



We are delighted that you have chosen to participate in the Landmark Education workshop, "Being Fully Self-Expressed" held at the Sofitel St. James Hotel in London, June 22 -24, 2007. The following information may be useful to you as you begin to plan for your travels.

GETTING TO LONDON

Entry Requirements and Passports

Citizens of the United States, Canada, Australia, New Zealand, and South Africa require a passport to enter the United Kingdom, but they do not require a visa. Irish citizens and citizens of European Union countries need only an identity card. The maximum stay for non-European Union visitors is 6 months. Some Customs officials request proof that you have the means to leave the country (usually a round-trip ticket) and means of support while you're in.

Allow plenty of time before your trip to apply for a passport; processing normally takes 3 weeks but can take longer during busy periods (especially spring). When traveling, safeguard your passport in an inconspicuous, inaccessible place like a money belt and keep a copy of the critical pages with your passport number in a separate place. If you lose your passport, visit the nearest consulate of your native country as soon as possible for a replacement.

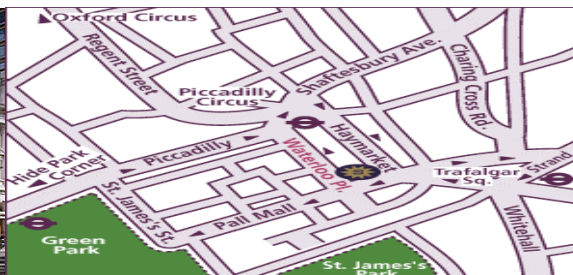
Airline Discounts

American Airlines is offering our participants flying into London a 5% discount (valid dates of travel June 18 – 26, 2007). The code for this discount is A30867BC. To take advantage of this discount, participants can call American's meeting desk at 800.433.1790 or call our office at 800.442.9278.

WHERE TO STAY

Sofitel St. James London

The hotel is located on the corner of Waterloo Place and Pall Mall, between Buckingham Palace and Trafalgar Square within minutes from Piccadilly Circus, the Theatre district and West End. The hotel has 166 rooms and 19 suites. Enjoy the classic French cuisine at "Brasserie Roux" restaurant or "Rose" & "James" bars. The hotel also has a fitness and massage centre. Paying parking is available nearby.



Hotel Address :
6 Waterloo Place
LONDON, UNITED KINGDOM SW1Y 4AN

Hotel Telephone:
Tel : (+44) 207 747 2200
Fax : (+44) 207 747 2210

Hotel Reservations

Your course tuition does not include meals or hotel accommodations. However, we have made staying at the workshop hotel, Sofitel St. James London easy and convenient. A limited number of rooms have been set aside for our participants at a special rate of £260 midweek (Wednesday & Thursday) and £170 per night weekend (Friday, Saturday and Sunday) plus 17.5 VAT. Rooms with two beds would be £30 more per night. Plan on staying at the Sofitel hotel or a nearby hotel for the four nights (arrive by Thursday and depart Monday or thereafter). Most four and five star hotels in this area start at £185 per night, so the £170 rate is very good for this type of room at a 5-star hotel. If you are planning to stay a few extra days before or after the course, the hotel will extend the same rate a few days on either side of our course dates. If you wish to stay at the Sofitel hotel, please fill out the Hotel Reservation Form no later than May 10, 2007. After that date, the hotel will release any unsold rooms.

FROM THE AIRPORT

Getting to the London From Heathrow

Located west of London in Hounslow, Heathrow is one of the world's busiest airports. It has four terminals, each relatively self-contained. Terminal 4 handles the long-haul and transatlantic operations of British Airways. Most transatlantic flights on U.S.-based airlines arrive at Terminal 3. Terminals 1 and 2 receive the intra-European flights of several European airlines.

