

OPEN

AND

ACCESSIBLE

SAVOY

LONDON

PLACE

ACCESSIBILITY GUIDE

September 2023



CONTENTS

03 **GET THE FULL EXPERIENCE AT
IET LONDON: SAVOY PLACE**

04 **GETTING AROUND
THE BUILDING**

05 **USING LIFTS AND STAIRS**

05 **ACCESSIBLE TOILETS**

05 **HEARING SUPPORT**

05 **VISUAL SUPPORT**

07 **EATING AT SAVOY PLACE**

07 **CONTACT DETAILS
AND OPENING HOURS**

08 **GETTING TO US**

08 **WHERE TO PARK**

09 **NEARBY CAR PARKS**

10 **IN AN EMERGENCY**



GET THE FULL EXPERIENCE AT IET LONDON: SAVOY PLACE

Whatever your needs, we want you to be able to fully participate in events at Savoy Place. That's why we provide services and facilities for a range of requirements, whether they're related to mobility, vision, hearing or diet.

Situated alongside the River Thames in the heart of London, Savoy Place is easy to get to by London Underground, mainline trains and river.

With its versatile spaces, state-of-the-art audio visual facilities and high quality catering, it's an ideal venue for everything from conferences to one-to-one meetings. So why not plan your visit or next event with us today?

The Faraday Centre at Savoy Place is currently open for members from 9.00am to 5.00pm, Monday to Friday.

GETTING AROUND THE BUILDING

If you use a wheelchair or have other specific access requirements, you'll find a number of relevant features at Savoy Place.

Entrance

- A sesame lift at the main entrance provides step free access (pictures A and B)
- If you'd like assistance with the lift, there is a call button on the right-hand side of the main entrance steps
- There is an additional entrance on the east side of the building, which you can access by mobile ramp
- The reception desk can be adapted to your ideal height



Corridors

- Corridor dimensions throughout the venue on each floor are approximately 1.6m wide

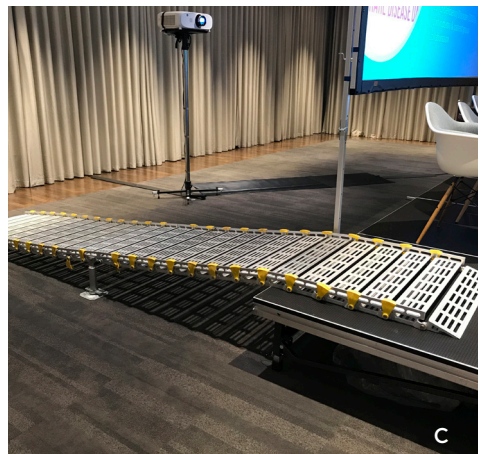
Lecture theatres

- Our lecture theatres provide space for a wheelchair plus companion
- Chair widths:
 - Kelvin Lecture Theatre: 46cm
 - Turing Lecture Theatre: 44cm



Events with mobile stages sets

- When clients hire mobile stages or AV packages with stages for their keynote speakers, they have the option to hire a ramp 4.2m ramp to compliment the stage stage (as per picture C). Mobile stages and ramp require 4 working days notice and should be booked via the Meetings and Event Co-ordinator



USING LIFTS AND STAIRS

- Lifts are on the Lower Ground Floor, Ground Floor, First Floor, Second Floor and Third Floors.
- The passenger lift door is 1450mm wide x 2250mm deep x 2500mm high.
- Passenger lifts are large enough for a standard wheelchair plus a companion.
- There is enough space in passenger lifts to turn a wheelchair.
- Control buttons in the lifts are at a accessible height.
- There is an accessible lift in the Riverside Room on the third floor, which will take you up to the Johnson Roof Terrace.
- Handrails are fitted to all stair cases.

ACCESSIBLE TOILETS



Accessible toilets are on the Lower Ground Floor, Ground Floor, Second and Third Floors.

In each toilet:

- the wash basin height is 0.72m
- the toilet height is 0.44m
- the toilet flush is a touch panel above the toilet seat
- the door width dimension is 0.91m
- there are horizontal and vertical grab rails
- there is an alarm cord to pull in the event of an emergency

The alarm cord

When the cord is pulled, an alarm will sound in the main reception. The Duty Manager or first aider will enter the toilet – they will manage this discreetly and will ask other guests to leave the surrounding area if necessary.

If you require further assistance, please speak to our concierge team.

HEARING SUPPORT



For those with hearing impairments, we offer the following services.

