UCISA – Attendee Arrival Guide

Venue

Microsoft London Paddington
2 Kingdom Street, Paddington, London W2 6BD

Room: The Academy, Floor 8

Finding the entrance: the entrance can be tricky to find, so please use this what3words link, which takes you straight to it: w3w.co/boom.soils.chart

Getting here

- **By rail or Underground:** London Paddington station is about a five-minute walk away. It is served by the Bakerloo, Circle, District, Elizabeth and Hammersmith & City lines, as well as national rail services.
- **From Heathrow:** the Elizabeth line runs direct to Paddington (around 30 minutes; contactless accepted). The Heathrow Express is quicker (around 15 minutes) but costs more.
- **By bus:** routes 7, 15, 16, 23, 27, 36 and 436 stop at Paddington Station.
- **Walking from Paddington Station:** head along Platform 8 for about 100 metres and take the steps up on the right. Turn right onto the walkway signposted *Paddington Central*, which runs beside the canal (with the canal on your right). Just before the footbridge, turn left between two large buildings into Kingdom Street – Microsoft is at number 2.
- **By car:** parking at the office is very limited, so we recommend travelling by public transport. The nearest public car park is NCP London Street (off Praed Street).

On arrival

- Please arrive from **10:15** and make your way to reception.
- You have been registered in advance, and your name badge will be ready for you.
- Our events team will welcome you and direct you to The Academy.
- **Please bring a form of photo ID.**

During the day

- For security reasons, guests must be accompanied by a Microsoft host when leaving and re-entering the building, including at breaks, at lunch and at the end of the day.
- A short health and safety briefing, including the evacuation meeting point, will be given at the start of the event.
- Catering is provided.

We look forward to welcoming you to Microsoft Paddington.