

Guidelines for proposing REMS visits

1. Look at the previous visit lists, which are printed below, both for ideas and to check that your suggested visit hasn't been done within the last year.
2. Discuss your proposal with the visit secretary and agree a provisional date.
3. Sort out the visit logistics.
4. Create a draft flyer using the standard form, which the visit secretary will send you.
5. Include in the flyer the following points:
 - a. Meeting point and start time suggestions
 - i. try to avoid rush hour travel;
 - ii. if possible, find a place to meet half an hour before the start for coffee and toilets;
 - iii. if possible, don't start the visit before 11 am in London;
 - b. Description of the visit and any constraints (e.g. lots of walking, steep ascents, stairs, etc.);
 - c. Host point of contact, if appropriate;
 - d. Recommended travel arrangements, possibility of public transport and meeting at station;
 - e. Instructions for late comers to join the visit;
 - f. Lunch arrangements, if morning and afternoon visit;
 - g. Toilet facilities during the visit;
 - h. Cost and any limit on numbers;
 - i. Request any information required from attendees (e.g. security arrangements, lunch booking, menu choice, etc.)
6. Make a provisional booking (REMS will pay for any deposit).
7. Tell the visit secretary whether the host needs paying prior to the visit or on the day and agree how REMS will pay for this cost.
8. The visit secretary will send a list of attendees at least a week before the visit and inform of any cancellations after that.
9. On the day of the visit:
 - a. Tick people off as they arrive;
 - b. Make a note of people, who didn't come and inform the visit secretary;
 - c. Where appropriate, verbally thank the guide/host on behalf of the members or ask someone else to do so;
10. After the visit, where appropriate, write an email or letter of thanks to the guide/host or ask the visit secretary to do so.

2010	2009	2008
		January At Home
		St Paul's Cathedral
		Vintners' Hall & Guildhall Library
		Astrium, Stevenage
		Brooklands Museum, Weybridge
		Apothecaries Hall & London's Bridges
		Arches & Architecture – a walk from Kings X to Euston
		Transport Museum, Acton Depot
		Tate Galleries
		London Loop Walk
		Henley Rowing Museum & river trip
		Blackmore Nursery & Gilbert White's Museum
		Wilton's Music Hall
		Basing House Ruins & Archaeological Dig
		Historic Richmond walk
		July At Home - Food & Related Matters
		Clarence House & Royal Mews

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2007	2006	2005
January At Home	The Lambeth Walk	MTH
Goldsmiths' Hall	Bevis Marks & Lloyds	RAL ISIS
Paddington Walk	Aylesford Newsprint	Taplow & Cookham
Butchers' Hall and surrounds	Wet Lands	Clerkenwell Walk & Museum of London
East end Whitechapel Bell Foundry	Westminster - Piccadilly	London Guildhall & Art Gallery
Spenser House	London Livery Companies	Renewable Energy Sources
The Magic Circle Experience	Chatley Heath Semaphore Tower & Cobham Bus Museum	Spitfields
Old Operating Theatre & Herb Garrett	Windsor Park Walk	Guildhall
Spencer House	Portsmouth Historic Dock Yard	Regents Park Mosque
Dover Castle and Dover Museum	Lavenham	Archaeology Walk
Eric Wall & Wetland Centre, Arundel	Lullingstone Castle	Royal Institute of Great Britain
Royal Hospital Chelsea	Michelham Priory near Hailsham	RAL Central Laser Facility
St Thomas Hospital's Old Operating Theatre	At home Power generation	Mini spring break, Beaulieu Hampshire
Halls of the Livery	Mullard Radio Astronomy	Chartwell
The Magic Circle	Didcot Power Station & Pendon Museum	Sherlock Holmes Walk
Old Warden	Toulouse	Epping Forest
Drapers' Hall	Empty House Walk	Ramble from Erith
Royal Gunpowder Mills	T5 Heathrow	Historic Guildford
A Tudor Mansion	Southwark Cathedral & Fire Brigade	Leeds Castle
Assay Office	Dockyard at Chatham	Globe Theatre
RHS Wisley Gardens	St Pancras Library	Fishbourne Roman Palace
July At Home	Lambeth Walk	Surrey Satellite Technology Ltd
Wakehurst Place Gardens and seedbank	Whitechapel Bell Foundry	Ightham Mote 14th Century Manor House
Apothecaries Hall	Inca Digital Printers	REMS Urban Ramble
City Churches		Globe Theatre
NIMR		Danson House & The Red House
Nature		Linley Sambourne
Mount Vernon Hospital		SIRA
AWE, Aldermaston		Military Intelligence Museum
Watermen's Hall & St. John's Gate		
Arsenal Stadium & Canal Museum		
Arches & Architecture – a walk from Kings X to Euston		

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2004	2003	2002
Alexander Fleming penicillin Museum	“Longitude”	British Museum
Thames Barrier	“Flying in the Dark”	Kirkaldy Testing Museum
Hitchin British School	Lloyds	Canal Museum & Family Record Centre
Canary Wharf	Bletchley Park	Met Office and QinetiQ Farnborough
Windsor	Swanich ATC	BBC TV Weather Centre
Jet	Artillery House	Bentley Priory
BBC and programme	British Engineerium and Preston Manor	Palace Theatre, Cambridge Circus
Weald and Downland Open Air Museum	Southampton Oceanic Centre	Met Office Instruments
CERN	Windsor & Eton	AWE
BBC tech	South Side House & Wimbledon Common	Finchcocks Piano Museum
Epping Forest	Rangers House	Royal Opera House
Charles Darwin Museum	Jet	NMRC and Steam Swindon
Jubilee River	Amoury House	OU History of Science Museum & punting
Blue Bell Railway	ICL	Summer Gathering
Eltham Palace	Stockwood Park Luton	“Max Born”
Ashley House Wellington Arch	At Home-Summer	“The Changing Face of Art”
Gorhambury House St Albans	The Technique of Conducting	UKAEA
Clarendon Oxford	Bells and Bell Ringing	“Past, Present and Future of the Cyclotron”
Reading ESSC	Music to your Ears	“David Hockney’s Investigations of Artists’ Aids”
Waverley boat trip	Memories of the Antarctic	Capel Manor College and Myddelton House, Enfield
Royal Free	Jubilee River & Savill Gardens	Kew and boat ride
Archaeology Walk	Royal Gunpowder Mills Waltham Abbey	Woolwich Arsenal
Haberdasher Boys	Denbies Wine estate Dorking	Milestone Museum Basingstoke
Science museum Blythe House	Hays Galleria, Tower Bridge	Organ Museum in St Albans & Mosquito
Royal Holloway	City Airport	College of Arms
Middle Temple & London Metro	Guards Museum, Queens Gallery	Optoelectronics Research Centre Southampton
	Glyndebourne	City Airport
	Peter the Great Walk	University of Herts including Observatory
	Astrobiology at Open University	Lloyds
	Mansion House	