
EDUCATION SOLUTIONS



TRAINING CENTRE

JOINING INSTRUCTIONS

Dear Colleague,

Thank you for booking your training course with **Computer Associates Education Solutions**.

We have enclosed the following information to aid you during your training course:

- ❖ *Training Course Agenda*
- ❖ *General Information*
- ❖ *Travel Information*
- ❖ *Location Map*
- ❖ *Accommodation*
- ❖ *Places to Eat*

We hope that you find your course interesting and useful and that we have anticipated your information requirements. However, **if you have questions**, please contact **The Education Department** on:

Phone: **01753 242880**

Fax: **01753 242881**

We will be happy to help in any way we can to make your CA training experience a pleasant one.

For more information on our courses and any promotions that we are running please visit our **website at <http://ukeducation.ca.com>**.

Regards

CA Education Team

TRAINING COURSE AGENDA

09:00 – 09:30	Registration & Coffee
09:30	Course Starts
Mid Morning	Refreshment Break
Lunch	Between 12:00 & 13:30 (at trainers discretion)
Mid Afternoon	Refreshment Break
17:00 Approx	Course Ends

GENERAL INFORMATION

Arrival

When you have registered with reception you will be given a **delegate badge** (*please wear at all times*). You will then be shown through to the delegate lounge where you can help yourself to refreshments.

Security

Although every effort is made to maintain high levels of security, we regret that we **cannot accept responsibility for money or valuables**.

Refreshments

Refreshments will be available throughout the day.

Lunch

Lunch will be provided at the Training Centre. Please inform **The Education Department** in advance if you have any **special dietary requirements**.

Telephone

Please ensure all mobile phones are switched off during course time.

Smoking

Ditton Manor is a **Non-Smoking** site.

Dress Code

Business attire should be worn at all times.

TRAVEL INFORMATION

By Car

Leave the **M4** at **Junction 5** and follow the signs for **Langley**. Go straight over the set of traffic lights (**Marriott Hotel** on the left). **Ditton Park Road** will be on your left after the **Harvester**. Once on Ditton Park Road, **Ditton Manor** is half way down **on your right**.

Parking

Visitors parking is clearly signposted to the front of the building.

By Train

Trains leave **Paddington** for **Slough** approximately every 20 minutes. The Training Centre is a **short taxi ride from the station**.

By Bus

The **Brunel Bus Station** is situated adjacent to the British Rail station.

By Taxi

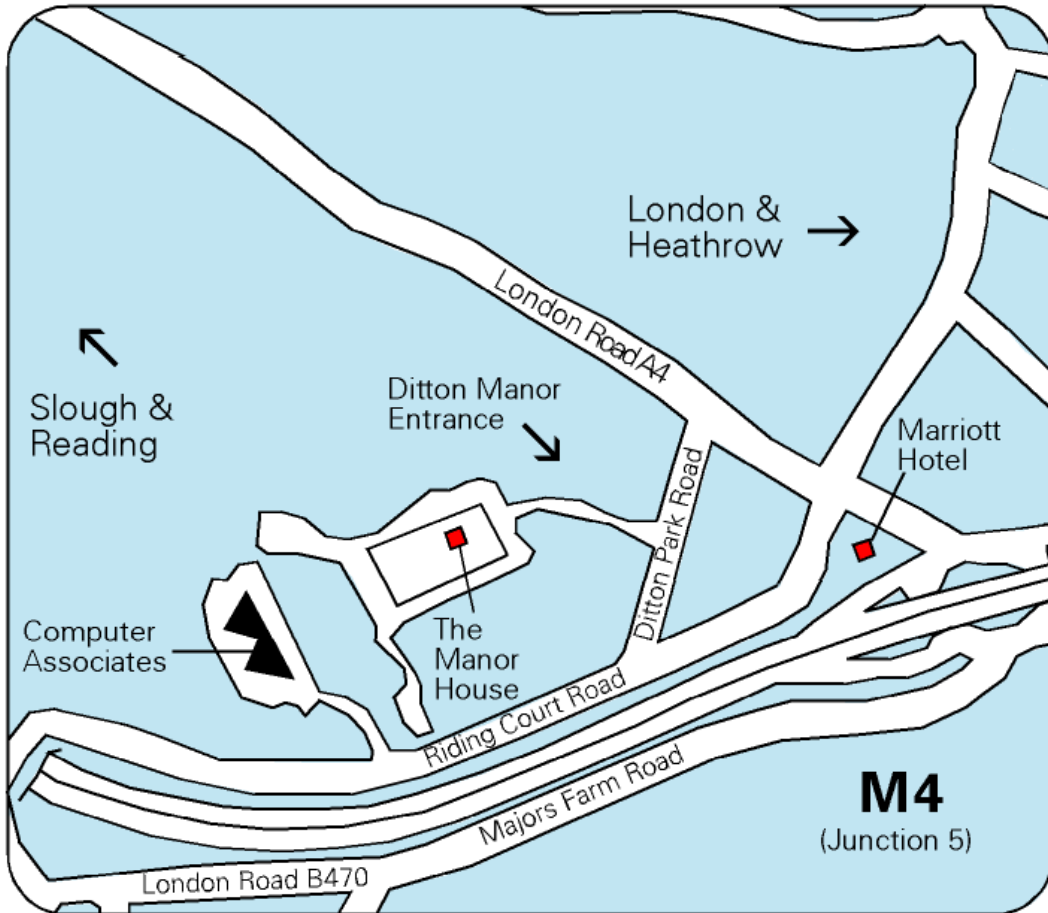
CA has a taxi service operated by EMS and taxis can be booked in advance on telephone no 01753 242222 and ask for taxi service or on a Mobile no 07736089143, this service can also be booked at the CA Reception desk.

