



CCBS Administrative Information

This document provides important administrative information relating to your participation in a CCBS event. If, after reading its contents, you need additional clarification, please email the CCBS Administration Team at ccbsinfo@bankofengland.co.uk

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Event Application process (guidelines)

There are a few easy steps to follow:

- Please obtain prior approval from your Training Department before you apply for an event
- If this is your first application using the new website:
 - Register for an on-line account
 - Receive password for on-line access to forms
- Sign in with your password
- Choose event, and click Apply Now
- Fill in form and submit
- You will receive acknowledgement of acceptance / rejection
- Sign in with your password to view your outstanding tasks
- Fill in administration form and submit

Hints and tips for completing the form

- You do not need to complete the form all at once. During the form completion process you can logout at any time. This will save your progress. You may resume completion at a later time or day.
- To see how many pages are on each form there is an indicator at the top of the form e.g. Page 1 of 6.
- Mandatory fields are highlighted in orange.

- To print a copy of the form: There is a button on the final page of each form which will produce a condensed version.
- The deadline for completion of an administration form is 3 weeks before the event starts. Automatic reminder emails will be sent at 5, 4, & 3 weeks before the event starts.
- If you have any problems completing the form, please email ccbsinfo@bankofengland.co.uk with a screen print (press together the "control" and the "print screen" buttons) of the error message. Also state what you were trying to do when the error occurred.

Accommodation

Participants will need to make their own arrangements for accommodation. See below for a list of participant recommended hotels:

London Hotel rates 2019

Hotel	Type of room	Rates per night
Club Quarters 7-12 Gracechurch street London EC3V 0DR Tel 020 7666 1620 Fax 020 7666 1720 www.clubquarters.com 5mins walk to BOE	Club	£190.80 Rate includes VAT and is room only based For double occupancy add £10
Club Quarters Trafalgar Square 8 Northumberland Avenue London WC2N 5BY	Club	From...£232.80 Rate includes VAT and is room only based. For double occupancy add £10

<p>Club Quarters St Pauls</p> <p>24 Ludgate Hill</p> <p>London EC4M 0DR</p> <p>Tel 020 7651 2200</p> <p>Fax 020 7651 2300</p> <p>10 /15mins walk walk BOE</p>	<p>Club</p>	<p>From.£190.80</p> <p>Rate includes VAT and are room only based</p> <p>For double occupancy add £10</p>
<p>The Melia Whitehouse</p> <p>Albany Street, Regent's Park</p> <p>London NW1 3UP</p> <p>Tel 0207 391 3000</p> <p>30 minute journey (tube and walk) from BoE</p>	<p>Standard Room</p>	<p>From £190 includes VAT and breakfast</p>

To obtain the rates you must request them quoting that these are agreed "Bank of England" rates.

Credit card details are required to confirm any reservation ie name, number and expiry date.

Also a number of budget hotels can now be found in the City of London and these can be reserved on the Internet

www.travelodge.co.uk

www.ibis.com

www.premierinn.com

Hotels – inclusive of Bed & Breakfast (updated April 2019)

Estimated price per room per night from £40- £100 per night	Hotel/Hostel	Website
	Carlton Hotel	http://www.carltonhotellondon.com/
	Alice London	17 Lambeth Road, London
	European Hotel	www.europeanhotellondon.com
	Hyde Park Radnor Hotel	www.hydeparkradnor.com/
	Travelodge London Kings Cross Royal Scott	http://www.travelodge.co.uk/hotels/258/London-Central-Kings-Cross-hotel
	Fairway Hotel	www.fairwaylondon.com
	Commodore Hotel	http://www.hotel-commodore.com/
	Shaftesbury Premier London, Paddington	www.theshaftesbury.co.uk/shaftesburypaddington.php
	Thistle Marble Arch	http://www.thistle.com
	IBIS Styles Southwark Rose Hotel	http://www.ibis.com/gb/hotel-7465-ibis-styles-london-southwark-rose/index.shtml
	Imperial Hotel	www.imperialhotels.co.uk/imperial
	Travelodge London Central Waterloo	http://www.travelodge.co.uk/hotels/421/London-Central-Waterloo-hotel
	Bedford Hotel	http://www.imperialhotels.co.uk/bedford
	Castleton	http://www.thecastletonhotel.com/accomodation_london
	Ruskin Hotel	http://ruskinhotels.co.uk/
	Bloomsbury Palace Hotel	http://www.bloomsburypalacehotel.co.uk/
	Crestfield Hotel Kings Cross	http://crestfieldhotel.co.uk/
	President	https://www.imperialhotels.co.uk/en/

