



Global Knowledge

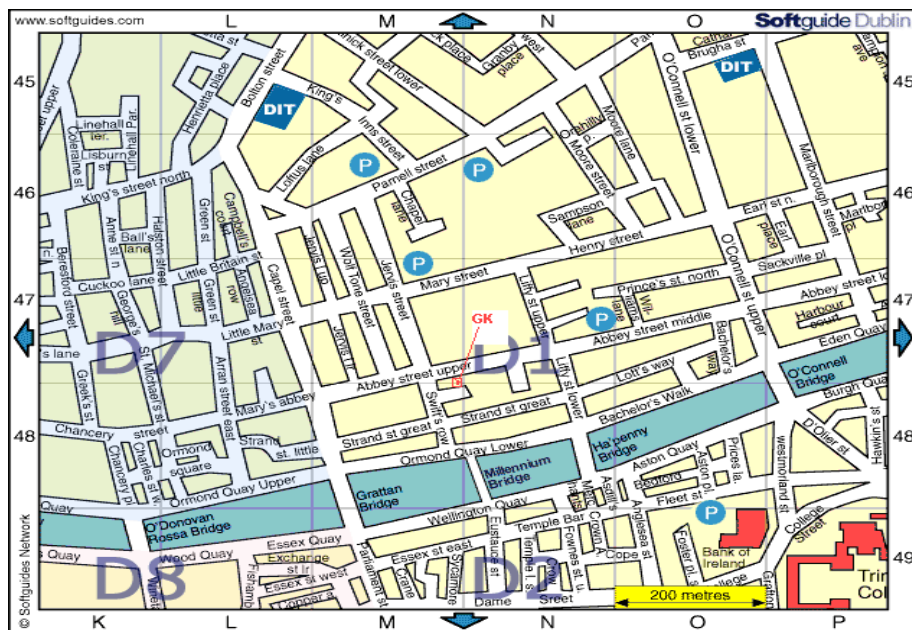
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Dublin Training Centre

Joining Instructions

Address: 3rd Floor, Jervis House, Millennium Walkway, Dublin 1

The training centre is at the top of the Millennium Walkway which is adjacent to the Jervis Luas stop on Upper Abbey St. The entrance to the training centre is between Insomnia & Munchies Coffee shops and is located on the 3rd floor of the building.





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Telephone: For Student messages, Administration and General Queries please call our Training Centre Administrator direct on +00 353 (0)1 814 8200

Fax: +00 353 (0)1 814 8210

Travelling to Jervis House

By Road:

If you are bringing your car to Jervis House there are a variety of options:

There are two public car parks in the area, Jervis Shopping Centre Car Park and Parnell Centre Car Park, which are both a few minutes walk to the training centre. The Parnell Centre Car Park opens late and offers a special weekly rate of €40.

There are also a number of meters in the area. You can only pay the meters for periods of up to three hours. Clamping is in operation in the area, so if you are without a valid parking ticket, there is a high risk that your car may be clamped.

By Luas:

The Luas Red Line stops at the corner of Millennium Walkway, a few steps from the entrance to Jervis House – please get off at the Jervis stop. For more details on Luas please click on the following link: www.luas.ie

By Bus:

There are no buses that stop directly beside the training centre, however, there are numerous buses that stop on O'Connell Street which is only a few minutes walk to the training centre. Please click on the following link for bus routes and timetables: <http://www.dublinbus.ie>

By Rail:

DART and Suburban Rail both link with the Luas Red Line at either Connolly or Heuston Stations. For more details, please click on the following link: <http://www.irishrail.ie>



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Arrival at Jervis House

Our office is located on the third floor – please check in at the reception area on the third floor upon arrival.

Course Times:

The start time on your first day is 9.30am. We would ask that you arrive between 9.00 – 9.20 so that you can familiarise yourself with the training centre. Please help yourself to tea and coffee, which are available at the coffee station in the breakout area. Newspapers, Refreshments & Wireless Internet access are available to all delegates.

On all subsequent days, classes start at 9.00am and finish c5pm.

Please be sure to arrive at the training venue promptly for each session.

Lunch:

There are many restaurants and sandwich shops within easy walking distance of Jervis House. Please ask a member of staff if you would like a recommendation.

Accommodation local to Jervis House, Millennium Walkway, Dublin 1:

Hotels:

Jury's Inn Hotel	Tel: +353 (0)1 878 4900
Moore St. Plaza	Fax: +353 (0)1 878 4999
Parnell St.	
Dublin 1	

Morrison Hotel	Tel: +353 (0)1 887 2400
Lower Ormond Quay	Fax: +353 (0)1 878 3185
Dublin 1	

These are only intended as a guide. Inclusion does not mean recommendation and Global Knowledge cannot accept responsibility for the level of service provided by these hotels.



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Emergency Procedures

It is your responsibility to ensure that you understand the emergency procedures governing fire and bomb alerts. Please ask for clarification if you are in doubt. Below are the important points to remember.

Leave the building using only the designated escape route
Do NOT stop to collect personal items
Do NOT use the lift
Do NOT smoke, enter underground car parks, or start engines
Do NOT remain in the building
Do NOT attempt to re-enter the building until the Fire Officer has given authority to do so.

Medical Procedures

If you are taken ill or suffer an injury during your course, please inform your instructor or course registrar. We have a trained First Aid officer who will assist you in any way possible.