We are constantly seeking to improve our conferences and the customer service we offer. An evaluation form will be included in your documentation pack, please take the time to fill it in and return it to the conference team on departure.

F:

First Aid - Should you require medical attention please let a member of the conference team know so that we may contact the hotel duty manager who will be able to help.

L:

Lost Property - If you lose any of your personal belongings please inform a member of the conference team via the registration desk in case it has been handed in. If it has not we will contact the hotel security manager on your behalf.

M:

Messages - If we receive any urgent messages for you, they will be held at the registration desk and the Chairman will read out your name at a convenient break.

Mobile Phones - Please turn off all mobile phones during the conference sessions.

P:

Programme - The most up to date version will be included in your delegate pack. Any subsequent changes will be announced by the Chairman during the course of the conference.

R:

Registration - Registration is outside the Heian I & II rooms between 7.45am and 9.00am. The conference commences at 9.00am.

S:

Special Requirements - If you have any special requirements please speak to a member of the conference team and we will be pleased to help. The registration desk will be manned throughout the day.

T:

Toilets - These are situated outside the conference rooms and break areas.

Travel & Parking - The Hotel Okura is easily accessible by public transport and by car.

From the airport: Take a train from Schiphol Airport to Central Amsterdam station. From there you can either walk to the Hotel Okura, which takes about 15 minutes, or take a taxi. Alternatively, you can take a taxi directly from the airport to the Hotel Okura, which will take about 25 minutes and cost around €35.

By car: From all directions, follow Ring Amsterdam (A10). Take exit RAI (S109) and follow at the traffic lights, direction RAI/Centrum (S109). Follow the signs direction Zuid (S109). You drive straight on (passing the Rai Congress Centre on your left hand) then you follow the right lane, into the Scheldestraat. At the traffic lights you drive straight on and after 500 meters Hotel Okura Amsterdam appears on your right hand side.

By public transport:

FROM STATION CENTRAL:

Tram 25, stopping-place Cornelis Troostplein. Travelling time 15 minutes

FROM STATION AMSTEL:

Tram 12, bus 15 stopping-place Scheldestraat. Travelling time 10 minutes.

FROM STATION RAI:

A 10 minutes walk to the Hotel Okura Amsterdam.