	Hotel	
	Motel One, London Tower Hill	http://www.motel-one.com/en/hotels/london/london-tower-hill/
	Lancaster House Hotel	http://www.vincenthouselondon.com/
	Hampton by Hilton London Docklands	http://hamptoninn3.hilton.com/en/hotels/united-kingdom/hampton-by-hilton-london-docklands-LONDLHX/index.html
	Travelodge London	https://www.travelodge.co.uk/hotels/44/London-Central-Liverpool-Street-hotel?
	Stay QM	http://www.qmaccommodation.co.uk/
Estimated price per room per night from £100 - £130 per night	Guilford Hotel	http://www.guilfordhotel.co.uk/
	Premier Inn, London Bank (Tower)	http://www.premierinn.com/en/hotel/LONMON/london-bank-tower
	The Whitechapel	http://thewhitechapelhotel.com/#
	Comfort Inn St Pancras	http://www.comfortinnkingscross.co.uk/
	Ibis London City	http://www.ibis.com/gb/hotel-5011-ibis-london-city/index.shtml
	Holiday Inn Express London City	http://www.ihg.com/holidayinnexpress/hotels/gb/en/london/lonct/hotel/detail?cm_sp=OSMEU-EX-GB-EN-HED1-AIX-MHR-london_text.html
	Park Plaza	www.parkplaza.com/london-hotel-gb-se1-7ut/gbwestmi?s_cid=se.bmm.11801159
	The Tower Guoman	www.guoman.com/the-tower
	Holiday Inn Oxford Circus	http://www.ihg.com/holidayinn/hotels/gb/en/london/lonmr/hotel/detail?cm_mmc=GoogleMaps- -HI- -GBR- -LONMR
	Alhambra Hotel	http://doubletree3.hilton.com/en/hotels/united-kingdom/doubletree-by-hilton-hotel-london-west-end-LHRLBDI/index.html?WT.mc_id=zELWAKN0EMEA1DT2DMH3LocalSearch4DGGenericx6LHRLBDI
	Point A Hotel Shoreditch	https://www.pointahotels.com/shoreditch#ETv7XxHXUtoi0JHc.97
	Holiday Inn Kensington	http://www.hikensingtonforumhotel.co.uk/

	Forum	
	Lancaster Gate Hotel	http://www.lancastergatehotelhydepark.co.uk/default-en.html
	The Royal National Hotel	https://www.imperialhotels.co.uk/
	The Counting House	https://app.thebookingbutton.com/count/properties/countinghousedirect?locale=en&check_in_date=04-03-2019&check_out_date=05-03-2019&number_adults=2
Estimated price per room per night from £130 - £150 per night	Strand Palace	http://www.strandpalacehotel.co.uk/
	Premier Inn , Borough Market	www.premierinn.com/en/hotel/SOUANC/london-southwark-borough-market
	H10 London Waterloo	http://www.hotelh10londonwaterloo.com/en/index.html
	Holiday Inn London - Bloomsbury	http://www.hilondonbloomsburyhotel.co.uk/
	Days Inn Hyde Park	http://www.daysinnhydepark.com/
	Thistle Holborn – The Kingsley	www.thistle.com/en/hotels/united_kingdom/london/thistle_holborn/index.html
	St Giles Classic Hotel	http://www.stgiles.com/london-hotels/stgiles-london-hotel/
	The Claredon	http://www.grangehotels.com/hotels-london/the-claredon/about-this-hotel/
	The Cumberland	www.guoman.com/The-Cumberland
	Oliver Plaza	http://www.capricornhotels.co.uk/hotel_oliver/
	Thistle City Barbican	www.thistle.com/City-Barbican
	Portland Hotel, Bedford Place	http://www.grangehotels.com/hotels-london/the-portland/about-this-hotel/
	Russell Hotel, Russell Square	www.hotelrusselllondon.co.uk
	Holiday Inn, Commercial road	http://www.holidayinn.com/hotels

