“London is a city with strong connections to all sectors and all regions. The city is indisputably a global metropolis, with its strength in real estate, consultancy, finance, and insurance”

Dean Edward A. Snyder
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*Chicago GSB Europe Campus Guide 2007-2008*
Campus Location

The University of Chicago
Graduate School of Business
Woolgate Exchange
25 Basinghall Street
London
EC2V 5HA
United Kingdom
Tel.: +44 (0)20 7070 2200
Fax: +44 (0)20 7070 2250
london-program-office@gsb.uchicago.edu

The University of Chicago, Graduate School of Business European Campus is located in the Woolgate Exchange building, right in the City of London, the highly esteemed financial district. “The City”, as it is known, is home to one of the world's greatest concentrations of brokerages, insurance companies, law firms, and banks—including the Bank of England. The GSB is within easy walking distance of several public transport stations that will connect you to the rest of London.
Getting to the GSB from the airport

Taking a chauffeur or a taxi to the GSB

- Chauffeur booking number: 020 8838 3333 ([www.airportexecutive.co.uk](http://www.airportexecutive.co.uk))
- The driver will meet you at the arrival hall with a board with your name on it
- PS. Prices are subject to change.

<table>
<thead>
<tr>
<th>Airport</th>
<th>Chauffeur</th>
<th>Taxi</th>
<th>Time</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heathrow</td>
<td>£33</td>
<td>£60-65</td>
<td>40-45 mins</td>
<td>30 km</td>
</tr>
<tr>
<td>Gatwick</td>
<td>£51</td>
<td>£75-80</td>
<td>70-75 mins</td>
<td>47 km</td>
</tr>
<tr>
<td>Stansted</td>
<td>£53</td>
<td>£75-80</td>
<td>60-65 mins</td>
<td>56 km</td>
</tr>
<tr>
<td>Luton</td>
<td>£49</td>
<td>£70-75</td>
<td>65-70 mins</td>
<td>55 km</td>
</tr>
<tr>
<td>City Airport</td>
<td>£28</td>
<td>£30-35</td>
<td>20-25 mins</td>
<td>13 km</td>
</tr>
</tbody>
</table>

Airport Itinerary suggested: Fare | Time | More info

**Heathrow option A:** Heathrow Express + Tube  
- Take Heathrow Express to Paddington  
- Take Circle or Hammersmith Line to Moorgate  
£14.50 + £4 40 mins  
- Heathrow Express runs every 15 mins; journey time 15 mins  
- [www.heathrowexpress.com](http://www.heathrowexpress.com)  
- [www.baa.com](http://www.baa.com)  
- Heathrow

**Heathrow option B:** Tube  
- Take Piccadilly Line to Holborn  
- Take Central Line to Bank or St. Pauls  
£4.00 70 mins  
- Holborn transfer takes 5-7 mins walk  
- [www.baa.com](http://www.baa.com)  
- Heathrow

**Heathrow Option C:** Heathrow Connect + Tube  
- Take Heathrow Connect to Ealing Broadway  
- Take Central Line to Bank or St Pauls  
£8.90 + £4 50 mins  
- Heathrow Connect runs every 30 minutes; journey time 25 mins  
- [www.heathrowconnect.com](http://www.heathrowconnect.com)  
- [www.baa.com](http://www.baa.com)  
- Heathrow

**Gatwick option A:** Gatwick Express + Tube  
- Take Gatwick Express to Victoria  
- Take Circle line to Mansion House or Moorgate  
£14.90 + £3 50 mins  
- Gatwick Express runs every 15 mins; journey time 30 mins  
- [www.gatwickexpress.com](http://www.gatwickexpress.com)  
- [www.baa.com](http://www.baa.com)  
- Gatwick

**Gatwick option B:** Thameslink Train  
- Take Southern train to King’s Cross  
- Take Circle or Hammersmith Line to Moorgate  
£9.50 45 mins  
- Southern runs every 15-30 mins; journey time 30 mins (with direct train)  
- [www.firstcapitalconnect.co.uk](http://www.firstcapitalconnect.co.uk)  
- [www.baa.com](http://www.baa.com)  
- Gatwick

**Stansted option A:** Stansted Express  
- Take Stansted Express to Liverpool Street  
- Walk to GSB or take a short taxi ride  
£14.50 50 mins  
- Stansted Express runs every 15 mins; journey time 30 mins  
- [www.stanstedexpress.com](http://www.stanstedexpress.com)  
- [www.baa.com](http://www.baa.com)  
- Stansted

