

Think
new things
Make
new connections

TRAVEL GUIDANCE

Please read the following notes carefully before completing the accompanying registration form.

- The Foundation does not routinely pay for air or rail fares and cannot accept responsibility for costs incurred without prior consultation. In some circumstances, support towards the cost of air travel may be available, upon request. Please apply to sandra.ricks@ditchley.com.
- Participants are responsible for checking all **travel and visa requirements** that might apply to them, including those imposed by their home country. You can check the UK's visa requirements here: <https://www.gov.uk/check-uk-visa>.
- 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.

TRAVELLING BY AIR

The Foundation provides a complimentary shared transfer between Heathrow Airport and Ditchley Park on the first and last day of the conference.

- The Foundation asks that participants arrive in time for the opening session of the conference and stay until the end of the closing session. Those arriving late to the conference, or leaving early, and who will therefore require an individual transfer from/to the airport, will be asked to cover the cost, which is £160 each way.
- In order to arrive in time for the start of the conference and take advantage of complimentary, shared transfers from the airport to Ditchley, those travelling by air should arrange flights to Heathrow **arriving no later than 9am UK time on Thursday, 12 October**.
- On **14 October**, complimentary, shared transfers will be provided to Heathrow departing from Ditchley or The Bear hotel at **9am**. As a rule of thumb, you should allow 90 minutes for the car journey to Heathrow (to allow for delays), **plus at least** two hours for checking in, so flights should ideally be booked for **after 12.30pm** (but please check your own airline's requirements).
- Meeting arrangements at Heathrow airport will be confirmed one week prior to the conference.
- Participants may be asked to wait to allow us to combine their transfer to Ditchley with that of other passengers arriving on different flights. We plan to limit waiting time to 40 minutes; however, we are unable to predict flight delays or long lines in Customs and Immigration, which may increase your waiting time.

DITCHLEY

- If you prefer to avoid any waiting time, Ditchley will be happy to arrange an individual transfer to Ditchley at a cost of £160. Individual transfers must be booked in advance: please email your request to sandra.ricks@ditchley.com.



Please notify us in advance if you will be travelling with more than one suitcase.

TRAVELLING BY TRAIN: Guests accommodated at Ditchley

On **Thursday, 12 October**, Ditchley will meet participants travelling by the **10.53am train from London Paddington station**, arriving at **Charlbury station** (three miles from Ditchley) at **12.05pm**. Once the train has left Oxford station, please pay particular attention to the stops, as there is not always an announcement when the train arrives at Charlbury, which is usually the *second* stop after Oxford.

Participants travelling by train from other cities in the UK, or who live near Oxford, can join this train at Oxford, departing at **11.45am**.

Please check for schedule changes before departure.

If you arrive by Eurostar at St Pancras station, please allow at least 50 minutes for transferring from St Pancras to Paddington station and for purchasing your onward ticket to Charlbury. Taxi is the most convenient mode of transport. It is also possible to take the Underground, using the direct Hammersmith Line service; however, if you have luggage, you should bear in mind that you will have an eight-minute walk at both ends of the journey.

Tickets may be purchased at Paddington station, or online from the operator's website, <https://www.gwr.com/>, or from other online ticket vendors. No seat reservations are necessary for this journey. The Ditchley Foundation is not able to purchase tickets for participants in advance. If you plan to return to London by train after the conference, it is recommended that you purchase a roundtrip ticket in order to save time at Charlbury station after the conference. (Charlbury station has only one ticket vending machine: if there is a long line at the machine, you may purchase a ticket from the conductor in the train.)

Participants travelling from overseas who plan to pay for their train tickets in cash should bring sufficient currency to purchase their tickets as there are no currency exchange facilities at Ditchley. An off-peak roundtrip ticket to Charlbury currently costs £39.40 in standard class (cheaper fares may be available by booking in advance).

On **Saturday morning**, transport to Charlbury station will be provided for those travelling by the **9.27am** train, arriving at London Paddington at **10.44am**. Arrangements will be made for guests needing to leave by an earlier train.

TRAVELLING BY TRAIN: Guests accommodated at The Bear

Some guests will be accommodated at Ditchley for the two nights of the conference and some at The Bear hotel in Woodstock, located 15 minutes by road from Ditchley. You will be notified of your accommodation arrangements.

On **Thursday, 12 October**, Ditchley will meet participants travelling by the **10.53am train from London Paddington station**, arriving at **Charlbury station** at **12.05pm**. Ditchley staff will transfer your luggage to The Bear, check you in and obtain your keys so that, when you are transferred to the hotel after dinner, you will have immediate access to your hotel room.

After dinner on **Thursday, 12 October** transport will leave Ditchley for The Bear at **10.15pm**.

On **Friday, 13 October**, transport will leave from in front of The Bear at **8.15am**, in time for breakfast at Ditchley. Please be prompt.

On **Friday, 13 October**, transport will leave Ditchley at **5.20pm** for The Bear hotel, for those who would like to freshen up and change for dinner. Transport will leave The Bear promptly at **7pm**, so that you can join pre-dinner drinks at Ditchley.

After dinner, transport will leave Ditchley for The Bear at **10.30pm**.

On **Saturday morning**, transport will leave The Bear after breakfast for **Hanborough** station, in time for the **9.35am** train to Paddington (this is the same train that guests leaving from Charlbury will be taking, leaving Charlbury at **9.27am**). The vehicle will leave from in front of The Bear hotel at **9.15am**. (Please be prompt, as the bus driver cannot wait, and risk missing the train.)

Please remember to take your belongings from the train – retrieving lost luggage from the train operators is time consuming (“you should allow up to two weeks for processing lost items”) and incurs a fee.

TRAVELLING BY CAR: Guests accommodated at Ditchley

Please note that during peak times, the journey from central London can take approximately two hours.

On arrival, please drive to the front door where you will be greeted, and your luggage unloaded. You will then be shown where to park. If you would like to receive a detailed road map to our location, please request from sandra.ricks@ditchley.com.

TRAVELLING BY CAR: Guests accommodated at The Bear

As check-in at The Bear is from 3pm, you will not have time to check in prior to the start of the conference on **Thursday, 12 October**. Please, then, drive directly to Ditchley, where there is ample parking. Ditchley staff will arrange your check in at The Bear, obtain your key and hand it to you at Ditchley after the last conference session, so that you have immediate access to your hotel room on arrival after dinner.

After dinner on **Thursday, 12 October**, you may elect to leave your car at Ditchley and to join the transport provided to The Bear. The vehicle will leave Ditchley for The Bear at **10.15pm**.

On **Friday, 13 October**, transport will leave from in front of The Bear at **8.15am**, in time for breakfast at Ditchley (please be prompt).

On **Friday, 13 October**, there will be time between the last conference session and pre-dinner drinks for you to return to The Bear to freshen up and change for dinner. You are advised to return to The Bear in your own car and leave it there overnight so that you can leave from the hotel on Saturday morning. Transport will leave The Bear promptly at **7pm**, so that you can join pre-dinner drinks at Ditchley. After dinner, transport will leave Ditchley for The Bear at **10.30pm**.

Parking is available at The Bear at a rate of £10 per night.