

PAB meeting venue review

Contents

1. Introduction	2
2. Suggested venues	2
3. Venue comparison	2
4. Costs	3
5. Proposed meeting dates for 2009	3

1. Introduction

At the PAB meeting in May 2008, the PAB discussed the possibility of moving future meetings to an alternative venue. The PAB agreed to email suggested venues to the nom-pab mailing list. Several suggestions were received by the mailing list. To enable the PAB to make an informed choice about the future venue the PAB Secretariat has put this paper together to present a comparison of the suggested venues.

2. Suggested venues

- Hilton London Euston, 17-18 Upper Woburn Place, WC1
- Hilton London Paddington, 146 Praed Street, W2
- Hilton London Metropole, Edgware Road, W2
- Victoria Park Plaza, 239 Vauxhall Bridge Road, SW1V
- Holiday Inn Mayfair, 3 Berkley Street, W1
- Strand Palace Hotel, 372 Strand, WC2
- Westbury Hotel, Bond Street, W1

The current venue Holiday Inn Kings Cross, WC1X was also included in the research as a comparison.

The Hesperia London Victoria, 2 Bridge Place, SW1V was also suggested but has no availability for September and November 2008 or January and March 2009 so this has not been included in the comparison.

3. Venue comparison

In comparing the venues we have looked at the following criteria:

- Nearest Tube or station
- Walking distance from the tube/ station (*note – Nominet will reimburse reasonable taxi fares)
- Meeting costs. This is based on the Daily Delegate rate (DDR (which includes coffee breaks, lunch & water) or the basic room rate hire + catering costs. The provision of screens, flip charts, note pads and pens etc vary between venues
- Internet connections fees
- The cost of overnight accommodation

The table below also notes the availability for the next two meetings in September and November.

When a venue is held on “2nd option” this means we are holding the space behind other clients. If we want to confirm the reservation then the hotel will chase the other clients for a decision first. It is not guaranteed that we will be able to book a venue that is held on “2nd option” as the other client effectively gets first refusal. On the venues marked as “1st option” we are the first in the queue at this time. However, we can be pressed to make a decision if the 2nd option client wishes to confirm a booking in the meantime.

	Nearest tube	Distance from station	Availability Sep	Availability Nov
Hilton London Euston	Euston	5-7 mins	2nd option	1st option
Hilton London Paddington	Paddington	3-5 mins	1st option	1st option
Hilton London Metropole	Paddington	3 mins	2nd option	2nd option
Victoria Park Plaza	Victoria	5-8 mins	2nd option	1st option
Holiday Inn Mayfair	Green Park	3-5mins	Not available	1st option
Strand Palace	Covent Garden	5 mins	2nd option	2nd option
Westbury Hotel	Oxford Circus/ Bond Street	5-7 mins	1st option	1st option
Holiday Inn Kings Cross	Kings Cross/Russell Square/ Farringdon/Chancery Lane	10 mins	Held	Held

In order to keep the meeting venue consistent, the Secretariat recommends that the PAB do not move the meetings until a booking can be established for all dates.

Note: we have not visited any of the options to check for suitability.

4. Costs

Based on 14 elected and appointed members of the PAB attending the meeting along with 2 representatives from Nominet with 6 PAB members requiring overnight accommodation, and 10 Internet connections, typical costs for each venue are as follows:

	Internet Access for 10	Overnight accommodation for 6	Room hire & refreshments (cheapest option)	Total
Hilton London Euston	TBC	£1074	£1200	£2274 +Internet
Hilton London Paddington	£100	£1074	£1277.60	£2452.60
Hilton London Metropole	£400	£894	£1203.20	£2497.20
Victoria Park Plaza	£150	£1074	£1380	£2604.00
Holiday Inn Mayfair	£400	£990	£992	£2382.00
Strand Palace	£130	£720	£1210.40	£2060.40
Westbury Hotel	£149.50	TBC	£1980	£2129.50
Holiday Inn Kings Cross	£139.50	£1080	£1200	£2419.50

5. Proposed meeting dates for 2009

As many of the venues that we have looked at have limited availability the secretariat suggests that if the PAB decide to move to a new venue that we block book for 2009 meeting dates as soon as possible to guarantee availability. The secretariat proposes the following meeting dates for 2009:

- 14 January
- 11 March
- 13 May
- 8 July
- 9 September
- 11 November

Please note that these dates cannot be confirmed until after the Board meeting in October.