

22 June 1989



Dear Film and Video organisation

Open Forum Meeting to discuss Film & Video Draft Report

Enclosed is the agenda for the open forum meeting to be held on Friday 7 July at the Institute of Education from 2.00-5.00pm. Also enclosed is a map detailing how to get there. Room 828 is on level 8, wheelchair access is via the Russell Square Entrance and there are lifts to all floors.

I hope very much that you will be able to attend the meeting and that it will provide an opportunity to discuss the recommendations of the Draft Report. However I should remind you that responses must be put in writing and be received by GLA by 17 July at the latest.

As the space provided by the Institute of Education is limited (i.e. a capacity for up to 80 people), I'm requesting that attendance is limited to a maximum of 2 persons per group. As I need to know numbers in advance and details of special needs, I'd be grateful if you could complete and return the form at the bottom of this letter.

I look forward to seeing you on the 7th.

Yours sincerely

Felicity Sparrow
Arts Development Officer (Film & Video)

I/We will/will not* be attending the Open Forum Meeting on 7 July 1989:

Name

Name of organisation

I/We will be sending representatives

Special requirements (eg signer, wheelchair assistant)

.....

.....

* Delete as appropriate

Tear off and return to: Joy Vick, GLA

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DEVELOPING THE INDEPENDENT FILM AND VIDEO SECTOR IN LONDON

**Open Meeting to discuss the Draft Report prepared by
Comedia/Boyden Southwood**

Friday 7 July 2-5pm at the Institute of Education,
Room 828, 20 Bedford Way, London W1

P R O G R A M M E

2.00 Session One: Presentation of Report

~~Introduction: Commissioning of the
audit/consultancy~~

Presentation by consultants followed by
question and answer session

3.00 Tea/coffee

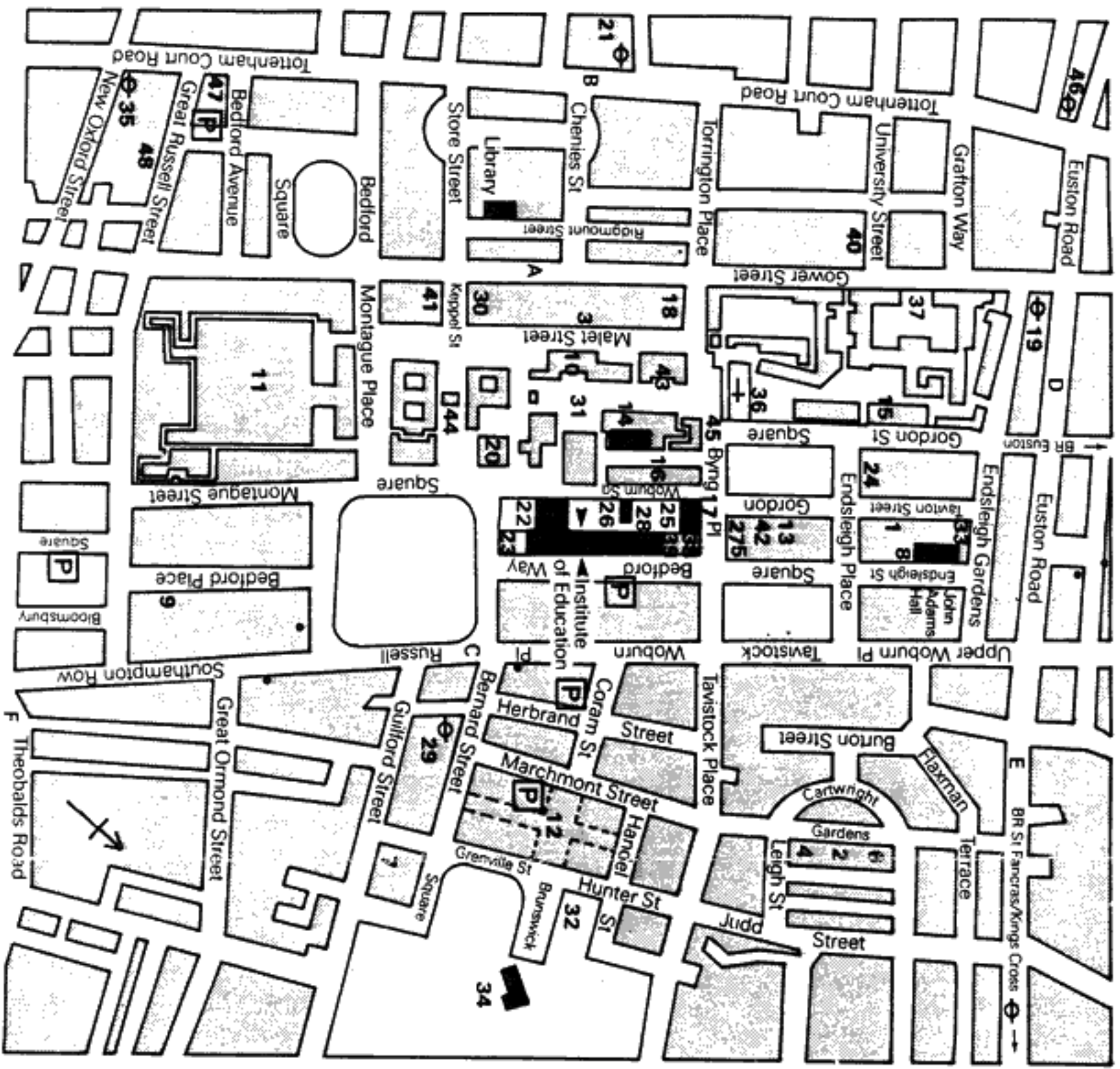
3.30 Session Two: The Process of Implementation

Introduction: the Process of
Consultation

The response of funders to the report
(BFI, GLA, LBGs and ACGB) followed by
question and answer session

ideas

5.00 Conclusion



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Transport

Access to Airports

- Heathrow Underground from Russell Square and Airbus, A2 (see map)
- Train from Victoria
- Gatwick Train from Victoria

British Rail Terminals

Euston, King's Cross and St. Pancras stations are all within walking distance to the north of the Institute. Victoria Station can be reached by fast underground (no change involved) from Warren Street or Euston. Waterloo Station can be reached by bus from Russell Square, or by underground (no change involved) from Goodge Street, Tottenham Court Road or Euston. Paddington Station can be reached by underground (no change involved) from Euston Square.

Bus Routes

- A 14, 14A, 24, 29, 73, 134, 176, N2, N29, N90 (Southbound)
- B 14, 14A, 24, 29, 73, 134, 176, N2, N29, N90 (Northbound)
- C 68, 77, 77A, 168, 188, A2 (Airbus), N56
- D 14, 14A, 18, 30, 73, N56, N90
- E 14, 30, 73, 214, N90, N93, N96
- F 5, 19, 38, 55, N21, N92 (Airbus (A2))

Car Parking

It is difficult to find parking space in central London. There are parking meters in the street and squares surrounding the Institute, but they are heavily used. Visitors are advised to use public transport or a taxi wherever possible.

National Car Parks beneath the Royal National Hotel in Bedford Way, Elf Garage (Coram Street), Brunsvick Centre (Marchmont Street) and YMCA (Adeline Place).

Taxis

Visitors coming to the Institute by taxi may need to tell the driver that it is located in Bedford Way, between Russell Square and Tavistock Square (Woburn Square is now closed to traffic).

Underground Stations

Underground stations in the vicinity of the Institute are indicated on the map.