



Developing people **geographical distance** **tutoring mobile-learning** VET developing and implementing strategy **cultural distance** **HIV** village enterprise **flexible provision** organisational development and leadership **open source** guidance child carers **borderless provision** innovation **livelihoods** temporal distance quality assurance **appropriate technologies** pastoral care supporting large numbers **Open learning** networks corporate provision library provision **learner support** collaboration APEL **quality of life** social justice resources **professional education** research into practice home education scalability **health** agriculture **sharing materials** policy development **distance study** social inclusion assessment **governance**

The Fifth Pan-Commonwealth Forum on Open Learning

Delegate checklist

What to bring with you

Delegates	Check
Your presentation on a USB memory stick	
Any other electronic material needed as part of your presentation	
Any handouts or leaflets you want to bring	
All delegates	
In your hand luggage make sure you are carrying your passport with visa or entry clearance, tickets, money. You should also make sure you have your acceptance letter, documentary proof that you have funds to support yourself, proof of your accommodation, qualifications, and any insurance documents. Note: The airport will not be expecting you – Heathrow is the busiest airport in the world and we cannot prepare them for your arrival but by carrying all the appropriate documents you will pass immigration as smoothly as possible!	
A photocopy of your passport and all essential documents (put in main luggage)	
Directions to the Forum venue, the Institute of Education (available on the website)	
Directions and address for your accommodation	
Also bring any necessary vaccination certificates or X ray report as well as any medicines you are taking plus a letter from your doctor explaining what they are.	
Your business cards	
Electrical adaptors – to cover the number of electrical items you will use at any one time. Can be easily bought in the UK. Make sure your electrical equipment is compatible with UK standards	
Money in pounds sterling – make sure you travel with a minimum amount to purchase your ticket from the airport into Central London and for emergencies. (Travel options into London are listed on the Forum website) . If you are exchanging some of your money on arrival, opening hours of exchange bureaux are reduced on Sundays but there are places at the airports and near the venue and hotels (some of which will be fully open from Monday morning).	
Camera	
Clothing	
Shower-proof outerwear (coat and shoes)	
Dress code for Monday evening event is smart casual	
Dress code for Thursday evening event is lounge suit	
Clothing during the conference - layers are ideal as the venue has air-conditioning in the rooms	
For your free time we recommend you bring comfortable walking shoes to explore the best that London has to offer.	
We recommend a bag which sits across the body and has a secure zip or other	

fastening (not a loose flap or open top)	
Other	
Security	
In your hotel – use the safe provided if there is one, and keep valuables out of sight and/or locked away.	
At the venue – the Institute of Education is an open access building. This means that delegates, and anyone else , can enter the venue without needing a security pass. As we do not have sole, private use of the venue, please remember to keep your belongings with you at all times. There is a cloakroom on Level 3 near the registration desks (staffed and lockable) to leave your coat etc. Laptops, bags and other personal items should not be left in rooms or anywhere else where they are unattended in the venue.	
Around London and while travelling – do not bring unnecessary valuables with you and ensure you have adequate insurance for your personal belongings. Try not to display items of value – laptops, mobiles, MP3 players, purses etc. A mobile phone is useful but it is more secure to use one inside a building rather than while you are walking down the street. Plan ahead so that you know the address of where you are travelling to – there is a map of the venue and surrounding area (http://www.pcf5.london.ac.uk/pdfs/PCF5%20location%20plans%20Bloomsbury.pdf) which can be printed from the Internet before travel. Free maps of London are available from all tourist offices, including the airports.	
Do not use unlicensed cabs. At airports and in many other public spaces, people may offer taxi services. For your safety and to avoid inflated rates, you should only use public transport, licensed black cabs or cabs that you ordered from licensed firms.	
Arrival at the venue	
Full details of opening times and a Programme schedule are on the website in the sections on Coming to London and Programme.	

For anything else, please contact the team on pcf5@london.ac.uk Telephone +44 207 664 5555.