**Stansted option B:** Coach + Tube  
- Take the A6 bus towards Victoria  
- Get off at Marble Arch Station  
- Take Central Line to Bank  
- Take Circle Line to Mansion House or Moorgate  
£17 + £4 45 mins  
- A6 bus runs every 10 mins; journey time 30-35 mins  
- [www.nationalexpress.com](http://www.nationalexpress.com)  
- [www.baa.com](http://www.baa.com)  
- Stansted

**Luton option A:** Thameslink Train + Tube  
- Take Thameslink train to Farringdon  
- Take Circle or Hammersmith Line to Moorgate  
£11 + £4 50 mins  
- Thameslink runs every 15-30 mins; journey time 35 mins (with direct train)  
- [www.londonlocaltime.com/travel/luton.htm](http://www.londonlocaltime.com/travel/luton.htm)  
- [www.london-luton.co.uk](http://www.london-luton.co.uk)  
- Luton

**Luton option B:** Coach  
- Take Greenline 757 bus to Victoria  
- Take Circle line to Mansion House or Moorgate  
£16.00 + £3 90 mins  
- Greenline 757 runs every 20-30 mins; journey time 75 mins  
- [www.greenline.co.uk](http://www.greenline.co.uk)  
- Luton

**City Airport:** DLR  
- Walk 50 yards to DLR (Docklands Light Rail)  
- Take DLR to Bank Station  
£3 25 mins  
- Journey time 22 mins.  
- [www.londoncityairport.com](http://www.londoncityairport.com)
Getting around London
1. The Underground

AKA “the Tube”

Tube stations nearby the GSB
The GSB is within easy walking distance (3-8mins) of four Tube stations that will connect you to the main lines of the Tube and Rail Links network.

<table>
<thead>
<tr>
<th>Station</th>
<th>Distance From GSB</th>
<th>Connects with which lines?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
<td>440m</td>
<td>Central, Northern</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Circle, District, Waterloo&amp;City, DLR</td>
</tr>
<tr>
<td>Moorgate</td>
<td>480m</td>
<td>Northern, Circle</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Metropolitan, Hammersmith&amp;City, National Rail</td>
</tr>
<tr>
<td>St. Pauls</td>
<td>750m</td>
<td>Central</td>
</tr>
<tr>
<td>Liverpool St.</td>
<td>800m</td>
<td>Central, Circle, Metropolitan, Hammersmith&amp;City, National Rail</td>
</tr>
</tbody>
</table>

Follow exit signs for Bank of England (Exit 1) and refer to the tube station map
Follow exit signs for London Wall and refer to the tube station map

Zones
The London Underground divides the City into 6 Zones. For example, the GSB is in Zone 1 and Heathrow is in Zone 6. Make sure you know which zone you are travelling to so the appropriate ticket can be bought!

Carrying luggage
The tube tends not to be suitcase friendly, as there are lots of stairs and impatient people! Some helpful tips:

- Wear comfortable shoes
- Pack smartly – you will need to carry your luggage and books up/down stairs
- There are lots of knowledgeable Underground staff who can help you find the right platform – if in doubt please ask!

Tube know-how
You must have an appropriate ticket for every journey. You will need to use the ticket to be admitted in through the automatic barrier gates at the start of your travel and then you will need to use the ticket a second time to be allowed to leave through similar gates at the end of your journey. You cannot buy tickets on the tube, but they can be purchased from machines available at every station, and can be bought with cash or credit/debit cards. If you do not have the appropriate ticket, you may be fined £20!

Web site: www.tfl.gov.uk > click “Tube”
Telephone Info: 020 7222 1234
Map of the Underground:
http://tube.tfl.gov.uk/content/tubemap/default.asp
Buses are an enjoyable way to see the capital, especially from the top deck, but journeys tend to be slow. Avoid travelling in the morning and afternoon rush hours.

There is an extensive network of night buses, which operate after the Tube has closed. The Night bus routes are identified by having an “N” in front of the route number, for example N8 is the night route of Bus #8.