When attending the CA training centre any return Taxi bookings should be confirmed with reception at your first opportunity but at least 2 hours before requirement

CA Courtesy Bus ~ From Slough Train Station to Ditton Manor

To use the CA Courtesy Bus it is recommended that you carry your company identification or any other pictorial identification with you for presentation to the security officer.

LOCATION MAP



Ditton Manor Training Centre
Ditton Manor, Ditton Park Road
Datchet, Slough,
Berkshire SL3 9LL
Tel: 01753 242880

ACCOMMODATION

The following list represents a selection of hotels in the area. Please contact the hotels direct to book your accommodation.

Marriott Hotel Ditton Road, Langley Road Slough Tel: 01753 544244	Copthorne Hotel Cippenham Lane Chalvey, Slough Tel: 01753 516222
Courtyard Marriott Church Street Chalvey, Slough Tel: 01753 551551	Stoke Place Stoke Green Stoke Poges, Slough Tel: 01753 534790
Upton Park Guest House 41 Upton Park Slough Tel: 01753 528797	Castle Hotel High Street Windsor Tel: 01753 851011
Aurora Gardens Hotel Bolton Avenue Windsor Tel: 01753 868686	Frogmore Hotel 71 Alma Road Windsor Tel: 01753 852127

ACCOMMODATION CONTINUED

Royal Adelaide Hotel 46 Kings Road Windsor Tel: 01753 863916	Christopher Hotel High Street Eton Tel: 01753 582359
Grovefield Hotel Taplow Common Road Burnham Tel: 01628 603131	The Pines Hotel 60 Wymers Wood Road Burnham Tel: 01753 664211
Holiday Inn Manor Lane Maidenhead Tel: 01628 506000	Taplow House Hotel Berry Hill Near Maidenhead Tel: 01628 670056
Datchet Manor The Village Green Datchet Tel: 01753 543442	Datchet Mead 145 Slough Road Datchet Tel: 01753 541070

PLACES TO EAT

The following list represents a selection of restaurants in the area. Please contact the restaurants direct to book your table.

Pizza Express 80, High St, Slough Tel: 01753 825893	Francesco's 100, High St, Slough Tel: 01753 530005
Toscano Restaurant 5 St Leonards Road Windsor Tel: 01753 857600	La Tasca Restaurants Ltd Unit C10, Windsor Royal Station Jubilee Arch Windsor Tel: 01753 852288
Thai Castle 12, Thames St Windsor Tel: 01753 842186	Charley's Horse Mexican Cantina 4 Goswell Hill Windsor Tel: 01753 858090
Monty's Riverside Restaurant Windsor Bridge Court High St Eton Tel: 01753 854479	Tummies Bistro 5, Station Rd Cippenham Burnham Tel: 01628 668486



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