	Hotel H10 London Waterloo	www.hotelh10londonwaterloo.com
	Hotel Melia White House	http://www.melia.com/en/hotels/united-kingdom/london/melia-white-house/index.html
	Grand Royale London Hyde Park	https://www.grandroyalelondon.co.uk/
	Ibis London City	http://www.ibis.com/gb/hotel-5011-ibis-london-city/index.shtml
	The Royal Norfolk	http://www.royalnorfolkhotel.co.uk/
	Grange City Whitehall	https://www.grangehotels.com/hotels-london/grange-white-hall/about-this-hotel/
	Phoenix Hotel	http://www.phoenixhotel.co.uk/
	Arbor City Hotel	https://www.arborcity.co.uk/
Estimated price per room per night from £150 - £250 per night	Double Tree Hilton Tower	http://doubletree3.hilton.com/en/hotels/united-kingdom/doubletree-by-hilton-hotel-london-tower-of-london-LONTLDI/index.html
	Dorsett City Hotel	http://dorsetthotels.com/unitedkingdom/london/city/
	Ibis Euston St Pancras	http://www.ibis.com/gb/hotel-0921-ibis-london-euston-st-pancras/index.shtml
	Hampton by Hilton	http://hamptoninn3.hilton.com/en/hotels/united-kingdom/hampton-by-hilton-london-waterloo-LONWLindex.html
	The Chamberlain	www.thechamberlainhotel.co.uk/
	Blakemore Hyde Park	http://www.blakemorehydepark.com/?gclid=CICcqazLI74CFdMftAodbV8AYw
	Hilton Metropole	http://www3.hilton.com/en/hotels/united-kingdom/hilton-london-metropole-hotel-LONMETW/index.html
	The Grange Blooms Hotel	http://www.grangehotels.com/hotels-london/grange-blooms/about-this-hotel/
	Grange Tower Hotel	http://www.grangehotels.com/hotels-london/grange-tower-bridge/about-this-hotel/
	Grange City Hotel	http://www.grangehotels.com/hotels-london/grange-city/about-this-hotel/

	Novotel London Tower Bridge	http://www.novotel.com/gb/hotel-3107-novotel-london-tower-bridge/index.shtml
	Apex Temple Court Hotel	https://www.apexhotels.co.uk/apex-temple-court-hotel/contact-us
	Amber Hotel Charing Cross	http://www.amba-hotel.com/hotels/united_kingdom/london/charing-cross/index.html
	Double Tree Hilton West End	http://doubletree3.hilton.com/en/hotels/united-kingdom/doubletree-by-hilton-hotel-london-west-end-LHRLBDI/index.html?WT.mc_id=zELWAKN0EMEA1DT2DMH3LocalSearch4DGGenericx6LHRLBDI
	Andaz London Liverpool Street	https://londonliverpoolstreet.andaz.hyatt.com/en/hotel/home.html
	Holiday Inn Regents Park	https://www.ihg.com/holidayinn/hotels/us/en/london/lonrp/hoteldetail?
	Novotel London City South	https://www.accorhotels.com/gb/hotel-3269-novotel-london-city-south/index.shtml
	Courthouse Hotel	http://www.courthouse-hotel.com/
	Grange Portland Hotel	https://www.grangehotels.com/hotels-london/the-portland/about-this-hotel/
	New Road Hotel	https://www.newroadhotel.co.uk/
	Hotel Inn Oxford Circus	https://www.ihg.com/holidayinn/hotels/gb/en/london/lonmr/hoteldetail?cm_mmc=GoogleMaps-_-HI-_-GB-_-LONMR
	M By Montcalm London Shoreditch Tech City	https://www.mbymontcalm.co.uk/?utm_source=googlelisting&utm_medium=organic
	Southpoint Suites, London Bridge	https://www.southpointsuites.com/  SOUTH POINT SUITE_Fact Sheet 20
Estimated price per room per night from £300	Hoxton Shoreditch	https://thehoxton.com/london/shoreditch/hotels