Bus stops nearby the GSB
Several bus routes departing from around the GSB are convenient for many of the main sights and shops. For example:

**Bus#8** Embark at **Bank**
- **Westbound** to British Museum (Holborn), Tottenham Court, Oxford Street
- **Eastbound** to Shoreditch and Brick Lane

**Bus#11** Embark at **Bank**
- **Westbound** to St. Pauls, Trafalgar Square, Westminster, Victoria, Sloane Square

**Bus#15** Embark at **St. Pauls**
- **Westbound** to Charing Cross, Piccadilly Circus, National Gallery, Regent Street, Oxford Circus
- **Eastbound** to Monument, Tower of London, Tower Bridge

*Telephone Info:* 020 7222 1234

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A Pre-Pay Oyster card is like a “pay-as-you-go” mobile phone; you top it up with credit, and an appropriate amount is deducted every time you travel throughout London on the Tube, bus and DLR.

Before and after every journey, you touch your Oyster Card on the card readers at stations and on buses the cost of the journey is deducted from your credit on the card.

The Oyster card is not restricted to any zones and has no expiry date, and most importantly, **Pre-Pay Oyster fares are cheaper than single fares.**

**Regular fares**

<table>
<thead>
<tr>
<th>Cash</th>
<th>Oyster Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>£2</td>
<td>£1.50</td>
</tr>
<tr>
<td>£4</td>
<td>£1.50</td>
</tr>
<tr>
<td>£6</td>
<td>£6.20</td>
</tr>
<tr>
<td>£23.20</td>
<td></td>
</tr>
</tbody>
</table>

**6-single-journey Bus saver (Bus only)** £6
**Bus Travel Day** £3.50

Getting around London

- How much? - (cont’d)

How to obtain an Oyster Card

1) Online www.oystercard.com. You will need to fill in a quick online form to register
https://sales.oystercard.com/oyster/lul/registerUse.do?action=display

2) By calling 0870 849 9999 and giving your details over the phone

3) From any Tube station ticket office – it takes 2 minutes. No forms to fill out.

With any of these methods you will be asked for a refundable £3 deposit. You will also need to put a minimum of £10 on your pre-pay card.

Please feel free to arrange to have your card sent to the school, so that it is ready for collection upon your arrival! We will place your card in your mailfolder.

You can top up your Oyster Card online at www.oystercard.com, by phone 0870 849 9999, and by Touch Screen machines at tube stations (which accept credit and debit cards and cash).

Web site: www.oystercard.com
Telephone Info: 0870 849 9999

Getting around London

4. Planning your journey

With a little planning, it is easy to get from the GSB to anywhere in London using any of the transport available. Visit www.tfl.gov.uk and click on “Journey Planner”

1) Enter your journey details (i.e. I want to go from A to B) and preferred method of transport (e.g. bus, tube, by foot etc). You can enter an address or a postcode.

2) Journey Planner suggests a number of routes for you. Details include method of transport, journey time. Select your preferred route from the suggested list and click on the link.

3) A street map is produced (in PDF), highlighting your chosen route and providing full details such as the bus number to take or which tube line/station you need to reach your final destination. It also provides you with the distance and time needed to complete your journey.

The Journey Planner is a fantastic tool, try it!

Web site: http://journeyplanner.tfl.gov.uk
London Information

If this is your first visit to London, or indeed the UK, here are a few things you should know.

Currency

The local currency is the British Pound (£). Check the rate at www.oanda.com/convert/classic. Most banks, Post Offices and Travel Agents will have a Bureau de Change.

London neighbourhoods

Here are some pointers regarding the neighbourhoods of London that are close to the GSB. We hope this will help you choose where you want to stay, eat and play.

