



**WORLD
MUSLIM
LEADERSHIP
FORUM**

**Speaker &
Facilitator's Pack**

**6-7 December 2018
Lambeth Palace, London, UK**

Dear (SPEAKER/FACILITATOR),

I understand that you have kindly agreed to take part as a speaker/panellist/facilitator in the fourth World Muslim Leadership Conference and I take this opportunity to thank you for agreeing to contribute your expertise.

I apologise for the length of the information pack enclosed, but I am sure you will understand that these administrative details are vital to ensure the smooth running of the Conference. The Conference will be held at Lambeth Palace. Upon your arrival please collect your name badge and other Conference materials from the WMLF Registration Desk. Conference materials will not be available in the individual meeting rooms. There will be a separate registration desk for speakers to ensure any queries you may have upon arrival will be dealt with quickly and efficiently.

If you have any queries regarding the organisational aspects of the Conference, please do not hesitate to contact me at info@globalone2015.org.

I look forward to seeing you in December.

Yours sincerely

A handwritten signature in black ink that reads "Husna Ahmad". The signature is written in a cursive style with a large initial 'H'.

Dr Husna Ahmad OBE
WMLF Secretary General
CEO, Global One 2015

SPEAKER CHECK LIST

Submit your biography	
Shared link or tweeted about this great event using #WMLF #MuslimLeadership	
Checked accommodation, evening programme and touristic attractions	
Organised Travel	

Arriving at Lambeth Palace

When you arrive at the conference venue, please check in at the registration desk. Here, you will receive a name badge and conference kit.

It is good to get in contact and have a bit of conversation before it all kicks off. There will be new people arriving at the conference each day, and we would like to make sure that the speakers find their session hosts. Every morning between 9:00 and 9:30 AM, there will be tea and coffee served at the venue. Please note that the Morning sessions will start at 9:30 AM sharp.

Arriving at the House of Commons

Please bring your invitation with you to the event as these will form part of the security procedures.

You may be asked to show proof of identity. We request that you bring a form of **photo ID** in order to gain access to the venues. This may include any of the following; a passport, driver's license, biometric resident permit - student cards are not accepted.

Please arrive via **Cromwell Green** unless your letter or invitation specifically mentions using one of our other entrances.

Security procedures will be in place for all persons entering the building. This includes an airport style search.

Accessibility

If you have any accessibility concerns, do not hesitate to contact a member of the Global One team. There is an abundance of procedures in place to ensure that the Parliamentary Estate is accessible to everyone, with all staff also having undertaken disability awareness training.

Accommodation

Hotel: Park Plaza Westminster Bridge

Hotel Contact Number: 033 400 6112

Reservation Number: 051218GLOB

Check in: 12pm

Check out: 2pm

Dates: 5-7th December 2018

* Please note that any amendments to your booking will be made at your own expense

To check in, please have your passport and reservation number on you as you will be asked at reception. Please note that if you have or intend to stay additional nights it will be at your own expense and not the responsibility of the organisers. If this is the case, have your card ready when you check-in and out. If you decide that you want to upgrade your room to a double then you will be expected to pay an additional £10+VAT per night. This will not be reimbursed by the organisers. You will also have to arrange this with the hotel directly.

If you plan to use a car while visiting London, the hotel recommends you to use a third party car park as there will be no parking on site. Please use valet parking 'CarSpaLogistics', which will be roughly £45 for 8 to 24 hours. You may contact them on +44 (0) 0203947878.

Westminster Plaza Hotel is a non-smoking hotel. Please use the designated areas outside the hotel if you wish to smoke.

Breakfast is included. Breakfast hours are 6:30am-10:30 am (Monday to Friday) and 7am-11am(Saturday-Sunday).

Travel

Travelling from the airport:

For airport transfers, we have compiled a list of reliable taxi companies below:

- Blackberry Cars- 0207 254 3344
- Twelve Transfers-+44 20 3479 5700
- Premier Airport Cars- 0203 388 0000
- Airport Taxi Stratford- 0203 468 1338
- Q Executive- 0203 582 5285

Train from Heathrow Airport to Central London:

The Heathrow Express train runs from Heathrow Airport to London Paddington every 15 minutes. For more information on timings and prices, or to book train tickets, please visit the website: www.heathrowexpress.com

Travelling to the conference venue:

For Lambeth Palace buses **77 & 507** can be taken at **County hall stop G** a 3-minute walk from the hotel. Please get off at Lambeth Palace stop SA. An 8-minute journey or Lambeth Palace is just a 10-minute walk from Westminster Park Plaza.

