



London Calling 2025

Speaker travel, accommodation, and expenses guide

Oxford Nanopore Technologies plc
Gosling Building
Edmund Halley Road
Oxford Science Park
Oxford, OX4 4DQ
United Kingdom

www.nanoporetech.com

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Speaker travel, accommodation, and expenses guide

We are excited to have you as an invited speaker at our event. This guide outlines the travel, accommodation, and reimbursement policies to ensure a smooth and hassle-free experience.

Travel and accommodation policy

To support your participation as an on-site speaker at the London Calling 2025 Innovation days, Oxford Nanopore will organise and cover your travel and accommodation.

Travel booking arrangements

- Economy flights will be booked for flights under eight hours
- Premium economy flights may be booked for flights exceeding eight hours
- Flights will be booked to and from the same, single location
- Individuals should have their own/company travel insurance in place for travel

Emergency contact information

- The travel team are contactable 09:00–17:30 BST Monday to Friday via travelrequest@nanoporetech.com for speakers who book their travel and/or accommodation with Oxford Nanopore
- For travel and accommodation queries at the conference venue, please visit the Event Services desk

Personal travel arrangements

If you prefer to book your own travel, please align with the following guidelines:

- Airfare reimbursement will be capped at the average cost of an economy-class ticket for similar routes

Additional requests

Any travel upgrades or requests outside of our policy must be approved by Oxford Nanopore beforehand — if requests are not approved, it may mean the travel team are unable to assist with your travel arrangements.

Accommodation policy

Oxford Nanopore will provide comfortable accommodation to ensure your stay is pleasant and convenient.

Hotel reservations

- A room will be reserved for you on request at the Doubletree by Hilton — Tower of London for the nights of Tuesday 20, Wednesday 21, and Thursday 22 May
- A standard, single-occupancy room will be provided unless otherwise agreed upon
- Breakfast is included with the hotel booking
- Check-in time is 15:00 BST; check-out time is 12:00 BST. An early check-in and/or late check-out cannot be guaranteed

Additional requests

- Any requests for additional nights or a double-occupancy room are subject to approval by Oxford Nanopore Technologies and may be payable by yourself

Alternative accommodation

If you wish to stay at a different location, we will reimburse costs up to £300 GBP per night, excluding incidental.

Expenses claims

For any additional expenses incurred as part of your event travels, please send a completed speaker expenses form to events@nanoporetech.com.

Eligible expenses

- Meals not provided during the event (up to £100 GBP per day)
- Ground transportation (e.g. taxis, rideshares, or public transit)
- Parking fees or tolls incurred during travel
- Expenses associated with flights:

Fee	Procedure
Excess baggage fee	Not reimbursable
Airline club membership	Not reimbursable
Flight or baggage insurance	Not reimbursable as it is included in business travel
Early boarding/seat allocation	Reimbursable with business justification
In-flight movies/headphones	Not reimbursable
Meals/snacks/pillows/blankets	Not reimbursable as usually provided
In-flight calls or internet usage	Reimbursable for essential business use only
Airport security fast track	Reimbursable with business justification

Expense form

- Complete the expense form provided and submit it along with receipts for all claims
- Claims should be made in your bank account's currency. For foreign expenses, convert to the currency of your bank. Please ensure that the currency box on your claim is in the currency of your bank
- Please ensure that the form is signed and dated, and the SWIFT code is included

Submission

- Reimbursement requests must be submitted within 30 days after the event
- Once you have completed the expenses form, please submit it to events@nanoporetech.com
- If you have any questions regarding your expenses, or the process for making claims, please contact events@nanoporetech.com