<table>
<thead>
<tr>
<th>Neighbourhood</th>
<th>Post Code</th>
<th>Tube stops</th>
<th>Description</th>
<th>Main attractions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The City *</td>
<td>EC2, EC3, EC4</td>
<td>St Paul's, Blackfriars, Bank, Monument, Tower Hill, Aldgate</td>
<td>Financial district with quiet nightlife, Victorian buildings amid modern architecture</td>
<td>Bank of England, St Paul's, Stock Exchange, Guildhall, The Monument, Tower of London &amp; Tower Bridge</td>
</tr>
<tr>
<td>Clerkenwell, Smithfield, Spitalfields</td>
<td>EC1, E1</td>
<td>Barbican, Farringdon, Moorgate, Old Street</td>
<td>North of The City, street markets and food shops, eclectic restaurants</td>
<td>Museum of London, Smithfield market, Spitalfields Market, Barbican, Brick Lane</td>
</tr>
<tr>
<td>Southwark</td>
<td>SE1</td>
<td>London Bridge, Borough</td>
<td>Art, culture and design venues alongside the Thames</td>
<td>Tate Modern, Shakespeare’s Globe, Design Museum, Borough Market</td>
</tr>
<tr>
<td>Bloomsbury, Holborn</td>
<td>WC1, WC2</td>
<td>Holborn, Russell Square, Chancery Lane</td>
<td>Intellectual atmosphere, book shops, Georgian squares</td>
<td>British Museum, British Library, Bedford Square, Sir John Soane’s Museum</td>
</tr>
<tr>
<td>Piccadilly, Mayfair, St. James</td>
<td>W1, SW1</td>
<td>Piccadilly Circus, Green Park, Hyde Park Corner</td>
<td>Serene green spaces &amp; high end properties, shops and fast food</td>
<td>Piccadilly Circus, Green Park, Ritz Hotel, Royal Academy of Arts, Buckingham Palace &amp; Changing of the Guards</td>
</tr>
<tr>
<td>Soho, Trafalgar Sq</td>
<td>WC2, W1</td>
<td>Leicester Sq, Charing Cross, Tottenham Court, Oxford Circus</td>
<td>Fashionable &amp; cosmopolitan mix, night clubs, cinemas, restaurants, theatres</td>
<td>Leicester Square, Chinatown, Regent &amp; Oxford shopping streets, National Gallery, St Martin-in-the-Fields church</td>
</tr>
<tr>
<td>Covent Garden, Strand</td>
<td>WC2</td>
<td>Embankment, Covent Garden, Holborn</td>
<td>Open air cafés, street entertainers, small boutiques, theatres, restaurants</td>
<td>Covent Garden Market and Piazza, Transport Museum, Savoy Hotel, Neal Street shopping</td>
</tr>
</tbody>
</table>

* If you arrive on a Saturday or Sunday, you might notice that the streets of The City do slow down during the weekend. Weekdays are busier, shops are open until 6-7pm and late-night restaurants and pubs are easy to find.

Public Holidays

New Year’s Day - 1 January
Good Friday/Easter - Monday late March/April
May Day Holiday - first Monday in May
Spring Bank Holiday - last Monday in May
Summer Bank Holiday - last Monday in August
Christmas Day/Boxing Day - 25 & 26 December

Smoking

Smoking is now forbidden in many of London’s public places, including public transportation, restaurants and bars.
Taxes

VAT – Value Added Tax – is a sales tax of 17.5% charged on goods sold in the UK, except for food and books. This is included in the price you see – you do not pay an additional 17.5% at the till. VAT is included in restaurants, but added sometimes to hotel rates. Non-European Union visitors can claim back the VAT. More details on www.visitlondon.com.

Taxis

There are two types of taxis in London; ‘Black Cabs’ and minicabs.

The traditional ‘Black Cabs’ can be hailed in the street. A fare surcharge is applied to any piece of luggage, for each extra passenger, and for any journey after 8pm.

It is also worth noting that many ‘Black Cabs’ are no longer black, as they are often covered in advertising or may be yellow or pink in colour. But you will know them by their distinctive shape (as pictured).

Minicabs are generally cheaper and require a phone call to be booked. You should be careful in busier areas, especially at night, as minicab touts are ubiquitous and will approach you to offer a cab. These are not licensed and should be avoided – especially if you are a lone female traveller. A list of licensed mini-cabs can be found on www.tfl.gov.uk/pco/php_safecabs.asp.

Tipping standards

Standard tip in restaurants is about 10-15 percent. In a taxi, add 5 percent or round up. In a pub/bar, you are not expected to leave a tip, but even a small tip is always greatly received!

Tourist information center

London’s main TIC is the Britain and London Visitor Centre, 1 Lower Regent St, SW1Y 4XT. Tube: Piccadilly Circus. Opening hours: 9.30am - 6.30pm Mon, 9am - 6.30pm Tue - Fri and 10am - 4pm Sat & Sun. Jun - Sep, Sat & Sun 10am-5pm. Or visit http://eu.visitlondon.com/index.html

Voltage

Local electricity is 240 volts AC and plugs are 3 pin. (see picture). Please be advised that this is higher voltage than some other countries, including most European and care needs to be taken when using non British appliances.

