

# General Information & Administration

## Accommodation

Accommodation will consist of en-suite accommodation in Imperial College. All bedrooms are serviced daily and delegates will be provided with a welcome pack containing coffee, tea, sugar, and milk sachets. Soap and towels, cups, kettle, and a lamp are provided. Internet access (charged at £5 and bookable at the main accommodation reception desk) is available in bedrooms.

Your joining letter will confirm your accommodation booking. This document should be carried with you at all times during the conference.

When you arrive at Imperial, please make your way to the Halls of Residence around Princes Gardens (Southside). Participants can check in to their rooms after 14.00 on the day of arrival. There is a 24 hour reception desk. If you arrive before 14.00 there is a place to leave luggage. Please inform us if you will be arriving after 21.00 as we will need to make staff on the reception desk aware of this.

Bedrooms must be vacated and keys returned to main accommodation reception desk by 10.00 on the day of departure. Luggage may be left at the main accommodation reception desk.

Imperial College has a strict no-smoking policy and smoking is not permitted in any of the residences or in the residence grounds.

If you require accommodation, you are advised to book as early as possible as availability cannot be guaranteed.

## Car parking

There are no parking places for delegates at Imperial College. We advise delegates to travel to London by public transport to avoid high parking rates and the congestion charge (Thursday and Friday).

## Cloakrooms

There will be an attended cloakroom area in the Exhibition Centre. Please note that valuable items such as laptops should not be left in the cloakroom. All items are left at the owner's risk. Participants should note that neither the Association for Language Learning nor Imperial College can accept responsibility for loss or damage to personal property at this event.

## Meals

Breakfast for residents will be served in the Senior Common Room in the Sherfield Building between 7:30 - 10:30.

Coffee and lunch is included in the conference fee and will be served in the Exhibition. You will be asked to produce your conference badge and ticket when collecting your coffee or lunch to show you are a conference delegate.

## Mobile phones

Mobile phones should be switched off or in silent mode during conference sessions.

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## Photography

Please note that there will be an official conference photographer at the event and that photos will be taken throughout. Some of these may be used in future ALL publicity. If you have any objection to the photos in which you are included being used in this way please have a word with a member of ALL staff at the conference reception desk when you register.

Photos may be taken during talks with the permission of the workshop speaker. Please do not use flash photography during plenary or breakout sessions.

Reception and conference dinner Friday 8 July  
There is a drinks reception, sponsored by [www.singin french.com](http://www.singin french.com), at 19.30 in Senior Common Room in the Sherfield Building.

The annual conference dinner, supported by Sanako, will be held in the Senior Common Room in the Sherfield Building from 20.00 onwards. Please remember to reserve your place for dinner when booking for the conference. Places for dinner are limited and will be allocated on a first come, first served basis. You will be asked to produce your conference ticket when arriving for dinner as confirmation of your booking.

## Travel

Delegates will be provided with detailed information on travel to the venue with their confirmation of booking.

## Special requirements

We will help facilitate your visit to Language World by meeting any special requirements you may have. If you have not yet completed a booking form, please state what you need clearly in Section D of the form.

If you have sent in your form but have special requirements of which you have not yet informed us, please telephone the ALL office as soon as possible on 0116 229 7602 or email [mariaj@all-languages.org.uk](mailto:mariaj@all-languages.org.uk)

All conference rooms have disabled access. If you require a bedroom with disabled access please contact ALL office on the details above and this can be arranged.

## Venue

The exhibition and registration will take place in the Queens Tower Rooms at Imperial College, London. Plenary sessions and workshops at Language World 2010 will take place in the Sir Alexander Fleming (SAF), Sherfield and Skempton buildings.

Full details of the Language World exhibition, the prize draw and all special promotions can be found in your separate Exhibition Guide.

Accommodation will be in Imperial College and the annual conference dinner will take place in the Senior Common Room in the Sherfield Building.

## Enquiries

All enquiries should be made during normal office hours to Language World, ALL, University of Leicester, University Road, Leicester LE1 7RH, telephone 0116 229 7602 email [mariaj@all-languages.org.uk](mailto:mariaj@all-languages.org.uk)

# Language World

## Prize Draw

Saturday 9 July

Win **£1,500** of language resources!