- The Maxwell and the Riverside Room have conventional induction loops for people with hearing aids. If you're wearing a hearing aid, you can tune into the loop by switching to the T-position.
- For the lecture theatres, you can request equipment that works with an infrared system. The equipment is compatible with T-button hearing aids and will create a personal loop for you. Please speak to the Duty Manager if required.
- A mobile induction loop is available for smaller meetings. If you'd like to use it, please pre-organise or speak to the Duty Manager
- Induction is also located at Concierge and the Faraday Centre

VISUAL SUPPORT

If you have a visual impairment, there are a number of relevant features and services at Savoy Place.

- Defined trimming on most carpets make stair edges more visible.
- Assistance dogs are welcome – we can provide towels and water for them.
- Our staff are trained on how to guide and make themselves known to partially sighted and blind people.
- The Faraday Kitchen is well-lit, making it easy to read menus or menus can be printed with a larger font. Staff can read the menu aloud if required



EATING AT SAVOY PLACE

Dietary requirements

Whether you have dietary requirements due to an allergy, long-term medical condition or personal preference, our catering team will do their best to accommodate you.

Our menu includes gluten free and dairy free options. You can also let us know your requirements during the booking process.

If you're not able to give us advance notice, we will of course try our best to accommodate you on the day.

The Faraday Kitchen

Enjoy a hot meal or quick snack at The Faraday Kitchen on the second floor.

There is a designated table with priority for wheelchair users available. The Faraday Kitchen is self-service, but if you'd prefer table service, please let us know.

The Faraday Kitchen is currently open from 9.15am to 4.30pm Monday to Friday.

External caterers

External caterers are not permitted without prior agreement from the Operations Manager. If you wish to use external caterers, you must inform us at least 60 days before the event date. There will be a compensation charge per head and we'll confirm the rate at the time of booking.

External caterers must provide the appropriate legislative documentation and insurance no less than 30 days before the event. The Operations Manager has the right to decline the proposed external caterer.

CONTACT DETAILS AND OPENING HOURS

Event organisers have access from 8am.

The Faraday Centre is open to members from 9.00am to 5.00pm.

If you'd like to speak to someone directly, please contact us by phone or on our website.

IET London: Savoy Place

2 Savoy Place

London

WC2R 0BL

United Kingdom

T +44 (0)20 7344 5479

W www.savoyplace.london



GETTING TO US

London Underground stations

The nearest London Underground stations are Embankment and Temple on the Central and District line and Charing Cross (exit 1) on the Bakerloo and Northern Line. Walking distance from all three Underground stations is approximately 10 minutes. For further information visit tf.gov.uk

London's mainline stations at Waterloo, Victoria and Charing Cross are 10 minutes away by Underground. For further information visit nationalrail.co.uk

River boats

The Embankment Pier is the main western departure point for the MBNA Thames Clippers route RB1 commuter service. All commuter services go west (upriver) to London Eye Pier before turning and continuing east (downriver) to the North Greenwich Pier for The O2.

The pier is operated by London River Services. Further information is available at thamesclippers.com

Taxis

Taxis can be easily picked up from the Strand and along the Embankment. They can stop right outside the venue opposite the front door.

Most licensed London black cabs are wheelchair accessible by ramp and include accessibility aids.

Bus stops

Buses 6 and 11 stop at Aldwych
- 3 minute walk away

Buses 15 and 23 stop on the Strand (by Boots)
- 5 minute walk away

Buses 5, 6, 9, 13, 139 and 176 stop at Charing Cross Station - 10 minute walk away

Cycling and storing your bike

Bikes are available to hire with Santander Cycles at Embankment and Charing Cross stations.