For the House of Commons, buses **148 & 211** can be taken from **St. Thomas Hospital County Hall stop D** (six-minute walk from accommodation) to Parliament square stop P which is a four-minute walk to the House of Commons. Alternatively, the House of Commons is an 11-minute walk from the hotel.

*Alternatively, you can ask the travel information desk at the airport

Dress code

Professional business attire required. Wear comfortable clothes and shoes. Jewellery should not clang or distract. Do not wear any jewellery that may interfere with the microphone.

Tips for Tourists

Many of our international speakers like to spend a few days around the conference in London. We encourage you to explore and experience this unique city with over 8 million residents. Southbank boasts itself with thriving festivals all through the year along with several major attractions including the London Eye, National Theatre and the Aquarium all on your doorstep. There is easy access to covenant garden, popular shopping districts such as Oxford Circus, Regents Street and Knightsbridge.

You may visit this link should you need practical tips and advice to help you get the most of your trip to London – www.londonpass.com/visitlondon.php?aid=1&ref=ecpromo. In addition, the hotel itself has its own tourist desk. If you require any further information, please feel free to make use of this facility.

Flights and Reimbursement

You are strongly advised to book your flights well in advance.

For those who are booking their own flights, you will find a reimbursement form at the end of this pack. Once your flights have been booked, kindly fill out this form and return it to us (email: info@globalone2015.org) along with the relevant receipts and invoices as proof.

Useful Links

<https://www.parkplaza.co.uk/london-hotel-gb-se1-7ut/gbwestmi/hotel>

<https://tfl.gov.uk/>

<https://www.londonpass.com/visitlondon.php?aid=1&ref=ecpromo>

<http://www.nationalrail.co.uk/>

<https://southbanklondon.com/index>

Disclaimer

By participating in the World Muslim Leadership Forum 2018, you consent to being filmed, taped, interviewed, photographed, and recorded (the "Recordings") during and in connection with the Conference by WMLF, its vendors, partners, affiliates and/or representatives. You also agree that the WMLF representatives may use, publish, edit, incorporate and otherwise exploit (and to authorize others to do the same) any Recordings (including your name, voice, image, likeness, personality, situations and Conferences) as they deem fit to use them, including in connection with any promotional purposes, telecasts, advertising, exhibition, streaming, webcasting, reproduction or other publication of these materials by and through any and all media regardless of the purpose of such promotional purposes, telecasts, advertising, exhibition, streaming, webcasting, reproduction or other publication (collectively, the 'Uses'). If you do not give permission for your speech, or any parts of it to be published or used in any capacity, it is your duty to inform the WMLF secretariat at info@globalone2015.org



REIMBURSEMENT OF EXPENSES

PERSONAL DETAILS					
Surname (in block capitals), First Name, Company name					
Address (Street, Postal Code, Town, Country)					
Preferred method of reimbursement ¹ <input type="checkbox"/> bank transfer <input type="checkbox"/> cheque				Account holder	
Account No.					
Bank code.					
Bank, its town and country.					
I REQUEST THE FOLLOWING COSTS TO BE REIMBURSED					
Item	Date	Currency	Amount	Amount in	
Hotel				£	
Travel (e.g. ticket for plane, train)				£	
Taxi, public transport				£	
Other items				£	
Total				£	
ATTESTATION OF INVITEE					
1) All relevant invoices/receipts are enclosed. Any private expenses or shares of private expenses are marked as such.					
2) I declare that if original travel receipts/invoices have not been provided, they will not be used to claim reimbursement from another source or declared as expenses for tax related purposes or for claiming back travel costs elsewhere.					
3) I certify that I was present at the World Muslim Leadership Forum (WMLF), where I was invited to speak, give a presentation or act as panel member/participant.					
Date		Signature			

FOR INTERNAL USE (to be filled in by WMLF contact person):	
Nature of invitation (e.g. role/ name of session (incl. session timings)):	Date of event:
Responsible contact person within the WMLF:	
Herewith, I confirm that the invitee was present at the WMLF.	
Date:	Signature:

¹ In case banking details cannot be provided, the claim will be settled via cheque.