You could win **£1,500** of language resources for your institution by visiting these three exhibitors and getting your entry form stamped. The Competition form will be in your delegate bag, all you have to do is complete it and drop it off at the ALL stand (Atrium).



**PEARSON**

Stands 22, 24 & 26



**revalo**

Stand 36

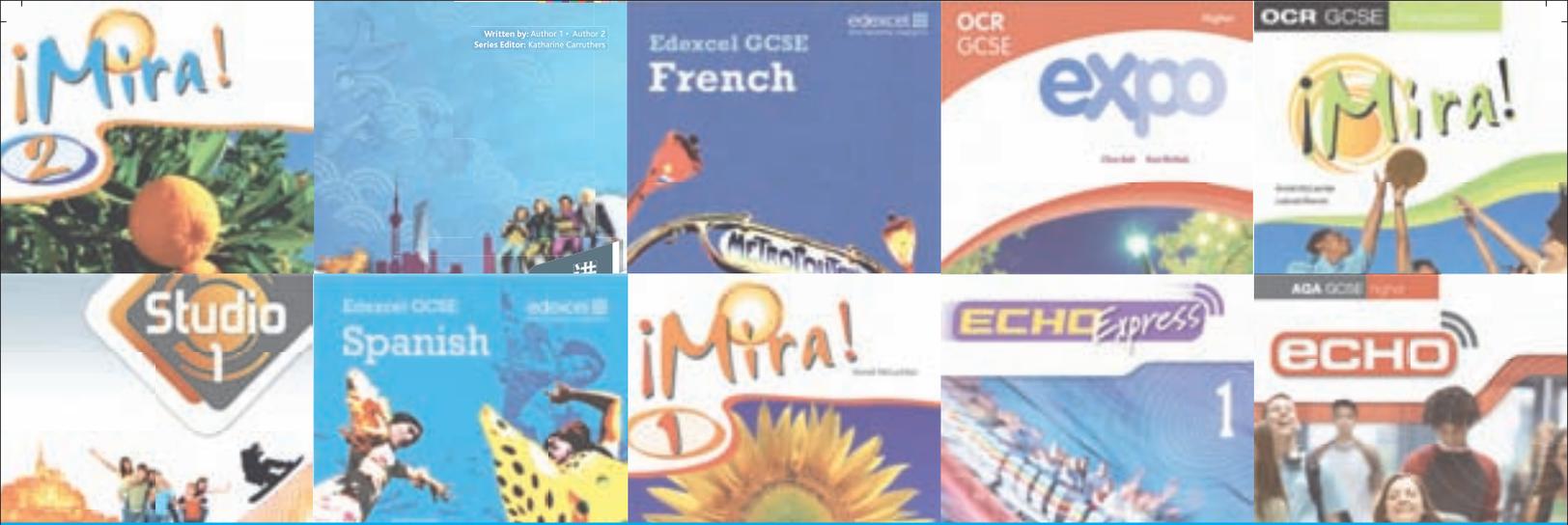


**OXFORD**

Stand 64

# List of Exhibitors

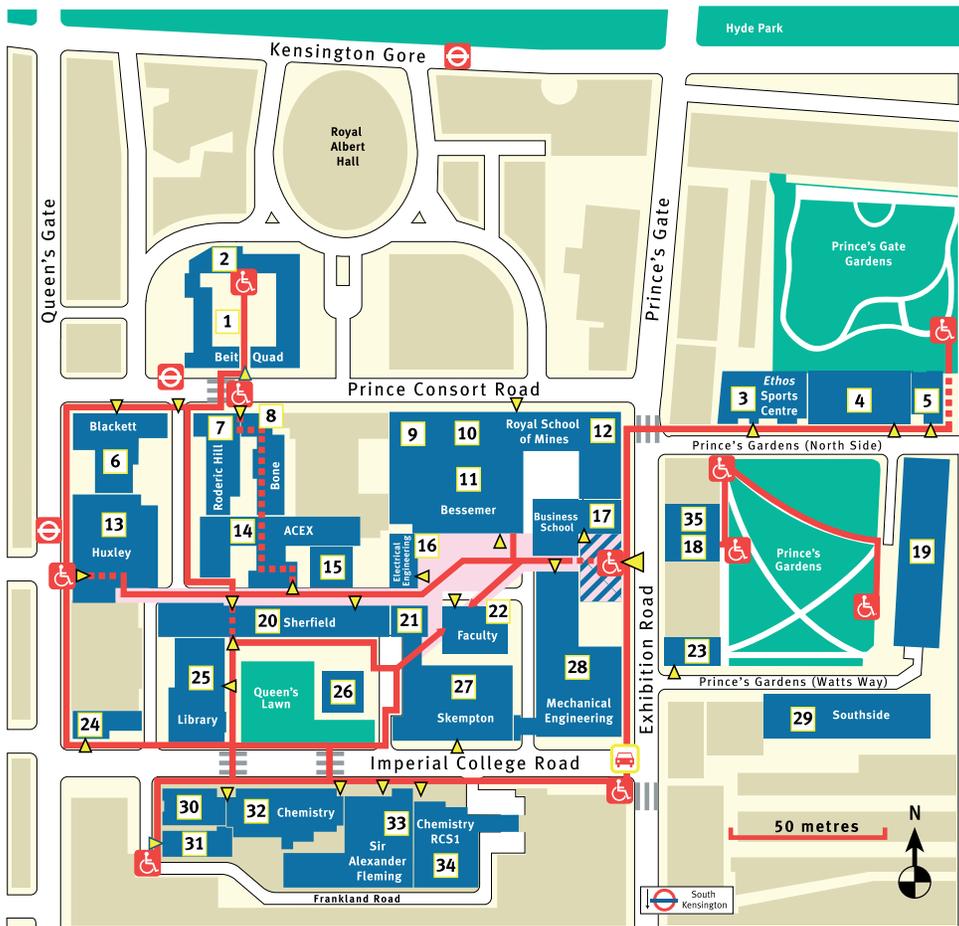
	Stand
AQA	34
Association for Language Learning	Atrium
BBC Active	26
British Council	30
Chartered Institute of Linguists	10
CILT, the National Centre for Languages	54
CME Books Europe	8
ConnecteED Education	20
Consejería de Educación	32
Deutsche Bahn UK	42
Devon Learning & Development Partnership	14
Discovering Language	28
Don Quijote	40
Edexcel	22
European Commission	72
European Schoolbooks Ltd	44
Goethe-Institut London	12
Grant & Cutler at Foyles	58
Heinemann, part of Pearson	24
iLanguages Ltd	18
Language Networks 4 Excellence	38
Macmillan Education	52
Network for Languages London	70
OCR	48
Oxford University Press	64
Revalo	36
Routes into Languages	68
Sanako UK Ltd	2
Televic Education	62
UK-German Connection	60
University of Cambridge International Examinations	50
Vocab Express	16



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- Main walkway
