

## On the day: Getting there!



Central Hall Westminster is located on **Storey's Gate**, across the road from Westminster Abbey and the Houses of Parliament. You can find a map on page 22 showing where the venue is. Visit [www.tfl.gov.uk](http://www.tfl.gov.uk) to help you plan a route once you arrive in London.

**Underground:** The nearest underground stations are Westminster (Circle, District and Jubilee lines) and St James' Park (Circle and District lines) which are both a 5-10 minute walk. Victoria station (Victoria, Circle and District lines) is a 15-20 minute walk away.

**Rail:** Central Hall is within walking distance of Victoria (15-20 mins), Waterloo (15-20 mins) and Charing Cross (20 mins) mainline stations. Visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk) or call National Rail Enquiries on 08457 48 49 50 for details of trains into London.

**Buses:** Buses 11, 24, 148 and 211 pass the door. Buses 3, 12, 53, 53X, 87, 88, 109, 159 and 453 stop nearby.

**Car Parking:** Public car parks operate in Abingdon Street, Horseferry Road, Rochester Row and Semley Place. There is also parking adjacent to the building on Tothill Street and Matthew Parker Street.



**Any problems on the day? Call us on 020 7654 5356**

## On the day: Central Hall Westminster, London



### **10.45am: Doors open**

When you arrive at Central Hall, your first point of call should be our Welcome Desk. There you'll be given your briefing paper for the day, and shown where to go next.

### **11 - 11.30am: Ecumenical service led by CAFOD, Christian Aid and Tearfund – in the Great Hall. ActionAid reception in the Library.**

If you're not coming to the service or reception, do arrive by 11.30am so that you can take your seats before the opening rally.

### **11.45am - 12.30pm: Our opening rally! – in the Great Hall**

With inspirational speakers including our overseas partners and senior politicians. A cupful of energy and encouragement for the lobbying to come.

### **12.30 - 1.00pm: Find your tea time table**

Nearly the whole of Central Hall will become a tea room on the day, and you'll be directed at the rally to exactly where you need to go. Head upstairs if you're from Scotland or the North of England, downstairs if you're from the South, and hover around the middle if you're from the Midlands, Northern Ireland or Wales. You'll have agreed a time to meet your MP, so please do ensure that you arrive in your lobbying area at least 10 minutes before your meeting.

Once in your lobbying area, our stewards will direct you to a table we'll have set up for you to meet your MP at the time they've given you.

If you haven't met the others that will be lobbying your MP before the day, now's your chance! You may want to divide out the questions so each of you have a chance to ask something. Bear in mind you may only have 15 minutes with your MP, so you will need to be concise, and leave time for your MP to respond.

## On the day: Tea with your MP



### 1 - 2.45pm: Tea with your MP!

You'll have been given a briefing on the day with 3 key questions to ask. You'll have specially designed teacups to help focus discussion – use these to make sure MPs keep on track! See p. 17 for some tips on meeting your MP.

#### When you're not meeting your MP, there'll be a number of other activities for you to take part in:

- get hands on in our Issues Rooms and find out more about what we're calling for and why;
- visit the feedback area in the Great Hall to let us know how your MP responded, and to find out how the conversations are going;
- get some advice about spreading the word through regional media;
- chat with other people in your area who care about global poverty;
- and eat lunch! There are plenty of places to buy food nearby, as well as the Central Hall cafeteria on the lower ground floor. Feel free to bring a picnic for yourself – although please note that Central Hall Westminster asks you not to eat your own food (aside from campaign cakes!) inside. Victoria Tower Gardens is a lovely park a 10 minute walk away, just by the river – a nice spot for your picnic if the sun shines!

### 3pm: Final gathering in the Great Hall

With very special guests and a report back on the success of the day

### 4pm: Close and head home

## Feedback



Once you've met with your MP, it's vital that you let us know how your tea time went, so that we know what impact we've made.

You'll be given a form for you to record your MP's response on the three asks, and your experience of the meeting.

Take your feedback to the Great Hall so we can add it to our tally. Here, you'll be able to get a visual impression of how the day is going, and to talk to experts from each of the charities about the conversation you've just had.

If you're a twitter user, follow [@teatime4change](#) and watch [#tt4c](#) for up to the minute news. You're welcome to bring laptops and smart phones on the day to share pictures and quotes instantly. Upload your photos to our flickr group and show others how it went. Make even more impact by spreading the word to friends, family and regional media.



Where you'll  
find us