Hotels – Room only

Estimated price per room per night £55 - £100	Hotel	Website
	Royal London Hotel	http://www.royallondonhotel.co.uk/
	Imperial College	https://www.imperial.ac.uk/visit/summer-accommodation/stay-with-us/our-rooms/princes-gardens/
	Euro Lodge Clapham	http://www.eurohotelslondon.co.uk/
	Prince William	http://www.princewilliamhotel.co.uk/
	Hotel Apollo	http://www.hotelapollo.co.uk/
	Abbey Hotel	http://abbeyhotel.org/
	Travelodge, Bank	www.travelodge.co.uk/hotels/518/London-Central-Bank-hotel
	Qbic Hotel London City	https://london.qbichotels.com/
	Ibis Budget Whitechapel	http://www.ibis.com/gb/hotel-8033-ibis-budget-london-whitechapel/index.shtml
	Hyde Park Boutique Hotel	http://www.tripadvisor.co.uk/Hotel_Review-g186338-d3904778-Reviews-Hyde_Park_Boutique_Hotel-London_England.html
	Eurotraveller Premier London Hotel	http://www.eurotravellerhotel.com/index.html
	Central Park Hotel	http://www.centralparklondon.co.uk/
	Berjaya Eden Park Hotel	http://www.berjayahotel.com/london
	Hotel Russell	http://www.hotelrusselllondon.co.uk/rooms/
Estimated price per room per night £100 - £150	Citizen M Hotel	http://www.citizenm.com/destinations/london/london-bankside-hotel
	Premier Inn Aldgate	http://www.premierinn.com/gb/en/hotels/england/greater-london/london/london-city-aldgate.html?cid=GLBC_LONALD

	The Chamberlain Hotel	http://www.thechamberlainhotel.co.uk/
	Abor City Hotel	http://www.tripadvisor.co.uk/Hotel_Review-g186338-d192029-Reviews-Abor_City_Hotel-London_England.html
	Park Grand Lancaster Gate	http://www.parkgrandlancastergate.co.uk/
	Travelodge London Central City Road Hotel	http://www.travelodge.co.uk/hotels/340/London-Central-City-Road-hotel
	The Whitechapel Hotel	http://thewhitechapelhotel.com/#
	Premier Inn, London City	www.premierinn.com/en/hotel/LONCIT/london-city-tower-hill
	Cleveland Hotel	http://www.thecleveland-hotel.com/
	Premier Inn, London Blackfriars	http://www.premierinn.com/en/hotel/LONBLA/london-blackfriars-fleet-street
	Citadines ApartHotel Barbican London	http://www.citadines.com/en/uk/london/barbican.html
	Premier Inn Hammersmith (family room)	http://www.premierinn.com/en/hotel/LONHAM/london-hammersmith
	Tune Hotel Liverpool Street	http://www.tunehotels.com/gb/en/our-hotels/london-liverpool-street/
	Lancaster Hotel	http://www.tripadvisor.co.uk/Hotel_Review-g186338-d338373-Reviews-The_Lancaster-London_England.html
	Great St Helens	http://great-sthelenhotel.co.uk/
Estimated price per room per night £150 - £200	Radisson Blue, Edwardian Grafton Hotel	http://www.radissonblu-edwardian.com/london-hotel-gb-w1t-5ay/gbgrafto/home
	Mercure London Bridge	https://www.accorhotels.com/gb/hotel-2814-mercure-london-bridge/index.shtml
	The Rubens at the Palace	http://www.rubenshotel.com/
	Indigo Tower Hill	http://www.ihg.com/hotelindigo/hotels/gb/en/london/lonlt/hotel/detail
	The	http://www.ampersandhotel.com/

