

iGTB OXFORD

— SCHOOL OF TRANSACTION BANKING —

# OXFORD SCHOOL OF TRANSACTION BANKING

TRAVEL GUIDE

22-24 APRIL 2020



## TRAVEL GUIDE

**Start:** Wednesday, 22 April at 12:00 PM with lunch at the Rhodes House, Oxford.

Group reservations for all participants will be made with your registration at the Randolph Hotel in Oxford for 2 nights, Wednesday and Thursday, and at the Dukes Hotel, London, for Friday. See details below under **Accommodation**.

- The programme venue will be the Rhodes House in Oxford, with the closing day at the Oxford and Cambridge Club in London.
- Travel has been arranged to transport the group by coach bus to London on Friday
- We have arranged accommodation at the Randolph Hotel, Oxford with the closing dinner at the Oxford and Cambridge Club, London and overnight stay at the Dukes Hotel, London

**Depart:** Saturday, 25 April with breakfast at the Duke's Hotel, St James's Place, London. Latest check out at 11:00 AM.

### Accommodation

Rooms have been reserved in your name automatically with your registration for the Randolph Hotel in Oxford for the nights of Wednesday and Thursday. The discounted iGTB Oxford group rate is £205 per night per person (including VAT & breakfast on Thursday and Friday) for iGTB Oxford School of Transaction Banking participants. With your completed registration form a room will be reserved in your name for the full length of the programme.

The programme will conclude on the Friday in London at the Oxford and Cambridge Club with meetings, graduation ceremony and dinner

A room has been reserved at the Dukes Hotel in your name for the night of Friday. The room rate is £288 per night, per person (including VAT & breakfast the following morning, Saturday).

*All hotel costs are the responsibility of the individual participant and must be paid before or at the time of check in, to the hotel directly.*

*All those working with a Corporate Travel Desk please coordinate your arrangements with Beth Miller of iGTB, and we ask that you make the proper introductions to the Travel Desk Representative to avoid any double charges from duplicate reservations. The group is registered under the name "iGTB Oxford" at the Randolph Hotel and the Dukes Hotel.*

### Extra Nights

Accommodation is provided from Wednesday to Friday inclusive. If you should require any additional nights' accommodation please let us know in advance and we will work with the hotel to extend your stay at the group discounted rates.

### Travel

As per the programme schedule you should plan to arrive at Heathrow Airport, London on the morning of Wednesday, so that you will have ample time to reach Oxford through taxi/car/train/bus before noon.

**By Taxi:** We recommend booking your taxi in advance with one of the following Oxford taxi companies, as taxis contracted at the airport are generally more expensive. This may incur a cost of about £100 / \$150 (for one way). The travel time from London Heathrow airport to Oxford will take 1 hour+.

- 5 Star Chauffeurs +01865744944 [enquiries@5starchauffeurs.com](mailto:enquiries@5starchauffeurs.com)
- 001 taxis +01865240000 Aaron Singh [Singhaaron@001taxis.com](mailto:Singhaaron@001taxis.com)
- Alternatively, transportation can be booked in advance and charged to your room by the Randolph Hotel. To make this arrangement send your request to Beth Miller at [beth.miller@igtboxford](mailto:beth.miller@igtboxford) in advance

**By Car:** Cars are parked at owner's risk, it is better to come by public transport as getting a parking space in Oxford is very difficult. The Randolph Hotel, Dukes Hotel and the Oxford and Cambridge Club have limited parking available and must be arranged in advance. Beth Miller can make these arrangements for you once you pass on your travel itinerary.

**By Train:** Heathrow Airport has a train station, where you can take the Heathrow Express to reach Paddington Station in less than 30 minutes. Trains from London Paddington to Oxford run nearly every hour and arrive at the Oxford train station approximately 0.7 miles to the Randolph Hotel with taxis available at the station.

### Day 1 – Wednesday, 22 April

On the first day, we will kick off the course with lunch at the Rhodes House including keynote speaker and sessions through the afternoon, followed by a drinks reception, dinner and a group activity, before retiring to the Randolph Hotel later that evening.

**Optional:** Oxford walking tour will depart from the Randolph Hotel at 11:00 AM ending at 12:00 noon at the Rhodes House for lunch.

### Day 2 – Thursday, 23 April

On the second day, we continue with a full day of sessions at the Rhodes House in Oxford. That evening the group will attend a private viewing of the featured exhibit at the Bodleian Library, which will be followed by a reception and dinner.

### Day 3 – Friday, 24 April

On the third day, we continue with the sessions till lunch. Post lunch the participants will be transported to the Dukes Hotel in London by luxury executive coach. The programme will come to the conclusion with meetings and presentation of certificates along with the graduation dinner with keynote speaker at the Oxford and Cambridge Club in London.