Weather

London has a climate known as 'temperate maritime', with mild and damp winters and moderate summers. It’s wise to expect cloudy weather and rain even in the height of summer. In July and August temperatures average around 18°C/64°F but can occasionally soar to 30°C/86°F or more. In spring and autumn temperatures drop to between 11°C/52°F and 15°C/59°F. In winter they hover just below 6°C/43°F. For a forecast see www.bbc.co.uk/london/weather/.
Medical assistance

GSB Students are responsible for their own medical insurance

If you require medical assistance, there are a number of different places to receive it from, depending on the severity and urgency of the matter.

Emergency

For any serious illnesses/accidents, call 999 and ask for an ambulance.

Pharmacies

For minor ailments the best place to start is the pharmacy, such as Boots or Superdrug. Pharmacists will give you medical advice and suggest over the counter medication, but may advise you to still visit a GP (general practitioner /doctor). Please also note that many stronger non-prescription drugs need to be asked for as they are kept behind the counter.

NHS Direct

Another option for advice is calling NHS Direct. NHS Direct operates a 24-hour nurse advice and health information service, providing confidential information. Tel 0845 4647 or visit www.nhsdirect.nhs.uk

MediCentre

If you wish to speak to a doctor who can provide you with a prescription, there is a private clinic called MediCentre available close to the school (see map). Open Monday to Friday, 8am-7pm

Minor Injuries Unit

Minor Injuries Unit (MIU) at St Bartholomew’s Hospital (see map). The MIU treats injuries including cuts and grazes, broken bones, minor burns and scalds, bites and stings, strains and sprains, minor head injuries, minor eye or ear problems. The unit is open Monday to Friday, 8am-8pm (closed weekends). 020 7601 7407. West Smithfiled, EC1A 7BE.

Accident & Emergency

The Royal London Hospital, Whitechapel Road - The A&E service is a 24-hour, seven day a week walk-in service. This means you do not need to book an appointment. 020 7377 7781.

Emergency dental facilities

The Dental Hospital at the Royal London Hospital provides walk-in services for a dental problem requiring urgent attention. No appointment is needed. Patients are seen in order of urgency. Daytime - Monday to Friday, 8am-3.30pm (except public holidays). Evenings, weekends - Monday to Friday, 7pm-11.45pm, Saturday, Sunday, 8am-5.15pm (closed 1pm-2pm) Tel: 020 7377 7000

MIU
London on a budget!

Lunch for Le$$

Grabbing a quick sandwich can turn out to be an expensive affair… If you want to save look for the following sandwich shops:

**Benjy’s meal deal**

1 Sandwich/Salad + 1 bag of crisps + 1 piece of fruit + 1 drink = £1.89

There are a number of Benjy’s located within close walking distance of the school.

**Vita Sandwiches**

Vita is located next to the school, and has a large range of sandwiches, at almost half the price you would pay at Starbucks! Well worth checking out.

**Boots healthy meal deal**

1 Sandwich/Salad + 1 Crisps + 1 drink = £2.70

For the healthy ones, Boots have a range of calorie-controlled foods, including a good range of vegetarian options.

Expensive!

Places to avoid if you are on a budget include Starbucks, EAT and Prêt-à-Manger. You can pay up to £3 for a sandwich and £4 for a salad, 60p for a bag of crisps, 50p for a piece of fruit and £1.50 for a drink, making it over £6.50 for the equivalent of a Benjy’s meal deal!

Dinner for Le$$

There are a number of expensive, high quality restaurants near the school, which are great if you want to impress. However, if you want a cheaper alternative, there are a number of options:

**O’Neills Irish Bar**

A favourite with British students all over the country, O’Neill’s offers filling food and a wide variety of drinks at a reasonable price. 64 London Wall, EC2M 5TP, Tel: 0871 332 1907.

**English Pubs**

There are a few English Pubs located near the School, which offer traditional British food, such as Sausage and Mash and Steak and Chips, at reasonable prices. The atmosphere is not for everyone, as they are often smoky and noisy, but if you fancy accompanying your dinner with a game of pool or darts, or maybe watching a football match, then these are the places to go! Nearby are The Old Doctor Butler’s Head, The Bishop of Norwich, and Williamson Tavern & Matha’s Bar.

**Brick Lane**

If you prefer Asian Cuisine, there are a large number of Indian and Bangladeshi restaurants a short bus ride from the school on Brick Lane. To get there by bus, take the No. 8 towards Bow Church from Bus Stop C (On Threadneedle Street) or Bus Stop K (on Poultry), get off at Bethnal Green Road/Brick Lane. This journey should take you less than 30 minutes.
Travel for Le$$

**Buses**
Travelling around London can be expensive, so for a cheaper alternative, use the buses instead of the tube. London has an extensive bus service, which also enables you to see the city on your route, especially if you sit on the top floor of a double-decker.

