



City of Westminster – London Memorial Garden

“Under these trees people of all faiths and nationalities, united in grief, laid wreaths in memory of those killed on 7 July 2005, following the attacks on London’s public transport system.

The City will endure – It is the future of our world.”

I’m not sure about you, but I’m really getting excited about the ICTH inaugural event! Jenny and I have put a lot of passion, hard work and endless dedication into every aspect of the conference to ensure that you have an unforgettable experience. As strange as this may sound, our goal is to make you feel “uncomfortable.” This response opens the door to acceptance of new ideas that once before may have seemed inconceivable. Just go with it and see what happens...

Team Deadline Fast Approaching

Remember that the title for your team session is due on **Friday, 15 May 2015**. Make sure to email this information to me kWarsow@tphlink so that I can include it in the Conference Programme App. You should also read through the oral, [pecha kucha and poster presentation guidelines and standards](#) available on the ICTH website. These documents include important information regarding individual and team presentations. Take advantage of these valuable resources!

Note to Poster Presenters

Elsevier has recently published “*Tips for Designing Better Research Posters*” the link to this resource is available on the ICTH webpage under [Tips for Abstract Presenters](#). This page also includes information on discounted fabric poster printing offered by MyColorCopies. Poster boards at ICTH will be landscape A0 (842mm high x 1189mm wide) or put another way, 1 meter high by 2 meters wide. Oh, did I mention that Jenny and I have added a new award? No? It must have slipped my mind...Well, on Monday, 6 July and Tuesday, 7 July judges will be visiting the poster sessions to determine the two best posters of ICTH 2015. These posters will receive a cash award of £120/\$200.

Author Acknowledgment

There are several of you who have not yet signed the Release Form/Indemnification Agreement: Presenters of Accepted Abstracts

<https://www.xcdsystem.com/TransportHealth/forms/index.cfm?ID=YpvmvfnF> Please sign this document at your earliest convenience.

ICTH Registration Required

Authors of accepted abstracts are **REQUIRED** to [register](#) on-line for ICTH prior to presenting. *There will NOT be any on-site registration available. Register prior to 31 May to receive the last available discount.* ICTH is the most affordable conference in the world. This is made possible through the generous financial and in-kind gifts provided by our sponsors...and the fact that I know what it's like to be a struggling student. ICTH delegates will be provided with two refreshment breaks and lunch on each day the conference; in addition to a fully catered evening [social programme](#), except for the walking tours that include a pub crawl. Although, depending on the final budget, we may be able to contribute a little cash toward food. No promises at this point in time. [UCL housing and hostels](#) are available at very reasonable rates along with [airline discounts](#).

JTH Manuscript Submission

Before I continue, let me clear up a little confusion. An invitation to submit a manuscript to the Journal of Transport & Health (JTH) is **NOT** a requirement to presenting your abstract at ICTH. ***Manuscript submission is strictly voluntary.*** By the way, the deadline for manuscripts, if you decide to submit, is 31 December 2015.

Business Workshops

One more plug for the [Business & Communication Workshops](#). I would like to encourage you to sign up for one or all of these workshops. Consider it as an investment in yourself. Everything that you do in your current and future career depends on thinking analytically AND creatively. With that said, you have to identify the right performance metrics and understand *how* to use them appropriately. In conjunction, effectively two-way communication is vital to advocating your ideas to stakeholder, while taking into consideration the culture of the audience. Ha! I just gave you a clue of what to anticipate at ICTH. Please note that each workshop has a separate registration fee of **£50**.

- Cross-Disciplinary Communication & Innovation: You can't phone it in
- Business Design and Innovation - Understanding Business Models
- Value Proposition Design – Building Value Your Customers Want

Please note that if you have not signed up for these workshops, you can go into the on-line registration system at any time to add items. The system will update and you will only pay for the new items.

VAT Reimbursement

ICTH delegates should retain a copy of the printed invoice to reclaim the UK 20% VAT charged on registration and purchases. It is important that all receipts related to your trip to London, England are retained for the purpose accountability to HM Revenue & Customs. Here are two really great links that describe the process to reclaim the UK 20% VAT:

- **What is VAT and How Do I Claim it Back?**

<http://gouk.about.com/od/ukcurrencymoneymatters/a/What-Is-Vat-And-How-Do-I-Claim-A-Vat-Refund.htm>

- **Are You Eligible to Claim a VAT Refund: Heathrow Airport**

http://www.heathrowairport.com/static/Heathrow/Downloads/PDF/Multilingual_PDF/VAT_Refunds/vat-refund-leaflet_EN.pdf



Directions from Heathrow Airport to UCL & Area Hotels

Use the Underground train out of Heathrow, Terminal 2. This is the cheapest but will take about an hour to arrive at UCL. I just enjoy the ride and people watch. There is an express train (the Heathrow Express), but it's too expensive for my blood and a taxi is completely out of the question. But it's your choice.

Take the Underground Piccadilly Line (dark blue) eastbound toward Cockfosters. Change at King's Cross station from the Piccadilly Line to the Metropolitan Line (maroon) or Circle line (yellow) or Hammersmith and City line (pink) towards Baker Street. (all on the same platform, going westbound). The train will be going to Uxbridge or Watford or Amersham or Chesham or Paddington, but you will get off at the next stop called Euston Square. Walk out of the Underground to the street and straight down Gower Street. The main entrance to the UCL Quad will be on your left. UCL is located at 23-25 Gower Street, Kings Cross, London WC1E 6BT, UK. It is about a 10minute walk from King's Cross station to Euston Square station if you prefer not to change trains for one stop.

Karyn's Lessons Learned

- It is to your advantage to purchase a weekly Oyster Card for £32 (Zone 1) while at Heathrow Airport. This single card covers the Underground, Overground, buses and ferry. During my first trip to London, November 2014, I spent over £100 on public transport in one week. Aaaahhhh!!!
- **DO NOT** exchange money at the airport! It's a rip-off. You will get a better exchange rate if you use your debit card to take cash out of one of the machines. Make sure to contact your financial institution to inform them of your international travel. You might have to fill out a form to gain authorization of your card in another country.

- On your way to the Underground is SIM Local to the far right (Terminal 3). You will be able to purchase an international SIM prepaid card to insert into your mobile. I had the unfortunate experience of discovering that my iPhone was “**LOCKED**” and would not work with an international SIM card. This was after I had purchased a special UK-based calling plan through Verizon. My alternative was the purchase of a mobile from SIM Local for £54. Not really a bad investment since I can use it anywhere in the world, but unexpected.
- UK electricity is 240V. After melting two curling irons, catching my hair on fire and blowing out a hair dryer, I have come to realize that the branding statement, “*Get the London look*” actually translates to straight, flat hair. This is a girl thing. Purchasing a European universal electrical adapter doesn’t seem to help much, but it’s still a good investment for your mobile phone, computer and other electronics. Make sure not to keep your electronics plugged in too long.

One Last Thing...Join us on social media! LinkedIn <http://goo.gl/Asjkao> and Twitter @TPHLINK #ICTH2015