

## Wokefield Park Executive Centre

Wokefield Park Executive Centre, Mortimer  
Reading, Berkshire RG7 3AE

Tel: 0118 9334000 Fax: 0118 9334001

### Travel information

#### By car

**\*Via M4** exit Junction 11. *(NB This area can be extremely busy so allow plenty of time, especially during rush hour.)* Take A33 signposted to Basingstoke. At first roundabout take 3rd exit signposted Mortimer. Continue on this road through Grazeley, over railway bridge and past a farm. Turn right on the left hand bend into Goodboys Lane then immediately left down the drive into Wokefield Park Executive Centre and follow signs to car park and reception.

**\*Via M3 (West)** exit Junction 6, follow signs A33 to Reading. Some 11 miles later, at the roundabout immediately prior to M4 turn left following signs to Mortimer (then as above).

**\*Via M3 (East)** exit Junction 5, follow signs Hook and Reading. On A30 roundabout take B3349 Reading continue towards Reading and join A33. At roundabout prior to M4 turn left to Mortimer (as above).

#### By train

Mortimer station is 1.5 miles from Wokefield. If you find it more convenient to travel by taxi from Reading, please use the local taxi firm - J&J Chauffeur Services (Tel: 0468 618684) - as they are a lot cheaper than the taxis outside the station. Their meeting point is outside WHSmith by the station exit. *NB: J&J are not based near the station so if you have not pre-booked it will be quicker to get a taxi from outside.* Depending on traffic, the journey to Wokefield from Reading takes about 20 minutes and will cost around £12-£15 (keep a receipt to reclaim from expenses). If arriving at Mortimer, you must pre-book your taxi with J&J Chauffeur Services as there is no taxi rank at Mortimer. ***Please note all taxis must be paid for in cash.***

#### ***For a 9:00am start at Wokefield:***

depart Paddington to Reading	7:45am
arrive Reading	8:09am
depart Reading - Mortimer	8:25am
arrive Mortimer	8:36am

#### ***For a 9:30am start at Wokefield:***

depart Paddington to Reading	8:15am
arrive Reading	8:44am
depart Reading - Mortimer	8:55am
arrive Mortimer	9:05am

#### ***For a 10:00am start at Wokefield:***

depart Paddington to Reading	8:45am
arrive Reading	9:10am
depart Reading - Mortimer	9:25am
arrive Mortimer	9:35am

Please phone the National Rail Enquiry Line: **0345 484 950** for train times from other main line stations.

#### By air

The nearest airport to Wokefield Park is Heathrow. Again, please pre-book all taxis. The journey is likely to take from 30 minutes to an hour depending on traffic. The cost will be in the region of £40. Alternatively you can take the Airbus from outside Heathrow to Reading BR Station.



kpmg

## General information

### Arrival/departure

Upon arrival you should report to reception to register (***NB the guaranteed check-in for KPMG is 2:00pm so bedroom keys may not be available until that time, however secure luggage storage is available***). Although reception is manned for 24 hours, please advise your course administrator if you intend to arrive after 11:30pm. You should check out on the last morning of your course by 8:30am and settle any additional accounts at reception.

### Standard of dress

The dress code at Wokefield Park is business casual.

### Telephones/workstations

There are a number of phones in the KPMG training suite which are linked to the KPMG network (and are therefore cheaper than telephones in the bedrooms, see below) which should be used for all business calls. You can dial any of the UK KPMG offices from these phones (outgoing calls only) using the short code system. There are also two PCs (with limited facilities to access email) and a printer in the KPMG admin office. Access to the network is very slow, you may find it easier and more convenient to bring your laptop with you. There are a number of telephone sockets in the KPMG training suite for this purpose. A fax machine is also available in this room - the number is 0118 933 4009. As the office is not manned continuously, please use the main reception fax number in the first instance.

### Bedroom facilities

Bedrooms are single occupancy with en suite bath and shower. Shampoo, soap, tea and coffee facilities, iron, ironing board, trouser press, hairdryer and television are also provided. All bedrooms have telephones, however these are extremely expensive and should be avoided when making business calls. There is also a data point for use with a portable computer. Alarm calls can be arranged with reception. A laundry service is also available. There are non smoking bedrooms at Wokefield, however these are subject to availability. Please contact your course co-ordinator if you would like them to request one for you.

### Security

You will be given a badge at the start of your course which you must wear at all times. You will also be given a key-card which will enable you to access the KPMG training suite. Please ensure this area remains secure at all times and report any loss of key-cards to reception.

***NB: Wokefield Park is not a KPMG secure building. Therefore please remember to maintain the firm's code of confidentiality with documents and conversations.***

### Meals

Breakfast is served from 7:30am-9:00am. For other meals each course will have pre-arranged times and your course chair will advise you when these are.

### Dietary requirements

Vegetarian food is available on request. If you have any other special dietary requirements, eg kosher food, please contact KLearn Operations at least one week before your course.

### Bar arrangements

The bar is open from 5:30pm to midnight. You will be expected to pay cash for all drinks.

### Facilities

The following are available: fully equipped gym, exercise pool, spa bath, sauna, snooker, tennis court, croquet, trim trail and extensive grounds. There is also an 18 hole golf course, driving range and practice green and a golf pro is available for private lessons - see reception for more details.