Sleep for Le$$

**Serviced apartments**
If you are finding hotel rates expensive, then why not share a serviced apartment with a few of your colleagues. This will not only give you access to extra amenities, and save you money, but will also assist you in getting closer connections with your classmates.

Be Entertained for Le$$

**Theatre**
You can get a standing ticket to see any show at Shakespeare’s Globe Theatre for only £5. Seats cost between £13- £29. To book call 020 7401 9919 or visit [http://www.shakespeares-globe.org](http://www.shakespeares-globe.org)
Shakespeare’s Globe, 21 New Globe Walk, Bankside, SE1 9DT.

**Museums**
All the main museums in London are free of charge including the British Museum, the National Gallery, the Tate Modern, the National Portrait Gallery, the Natural History Museum, the British Library and more. For a complete list: [http://eu.visitlondon.com/city_guide/attractions](http://eu.visitlondon.com/city_guide/attractions)

Read for Le$$

**Daily Newspaper**
Popular with commuters, the Metro and thelondonpaper are free daily newspapers, available from all tube stations. Although it does contain current affairs, be warned – this is generally a light-hearted newspaper, with topics ranging from the amusing to the obscure to the bizarre!

City Business Library
Located a very short walk from the school is the City Business Library, one of the leading business information sources in London. The Library has a collection of directories, market reports, periodicals and newspapers, plus Internet sources. You do not need to be a member to access the collection.
020 7332 1812. 1 Brewer’s Hall Garden, off Aldermanbury Square. Opened M-F 9:30am -5:30pm.
Links to useful maps

London Underground

http://tube.tfl.gov.uk/content/tubemap/default.asp

Tube stations nearby the GSB

The GSB is within easy walking distance (5-8mins) of four Tube stations (all within Zone 1) that will connect you to the main lines of the Tube and Rail Links network.

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<th>Distance From GSB</th>
<th>Connects with which lines?</th>
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<td>440m</td>
<td>Central, Northern Circle, District, Waterloo &amp; City, DLR</td>
</tr>
<tr>
<td>Moorgate</td>
<td>480m</td>
<td>Northern, Circle Metropolitan, Hammersmith &amp; City, National Rail</td>
</tr>
<tr>
<td>St. Pauls</td>
<td>750m</td>
<td>Central</td>
</tr>
<tr>
<td>Liverpool Street</td>
<td>800m</td>
<td>Central, Circle, Metropolitan, Hammersmith &amp; City, National Rail</td>
</tr>
</tbody>
</table>

Key Bus Routes

http://www.tfl.gov.uk/tfl/tourist_map.shtml

Bus routes nearby the GSB

Several bus routes departing from around the GSB are convenient for many of the main sights and shops. For example:

- **Bus#8** Embark at **Bank**
  - **Westbound** to British Museum (Holborn), Tottenham Court, Oxford Street
  - **Eastbound** to Shoreditch and Brick Lane

- **Bus#11** Embark at **Bank**
  - Westbound to St. Pauls, Trafalgar Square, Westminster, Victoria, Sloane Square

- **Bus#15** Embark at **St. Pauls**
  - **Westbound** to Charing Cross, Piccadilly Circus, National Gallery, Regent Street, Oxford Circus
  - **Eastbound** to Monument, Tower of London, Tower Bridge

Street Maps

- St Paul’s station area  [http://journeyplanner.tfl.gov.uk/Download/EnvMaps/tfl/TK_StPauls.pdf](http://journeyplanner.tfl.gov.uk/Download/EnvMaps/tfl/TK_StPauls.pdf)
GSB Policies

Policy handbook

Each student has received a copy of the Executive MBA Program Policy Handbook 2007-08 during Kick-Off Week in Chicago. The Handbook outlines the GSB’s standards of scholarship and discipline, as well as academic policies and procedures.

London campus policies

In addition to the Policy Handbook, EMBA students should be aware of the following policies related to specific London campus matters.

