

Safety and security are paramount to all our operations at TfL. Here are the key things you need to know before you arrive at Transit Data 2024 at our offices at 5 Endeavour Square. Thank you in advance for your co-operation. If you have any questions in advance, please email [cege.transitdata@ucl.ac.uk](mailto:cege.transitdata@ucl.ac.uk) or at the event, please do ask a TfL host and we will be happy to help.

We are located at  
5 Endeavour Square,  
Stratford, E20 1JN.

It is about a 10 min walk  
from both Stratford  
station or Stratford

e.g., passport, driving license with photo - please note photo ID  
from your University / Company will not be accepted All documents presented  
for inspection

of the building during the

conference even if accompanied by a member of TfL staff and if you need to

You will then be escorted to the conference area. If you have a bag, you will need to be  
leave and re-enter the building, you will need to be  
when in the building using the and  
both items must be returned to security on leaving - both any breaks during the  
day and when you leave the conference for the day.

Please note that bags brought to the conference venue should be limited to a small day rucksack / shoulder bag, laptop bag or similar. \_\_\_\_\_

. There is limited unattended hanging space for coats in the networking area. Any items left are at your own risk.

Please \_\_\_\_\_ to 5 Endeavour Square. This includes any wheely cabin suitcases. You will not be permitted entry if you do. We kindly ask that you arrange for any baggage to be left at your hotel or a left luggage facility.

Please note there is a cloakroom nearby at Westfield Stratford City shopping centre which opens at 10am and a few other left luggage facilities in the surrounding area near to Stratford station which open earlier. You may also wish to consider using the left luggage facilities at major rail stations such as Kings Cross or Liverpool Street that are open longer hours. The Westfield cloakroom (a)-1 (c(i)-.B.Wle6a2(t)-8 (he)- (ar)b7 qe)J19t001 Tw 2(W)2(S -0.004 Tng)3 (a)-

Unfortunately, for security reasons, we cannot provide non-TfL delegate access to our multi-faith room within the building, but a few minutes' walk away within the Westfield Stratford Centre there is a (run by volunteers from the Newham Muslim Forum - <https://www.westfield.com/united-kingdom/london/services-detail/multi-faith-prayer-room>) on the balcony at the back of the 1st floor World Food Court which is open from 12pm-9pm and a Rest and Faith Space (run by volunteers from Inspire) on the 2nd floor near Nandos which is open 12pm-6pm. Kosher DD's sandwiches are listed as stocked in the Sainsbury's store in the Mall, Stratford Centre (across the road from Stratford Bus Station).

A separate disabled toilet is available on the 10<sup>th</sup> floor at Endeavour Square with level access from the conference area. Please do not use this facility if you are able to use the other toilet facilities to ensure it is available for those who need it without undue wait times. Please also be mindful that not all disabilities and medical conditions are visible. The Refuge Area for those who cannot evacuate via the stairs is located in the lobby by the toilets.

TfL aims to provide a healthier and safe working environment for all its employees and visitors.

Please do not bring any bottles or cans of alcohol (open or closed) into the conference venue.

, raise the alarm by breaking the nearest break glass call point, alert a Security Guard or ask a member of TfL staff to call security on 86999.

Please note that a \_\_\_\_\_ is undertaken every Monday at 10:00.

, prepare to evacuate, but await instructions.

leave the building by the nearest fire exit (which will be pointed out on arrival). If you cannot use the stairs, please go to the Refuge Area by the toilets. Do not use lifts, stop to collect personal belongings, or stop to check the alarm is genuine. Do not re-enter the building until instructed.

in the \_\_\_\_\_ as directed by the fire wardens / TfL staff. For anyone with accessibility needs, you will be informed of a closer secondary assembly point.