

GUIDE AND INSTRUCTIONS FOR VISITORS



Picture of the Henley Business School and ICMA building

Contact Details

Main conference venue address:

ICMA Centre and Henley Business School
University of Reading
Whiteknights Campus.
Reading
RG6 6UD

If you have any questions in advance of the event, please contact the admin team.

Daria Radwan: +44 (0) 118 378 6597
Jana Oslejova: +44(0) 118 378 7667

Email: j.oslejova@henley.ac.uk

Travelling by Taxi within Reading

There is a taxi rank outside the Reading railway station. A taxi will cost approximately £7. Tell the driver you want to go to 'Henley Business School, Whiteknights campus'

There is no taxi rank on the campus. Taxis must be pre-booked by phone. The University of Reading recommends the following taxi services:

Loddon Cars+44 (0) 118 932 1321

Yellow Cars+44 (0) 118 966 0660

Officially, there is no Uber service in Reading.

From Reading station to the Whiteknights campus

Bus numbers 20, 21a and 21 start from the station (right next to the Railair buses) and travel to the campus every 10-15 minutes till 7pm (less frequently afterwards). Journey time is 15 minutes, £1.90 (return £3.60). You will need exact change, as the buses do not give change (or accept notes), or you may pay with a contactless card. The station is the starting and ending point of the buses, so you cannot go in the wrong direction!

These buses take you directly onto the university campus. This map will show you how to walk to HBS from the bus stop: <https://goo.gl/maps/gCB1LKsNjhq>

A taxi should cost you about £7, and will take about 10 minutes.

From London to Reading by train

Trains from London to Reading leave from Paddington and Waterloos stations. These are two separate lines. Trains to and from Paddington are much more frequent (every 15 minutes during the day), and take about 30 minutes. Trains from Waterloo take about an hour.

A return ticket during rush hour (peak times) costs about £35. After 0930, a return ticket costs less than £20 (off-peak tickets). Peak times from Reading are 0600-1000. Peak times from London are 0600-0930, and 1600-1800.

If you travel by Eurostar, you will arrive at St Pancras International, which is across town. We recommend you take a taxi to Paddington station (approximately £10), but the two are also connected by the Tube (you will need to buy a ticket or oyster card).

Find out more at the [National Rail website](#).

By air

Heathrow is the closest airport. We recommend you do not fly to Stansted, as it will take you 2-3 hours to reach Reading by public transport.

From Heathrow (LHR)

If coming from Heathrow, the Railair buses both arrive and depart from Reading Station, and take about 45 minutes to Reading. Please note that Railair buses are the most efficient and cost-effective way to get from Heathrow to Reading, and are about every 20 minutes throughout the day. It is cheaper to buy a return trip than two singles. For details see www.railair.com

Do not take a black cab from the airport, it will cost you more than £100.

Alternatively, you can take the Heathrow express to Paddington in Central London, and then take the train to Reading.

From Gatwick (LGW)

Visitors flying in to London Gatwick (LGW) can take a direct train to Reading, which takes approximately 1 hour 15 minutes. There is one train every hour.

From Stansted

Do not fly to Stansted! It will take 3 hours to get to Reading! There are NO direct connections. You will need to take a bus or train to London (one hour). You will then need to take another train to Reading. In between you will have to navigate London public transport.

Driving

Sat Nav users are recommended to use the postcode: RG6 6UR

Parking

Visitors to our campus from Monday to Friday between 8am and 5pm should be aware that parking needs to be prearranged and that a parking permit must be displayed. Please contact Jana and ask her to arrange a visitor's parking permit.