### Catering

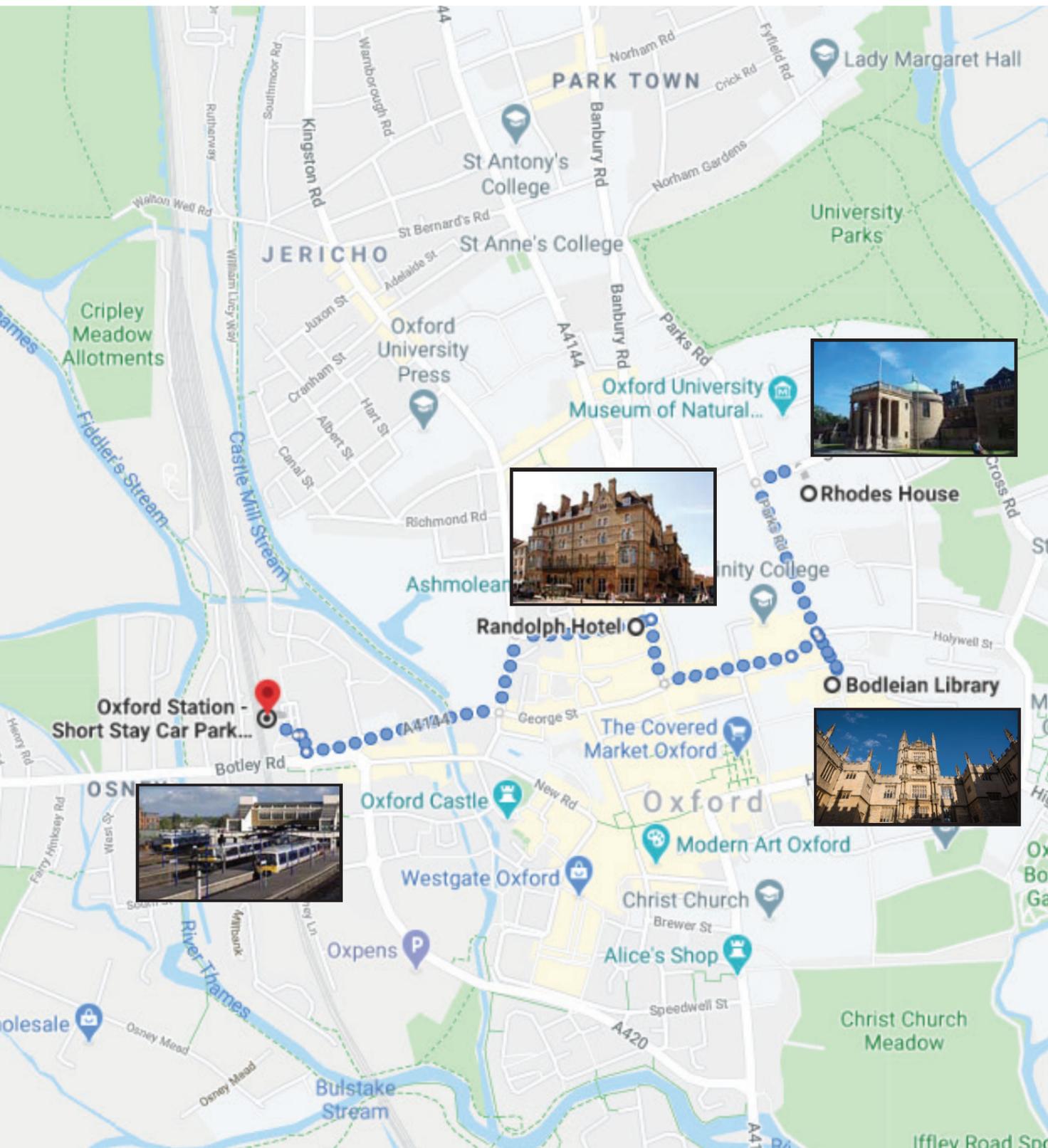
Breakfast, lunch, dinner and coffee/tea breaks are included in the programme and we are able to cater for special dietary needs. Please indicate your dietary needs on the iGTB registration form, so that we would serve you better.

### Website - Full Programme Information

We will be in contact with you approximately 30 days prior to the start date of the programme with full joining information and website access.

**Please fill the online registration form at <https://igtboxford.com/register/> which is the first step in confirming your participation.**

In the meantime, if you have any queries or questions please do not hesitate to contact the programme co-ordinator Beth Miller, on [beth.miller@igtboxford.com](mailto:beth.miller@igtboxford.com), +44 7583 571358



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