It takes 35 to 40 minutes by *Underground* and costs £5.80 (\$11.40) to make the 24km (15-mile) trip from Heathrow to the center of the city. To get to the Sofitel hotel, get off at the nearest tube/metro station, *Piccadilly Circus*. The walking distance from tube/metro station to the hotel is five minutes. We recommend hiring a short taxi ride if you have heavy luggage.

The British Airport Authority now operates *Heathrow Express* (tel. 0845.600.1515 or 877.677.1066; www.heathrowexpress.com), a 100-mph train service running every 15 minutes daily from 5:10am until 11:30pm between Heathrow and Paddington Station in the center of London. Trips cost £14.50 (\$28.50) each way in economy class. The trip takes 15 minutes each way between Paddington and Terminals 1, 2, and 3, or 23 minutes from Terminal 4. You can buy tickets in advance by calling the number above or purchasing them online. You can also get tickets at self-service machines at Heathrow Airport, from travel agents, or on board the train with a surcharge of £3 (\$5.89). From Paddington, passengers can connect to other trains or hail a taxi.

Getting to London From Gatwick

While Heathrow still dominates, more and more scheduled flights are landing at Gatwick, located some 40km (25 miles) south of London in West Sussex, but only a 30-minute train ride away from central London (Victoria Station). From Gatwick, the fastest way to get to London is via the *Gatwick Express* trains (tel. 0845.850.1530 or www.gatwickexpress.co.uk), which leave for Victoria Station in London every 15 minutes during the day and every hour at night (trains don't run between 1:35 and 5:20am). The one-way charge is £15 (\$29.47). There are also Airbus buses from Gatwick to Victoria Coach Station (which is adjacent to Victoria Rail Station) operated by *National Express* (tel. 0870.580.8080 or www.nationalexpress.com), approximately every hour from 4:15am to 9:15pm; the round-trip fare is £13.50 (\$26.53) per person, and the trip takes approximately 1 1/2 hours.

A taxi from Gatwick to central London usually costs £60 to £75 (\$120-\$150). However, you must negotiate a fare with the driver before you enter the cab; the meter doesn't apply because Gatwick lies outside the Metropolitan Police District. For further transportation information, call tel. 0207.222.1234.

WHAT TO SEE, WHAT TO DO

Sightseeing

If you're sightseeing, buy a Travelcard. This gives unlimited travel on the tube, buses and even the Thames Clipper riverboat. The Travelcard can be bought to cover several zones and you can check on the zones at any tube station. Make sure you decide which zones you are likely to visit during your stay so that you buy the correct Travelcard.

If you are planning to visit several of the major attractions like the Tower of London, St Paul's Cathedral, Kensington Palace, Madame Tussauds, the London Dungeon, and many others, you should buy a *London Pass* which gives free entry to more than 50 places of interest as well as tube, overground trains and bus travel. It also gives many other benefits like discounted meals in certain restaurants and free guidebooks.

No first-time visitor should leave London without a visit to *Westminster Abbey*, with its Poet's Corner (where Browning, Dickens, and Chaucer, among others, are buried) and royal tombs. Also see the *Changing of the Guard* at Buckingham Palace if it's open, and walk to *10 Downing Street*, home of the prime minister. After lunch, see *Big Ben* and the *Houses of Parliament*. Dine at one of the little restaurants in *Covent Garden* such as *Porter's*, owned by the Earl of Bradford. Try one of their classic English pies (maybe lamb and apricot). For a pre-theater drink, head over to the ultimate Victorian pub, the Red Lion in Mayfair; it's the kind of place Oscar Wilde might have chosen for a brandy. If you're so inclined, head for a play, musical, or drama in the West End. London has the best English-language theater in the world, and the offerings are even greater than those of New York.

If you have a second free day, devote a good part of it exploring the *British Museum*, one of the world's best museums. In the afternoon, visit the *Tower of London* and see the *Crown Jewels* (expect slow-moving lines). Later, go to a local place for dinner, such as Shepherd's in Westminster, where you can dine alongside Members of Parliament from the House of Commons. Perhaps you'll catch another play this evening or head for one of London's nightclubs to dance the night away.