1. Building ID pass

Each student is provided with an individual building ID pass at the beginning of the program. The building ID pass allows the student to access Woolgate Exchange and to circulate on campus. It is extremely important that students bring their card with them every time they come to campus. As they are provided and controlled by WestLB Security, temporary and replacement cards are time-consuming, inconvenient to students and staff and are expensive.

a) Forgetting to bring your building ID pass

If you forget your ID pass at home/hotel, you must report to the security desk at the building entrance. After checking your student status, they will issue you a one-day visitor pass. This procedure may delay your entrance to the building. If you wish to eat at DASH and do not have your permanent ID card, you will need to get a temporary DASH card for the day, at your own expense (minimum purchase £3).

DASH top-ups for students are done on Mondays. If you do not have your ID with you on Monday, you will have to purchase a temporary card. When you do return later in the week with your ID, it will be topped up with a DASH allowance according to the numbers of days left in the session week.

b) Losing your building ID pass

If you lose your ID pass, you must report this immediately to the Program Office. We will request that a new ID pass be issued to you as soon as Security are able to provide one. The cost of replacing your ID card is £20. You will need to pay this fee by cash to the Program Office. The same rules about temporary cards and DASH top-ups as stated above will apply.

2. Locker keys

Each student is provided with a locker at the beginning of each session week. The locker comes with its own locker key. Students are responsible to lock their personal effects in their locker.

a) Forgetting to bring your locker key

If you forget your locker key at home/hotel, you must report this to the Program Office. We can unlock your locker for you. If you wish, we can allocate you to a different locker for the day.
b) Losing your locker key
If you lose your locker key, you must report this to the Program Office as soon as possible. We can unlock your locker for you and allocate you another locker for the rest of the week if one is available. The cost of replacing the lost locker key is £20. You will need to pay this fee by cash to the Program Office.

3. DASH allocations
The GSB provides lunch to EXP students via the DASH cafeteria. The money allocated is designed to provide students with enough money to have lunch each day. The amount allocated per lunch is generally £5, but this varies based on the schedule for the week and the amount of left-over money from previous weeks on your DASH card. The allocation each week is generally from £15 - £25. However we will top up your card to a maximum of £40 at any time.

If for any reason a student is unable to drop off his/her card on Monday for top-up, once the student drops off his / her card later in the week, a top up will be done for a pro rata amount depending on the day of the week the top up is completed.

Please note that DASH money is non-refundable. You should use your allocation for DASH throughout the program. Any money left on DASH cards at the end of the program cannot be refunded.
GSB Facilities

Building hours

During class sessions
Monday to Friday    7:00 – 01:00
Saturday and Sunday 7:00 – 01:00
Between Class Sessions  9:00 – 23:00

Group Study Rooms

There are 14 group study rooms (rooms 104-117), all equipped with one computer, printer, plasma screen, Internet access, whiteboard, lockers and office supplies.

IT Support & Service

During class session, students who need IT support should contact the IT technician at the Program Office.

Library and online resources

Business newspapers and periodicals are available in the Lounge area. In addition, you have access to online research resources from the main EMBA website.

In addition, The City Business Library of London is located nearby at the Brewers’ Hall Garden, off Aldermanbury Square. Visitor access is free, but you can’t borrow any materials. Reference materials include business publications, industry reports, etc. The library offers a business research service for a minimal fee. For more information: 020 7332 1812.

Mail folders

Each student is assigned a mail folder. Course materials, correspondence, fax and phone messages will be placed in mail folders.

Program Office Hours

During class sessions  8:00 – 20:00
Sunday before session  13:00 – 19:00
Between Class Sessions  9:00 – 18:00

Student Lounge & Resource Centre

The lounge provides newspapers and periodicals, refreshments and snacks.
The Resource Centre is equipped with a network printer, recycling bin and photocopier for student use.

Woolgate Exchange Facilities

Please take some time to read through the separate “Building Guide”. This Guide covers important security, access, health & safety procedures including fire alarms, first aid, medical emergencies and car parking.
# Websites and bookmarks

<table>
<thead>
<tr>
<th>Looking for...</th>
<th>Web site</th>
<th>Login with CNet ID &amp; pw</th>
<th>Login with GSB ID &amp; pw</th>
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<tr>
<td>Portal</td>
<td><a href="http://portal.chicagogsb.edu/portal">http://portal.chicagogsb.edu/portal</a> &gt; links to email, student directory, Career services, Computing Services, London campus page, etc.</td>
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<td>Career Services</td>
<td><a href="http://cdo.chicagogsb.edu">http://cdo.chicagogsb.edu</a></td>
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</tr>
</tbody>
</table>
London Staff Directory

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