

Think
new things
Make
new connections

TRAVEL GUIDANCE

(Arrival/departure in Ottawa, visas, COVID requirements, hotel parking information, weather in November)

Please read the following notes carefully.

- Ditchley does not routinely pay for air or rail fares and regrets that it cannot accept responsibility for costs incurred without prior consultation. In some circumstances, support towards the cost of air travel and local transportation costs in Ottawa may be available, upon request. Please apply via sandra.ricks@ditchley.com.
- It is helpful if your **luggage** is clearly labelled with your name, so that it can more quickly be directed to your room on arrival and directed appropriately for departure.
- International guests are responsible for checking the **COVID-related travel restrictions** and requirements in place before they travel to Canada, including any quarantine or testing requirements in Canada **and** on return to their home country. Ditchley will not be liable for any additional costs incurred.

Visas and COVID testing

- **Participants are responsible for checking the Canadian visa requirements that pertain to them.** Note that most people will need either a visa or an ETA to travel to Canada. You can check the requirements here: <http://www.cic.gc.ca/english/visit/visas.asp>.
- **Participants are responsible for studying all the latest information regarding changes to the requirements resulting from the pandemic.** Travellers are required to show proof of (full) vaccination. Your final vaccine dose must have been administered at least 14 days prior to travel. You can check the Canadian requirements here: <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada>.
- Guidance for travellers leaving from and returning to UK is provided [here](#).

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ARRIVAL AT OTTAWA AIRPORT

- Participants arriving by air should plan to arrive in Ottawa on **3 November**. The conference will begin at 9.15am on Friday, 4 November. Accommodation will be provided to all guests from 3 November. Check-in at the hotel is from 4pm. If you arrive early, the hotel will store your luggage.
- There are few direct international flights to Ottawa. For those whose flight connection necessitates arrival on **2 November**, a limited number of bedrooms will be available. Please communicate your date of arrival to sandra.ricks@ditchley.com at your earliest convenience.
- You are asked to arrive in time for the opening session of the conference and to stay until the end of the closing session, on Sunday, 6 November.
- **Airport transfers will not be provided on arrival.** Guests should take a taxi from the airport to the Fairmont Château Laurier, Ottawa – a 16km journey, which should take approximately 20 minutes, depending on traffic conditions. The taxi fare should cost approximately \$40-\$50.
- **Car Service:** in case you prefer to use a car service, we will provide the details of a local service, in a future communication
- **Customs and Immigration:**
If your flight originates outside Canada or the United States and you take a connecting flight to reach Ottawa, you will have to clear Canadian customs in the connecting city. You must then re-claim your luggage and deposit it at the connecting-flight counter. More information about connecting flights may be found here: <https://yow.ca/en/travel-planning/travelling-to-yow>

DEPARTURES FROM OTTAWA

On Sunday, we will provide shared transfers to Ottawa airport following the end of the conference, both before lunch and after lunch, depending on your flight departure time. Please refer to the programme for details.

Please arrange a flight from Ottawa airport **leaving no earlier than 1.30pm on Sunday, 6 November** in order to allow for travel time from the hotel to the airport, plus two hours for checking in (but please check your own airline's specific requirements).

Please communicate your flight details to sandra.ricks@ditchley.com using the accompanying registration form.

PARKING

For guests planning to drive, the hotel offers uncovered self-parking at a cost of \$40 per day (in/out privileges).

WEATHER

In the autumn (from the end of August until mid-December), temperatures range from 5 to minus 10 degrees Celsius (40 to 14 F). A warm coat, hat, gloves and suitable footwear are recommended. This information is based on seasonal norms and is provided as guidance only. You should monitor the forecast prior to departure in case of exceptional weather, and pack accordingly.