Internet Resources

www.visitbritain.com

This British Tourist Authority's web site lets you order brochures online, provides trip-planning hints, and even grants prompt answers to e-mail questions. This site covers all of Great Britain.

www.baa.com

Is for a guide and terminal maps for Heathrow, Gatwick, Stansted, and other London-area airports, including flight arrival times, duty-free shops, airport restaurants, and info on getting from the airports to downtown London.

www.londontransport.co.uk

Getting around London can be confusing, so you might want to visit this site for up-to-the-minute information on transportation. An excellent map of the Underground (or tube) can be found here also.

www.londontheatre.co.uk

For the latest details on London's theater scene

or www.officallondontheatre.co.uk

www.multimap.com,

Lets you can access detailed street maps of the whole United Kingdom. Just key in the location or even just the postal code, and a map of the area with the location circled will appear.

Traveling to Scotland

Visitors will find frequent flights available from London to Scotland. *British Airways* (tel. 800.247.9297 or www.britishairways.com) offers 22 nonstop flights daily from London's Heathrow Airport to both Edinburgh and Glasgow. British Airways can make a visit to Scotland cheaper than you might have expected. Ask about packages that include both airfare and discounted hotel accommodations in Scotland.

Long-distance buses, called "motor coaches" in Britain, are the least expensive means of reaching Scotland from England. Some 20 coach companies run services, mainly from London to Edinburgh or Glasgow. The major operators are *National Express*, *Scottish Omnibuses*, *Western SMT*, *Stagecoach*, and *Eastern Scottish*. It takes 8 to 8 1/2 hours to reach Edinburgh or Glasgow from London.

OTHER USEFUL TIPS

Electrical and electronic equipment: The United Kingdom uses 220 volts AC so if your equipment uses 110 volts, you must use an adaptor. Remember, also, that the plugs in the UK are 3 pin ones, not 2 pins.

Money: One British Pound Sterling (GBP) is approximately \$1.85 (USD). One hundred pence, pennies or pence equal £1. Coins are: £2, £1, 50p, 20p, 10p, 5p, 2p, 1p. Common Bank Notes are £50, £20, £10, £5. ATMs (called Cashpoints here) are common everywhere.

VAT: The acronym for Value Added Tax and is applied to almost all goods and services. The prices you see on goods usually include VAT, if they don't it will say something like "plus VAT"). The rate is 17.5% of the base price of the article or service but there are ways non-residents can reclaim it on some items. Check out the official *HM Customs & Excise* site www.hmce.gov.uk for more information on reclaiming the tax.

Tipping: It is customary to tip taxi drivers, hairdressers and hotel porters (bellhops). Tip 10% to 15% of the price. For hotel porters, we suggest tipping £1 per person. In restaurants, before tipping the waiter, check whether a service charge is added to the bill and, if it is, you don't need to tip. If it isn't and you particularly want to thank your own waiter or waitress, tip them (cash preferred), again 10-15% of the bill.

Emergencies: for police, fire or ambulance phone 999 but this is an emergency number only. If you do get ill or have an accident that is not serious enough to call 999 for the emergency services, visit the nearest hospital with a Casualty Department (Emergency Room). Expect a long wait. Drugstores are called chemists in the UK.

Water: It's safe to drink the tap water in London or any other part of the UK.

Precautions and Safety

Beware of pickpockets. Don't keep your wallet in your back pocket or your handbag (purse) open or slung on your shoulder with the bag behind you. The best place for your wallet is in a pocket that fastens with a zip or button. Wear your handbag across your body with the bag in front of you and closed. Inside the bag, keep credit cards and cash in a zipped compartment.

Please visit our web site www.acruisworld.com/landmark for more information about this course or call us at 800.442.9278 if you have additional questions.

Warm regards,

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