

*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](mailto: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 11am on Thursday, 22 February**.
- On **24 February**, complimentary, shared transfers will be provided to Heathrow departing from Ditchley after breakfast, 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](mailto:sandra.ricks@ditchley.com).



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

## TRAVELLING BY TRAIN

On **Thursday, 22 February**, 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.

***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

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](mailto:sandra.ricks@ditchley.com).