

Think
new things
Make
new connections

VISA AND TRAVEL GUIDANCE

Please read the following notes carefully.

- The Foundation 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 New York may be available, upon request. Please apply via [Ditchley Conferences](#).

Visas

- **Participants are responsible for checking the U.S. visa requirements that pertain to them.** The U.S. Department of State '[Visa Wizard](#)' may help you determine the applicable visa requirements. (Under 'Why are you travelling to the US?' select 'Business or Employment,' followed by 'Temporary Business', followed by 'Attending a conference'.)
- **Note** that citizens of countries covered by the Visa Waiver Program (VWP) – such as the UK – **must** obtain an ESTA (Electronic Travel Authorization), which can be applied for [here](#). All travellers must have an e-passport to use the VWP. Further advice on entry requirements for UK travellers to the US is available [here](#).
- **Note** that even if your country is covered by the Visa Waiver Program, if you have travelled to any of the countries listed [here](#), you will have to apply for a visa.

ARRIVAL AT NEW YORK/JOHN F. KENNEDY (JFK) AND LAGUARDIA (LGA) AIRPORTS

(You are encouraged to avoid arriving at Newark Airport, which is not convenient for Greentree.)

- **Customs and Immigration:**
Please note that participants with flights connecting in another North American city will have to clear Customs and Immigration at that airport, claim their luggage and re-check it for the onward flight to JFK or LaGuardia.
- You are asked to arrive in time for the opening session of the conference and to stay until the end of the closing session. Those travelling by air should arrange flights to JFK or LaGuardia airport **arriving no later than 1pm on 4 April and departing no earlier than 3pm (from JFK) or 3.15pm (from LaGuardia) on 6 April.**
- **Airport transfers will not be provided on arrival.** Guests should take a **taxi** from the airport to the Greentree Estate – a 15-mile journey, which should take approximately 45 minutes, depending on traffic and road construction work. The taxi fare should cost approximately \$75-\$100 (depending on traffic conditions). The address appears below and detailed

DITCHLEY

directions will be provided separately – please bring these with you for the taxi journey to Greentree, as taxi drivers may not be familiar with the location.

- **Car Service:** If you prefer to use a car service, we can suggest the following company:
All Star Limousine (www.allstarlimo.com)
Email: reservation@allstarlimo.com / Phone: +1 (631) 753-1234

ARRIVAL BY TRAIN FROM NEW YORK

- **The Long Island Railroad** train (Port Washington line) from Penn Station to Manhasset takes about 40 minutes.
- Train schedules are available here: <http://lirr42.mta.info/>. The train fare costs between \$9 and \$19, depending on the time of day, and on whether the ticket is purchased in the station or on the train.
- **Plandome Taxi Service** is available at the station (516 627 0050/0900) for the 10-minute drive to Greentree. Please note that you may have to share a taxi with passengers going to other destinations: this is common practice for suburban taxi services.
- Directions to Greentree will be provided separately.

PLEASE NOTE:

Be prepared to present government-issued photo ID at the security gate on arrival at Greentree.

DEPARTURES FROM GREENTREE

If you are travelling by air on Sunday, 6 April:

On Sunday, we will provide shared minibus transfers to **JFK** and **LaGuardia** immediately following the end of the conference, both before lunch and after lunch, depending on your flight departure time.

If you plan to stay on in New York after the conference, or if you plan to leave New York by train:

On Sunday, we will provide a shared minibus transfer to Penn Station after lunch.

Please refer to the programme for details.

Anyone with individual requirements should arrange their own taxi with the Receptionist at Greentree.

GREENTREE ESTATE - ADDRESS

220 Community Drive (just north of North Shore University Hospital)
Manhasset, New York 11030
Tel: +1 516 684-2525