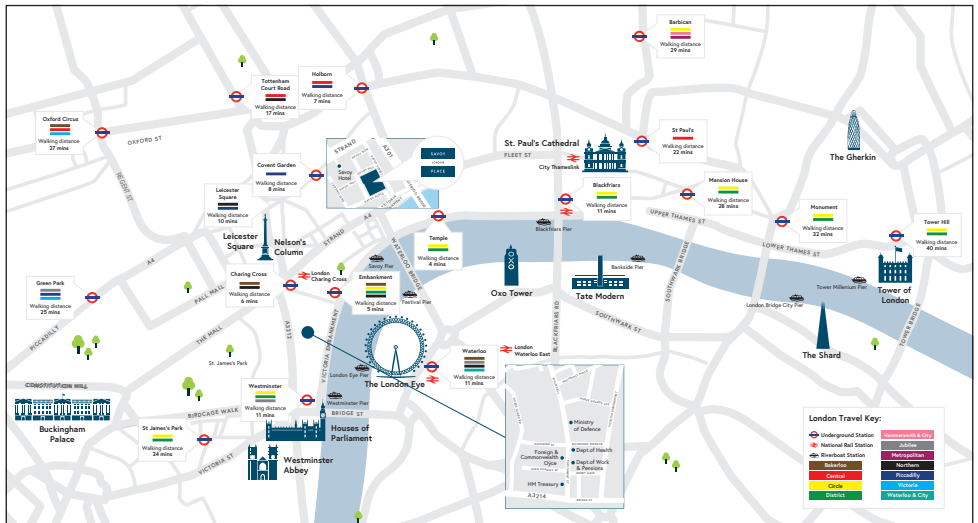
For more information, please visit tf.gov.uk/modes/cycling/santander-cycles/fnd-a-docking-station

Savoy Place has lockers for folding bicycles, available on a first-come first-serve basis. If you'd like to use one, please speak to the concierge.

WHERE TO PARK

We do not have any guest or member parking facilities. There are parking bays around the building, but these are subject to availability. Parking restrictions apply – please check Westminster City Council's website for more information:

westminster.gov.uk/parking-zones-and-prices



Disabled parking bays

There are bays available on the following nearby streets:

- Whitehall Place – 2 bays
- Long Acre – 2 bays
- Floral Street – 1 bay
- William IV Street – 1 bay
- Henrietta Street – 1 bay
- Temple Place – 1 bay
- Wellington Street – 2 bays
- Surrey Street – 2 bays
- St. Martin's Lane – 1 bay
- Bow Street – 1 bay

NEARBY CAR PARKS

See below for a list of car parks near to Savoy Place. If you'd like to prebook or find out more information on availability and charges, please refer to the contact information. Distances from Savoy Place vary, with the furthest being a 20 minute walk away.

Car parks near to IET London: Savoy Place

Name of car park	Address & contact information	Opening Hours	Max. Height Restrictions	Number of Disabled bays	Number of Wide bays	Available for Pre-booking?
St Martins Lane Hotel	St Martins Lane Hotel, London, WC2N 4HX 0345 050 7080 q-park.co.uk/en-gb/cities/london/covent-garden/	7am to 11.30pm	1.88m	0	0	No
London Q-Park Trafalgar	Spring Gardens, London SW1A 2TS +44 01132 384 200 q-park.co.uk/en-gb/cities/london/trafalgar/	24 hours	1.95m	Available/ Unknown	Available/ Unknown	Yes
London Covent Garden	London Covent Garden, Parker Street, parker mews (of Parker Street onto Parker Mews) London WC2B 5NT 0345 050 7080 ncp.co.uk/find-a-car-park/car-parks/london-covent-garden/	24 hours	1.88m	2	42	Yes
London Shaftesbury	Shaftesbury, Selkirk House, Museum Street, London WC1A 1JR 0345 050 7080 ncp.co.uk/find-a-car-park/car-parks/london-shaftesbury/	24 hours	1.83m	2	0	Yes



IN AN EMERGENCY

All of our staff take part in regular training on disability awareness.

We also have set evacuation procedures which consider accessibility.

- Before you arrive at Savoy Place, you can request a Guest PEEP (Personal Evacuation Evaluation Plan). You'll be able to arrange any assistance you'll need in the case of an evacuation.
- We have wheelchairs, evacuation chairs and sledges available.
- Signs in the venue are clear – we use white letters on a black contrasting background.
- Strobe fire alarms for guests with hearing impairments are installed throughout the venue.
- We search accessible toilets in the event of an evacuation.
- Information sheets are available at reception for guests with a hearing impairment.
- If you have vision impairments, our team can read the fire evacuation procedures to you.
- If you wish, the concierge team can provide you with a contact number that you can use to call for assistance while in the venue.

FARADAY CENTRE

2nd Floor, Open Monday to Friday 9.00am to 5.00pm



Lounge area



Lounge area



Lounge area



Lounge area



Faraday Kitchen



Faraday video wall & members' reception area

VENUES FROM: **IET**

IET venues

IET London: Savoy Place

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W ietvenues.co.uk/savoyplace

IET Birmingham: Austin Court

T +44 (0)121 600 7500

E austincourt@ietvenues.co.uk

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