- Main entrance
- Accessible route
- South Kensington Underground
- Bus stops
- Building entrances
- Vehicle entrance



Buildings where wheelchair access is not possible at this time

1 Beit Quadrangle	11 Bessemer Building	20 Sherfield Building	27 Skempton Building
2 Imperial College Union	12 Goldsmiths Building	21 Student Hub	28 Mechanical Engineering Building
3 Ethos Sports Centre	13 Huxley Building	22 Conference Office	29 Southside
4 Prince's Gdns, North Side	14 ACE Extension	23 Grantham Institute for Climate Change	30 Flowers Building
5 Weeks Hall	15 William Penney Laboratory	24 Faculty Building	31 Chemistry Building
6 Blackett Laboratory	16 Electrical Engineering	25 58 Prince's Gate	32 Sir Alexander Fleming Building
7 Roderic Hill Building	17 Business School	26 Imperial College and Science Museum Libraries	33 Chemistry RCS1
8 Bone Building	18 53 Prince's Gate		34 Chemistry RCS1
9 Royal School of Mines	19 Eastside		35 52 Prince's Gate
10 Aston Webb			



Imperial College London  
South Kensington, SW7 2AZ.

8-9 July 2011

### Language World ALL Together:

- Accommodation: Southside (29) and Eastside (19)
- Breakfast & Language World Dinner: Sherfield (20) SCR
- Exhibition, Lunch & Refreshments: Sherfield (20) Queens Tower Rooms
- Plenaries: Sir Alexander Fleming (33)
- Workshops: Skempton (27)