	Ampersand Hotel	
	Fraser Residence Bishopsgate	http://www.frasershospitality.com/
	Apex City of London Hotel	http://www.apexhotels.co.uk/en/hotels/london/apex-city-of-london-hotel/
	Club Quarters Trafalgar Square	https://clubquarters.com/london/trafalgar-square
	Club Quarters St Pauls	http://clubquartershotels.com/london/st-pauls
	Club Quarters Gracechurch	http://clubquarters.com/london/gracechurch
	Double Tree Hilton Tower	http://doubletree3.hilton.com/en/hotels/united-kingdom/doubletree-by-hilton-hotel-london-tower-of-london-LONTLDI/index.html
	London Bridge Hotel	http://www.londonbridgehotel.com/
	The Ned	https://www.thened.com/
	Citadines Holborn	https://www.citadines.com/en/united-kingdom/london/citadines-holborn-covent-garden-london/index.html?utm_campaign=CitadinesHolbornCoventGardenLondon&utm_medium=gmb&utm_source=google
Estimated price per room per night £200 +	The Marylebone Hotel	http://marylebonehotel.onepagehotel.com/
	Amba Marble Arch	http://www.amba-hotel.com/hotels/united_kingdom/london/marble-arch/index.html
	Threadneedles Autograph Collection by Marriott	https://www.marriott.co.uk/hotels/travel/lonak-threadneedles-autograph-collection/
	Apex London Wall	https://www.apexhotels.co.uk/apex-london-wall-hotel
	Hilton London Bankside	http://www3.hilton.com/en/hotels/united-kingdom/hilton-london-bankside-LONSBHI/index.html
	The London EDITION	https://www.editionhotels.com/london/

Apartments

Estimated price per night		Website
£170 +	196 Bishopsgate	http://www.196bishopsgate.com/

£190	Marlin Apartments	http://www.marlinapartments.com/?gclid=CKDK7-Di37sCFMRtAodlVMAQA
£121	Bloomsbury 28-33 Cartwright Gardens WC1	http://www.studios2let.com/renting/london/bloomsbury/cartwright-gardens.html?lang=en
£159	SmartCity Apartment	http://www.smartcityapartments.com/apartments/london-cannon-street
£180	City Apartments	http://www.cityaparts.com/our-apartments/
£265	Grand Plaza Serviced Apartments	http://www.grand-plaza.co.uk/group-list/rooms/
£260	Cheval Three Quays	http://www.chevalresidences.com/our-london-residences/cheval-three-quays
£190	Presidential Serviced Apartments - Marylebone	http://www.presidentialapartments.co.uk/
£110	Vincent House London	http://www.vincenthouselondon.com/
£195	SACO The Cannon	http://www.sacoapartments.com/serviced-apartments/uk/london/saco-the-cannon/
£80+	Knaresborough Apartments	https://www.knaresboroughapartments.co.uk/

Visas

If a participant requires a visa to visit the United Kingdom, we suggest that they contact the relevant British Embassy or British High Commission as soon as possible, to ensure that the necessary formalities are completed in time. If required, CCBS can provide an official letter of invitation; please contact the relevant event administrator if this is needed. We do not have the jurisdiction to assist participants or any travelling partners with visas. For further information please visit www.visa4uk.fco.gov.uk

Costs

The Bank of England makes no charge for tuition and, in addition, provides lunch, coffee and tea, together with some evening entertainment. Participating central banks will have to pay their nominee's travel expenses, accommodation and other daily living costs (we estimate these to be approximately £35 a day). Please note that the CCBS does not arrange a transfer to and

from the airport.

Travel and Medical Insurance

The Bank of England does not provide any insurance cover for event participants whilst travelling to/from or staying in London. Please ensure that you have adequate insurance cover for your needs and those of your partner/family member if they are travelling with you. In addition, the Bank of England does not provide any medical insurance for your visit to the CCBS – you should make whatever arrangements you require. If, whilst in the UK, you require medical treatment which incurs a cost, you or your institution, will be required to meet those costs (although, in certain circumstances, the Bank will settle the bill pending a full reimbursement).

Attendance Policy

The normal event day is from 9.00 to 17.00; most events finish with lunch on the final day, though some may finish later. Because of the high interactive nature of the event **all participants** should be present for the **entire duration** of the event, and should not accept any extra-curricular assignments/appointments which might result in missing part of the event.

Special Requirements

The CCBS welcomes applications from all suitably qualified people. If any event participant has a need for assistance, e.g. with a disability, dietary needs or religious requirements, please ensure that this information is set out in the administration form to ensure that their needs can be accommodated as fully as possible.

Dress Code

Normal business attire is sufficient for attending the event and casual clothing can be worn to some social events arranged.

Map and journey planner

[Transport for London](#)

London city guide: visitor information

[Visit London](#)