


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 via ditchleyconferences@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.
- Accommodation at Ditchley is available for the two nights of the conference only.

TRAVELLING BY AIR

 **Note:** it is imperative that you let us know well in advance if you will be travelling with more than one piece of checked luggage, or with over-sized luggage. We deploy saloon/sedan cars with boots/trunks that are roomy, but nevertheless limited, for space.

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.

Arrival

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 airport, arriving no later than 11am on Thursday, 5 December**.

Meeting arrangements at Heathrow airport will be confirmed one week prior to the conference.

Participants may be asked to wait for participants arriving on different flights. We aim 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. 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 ditchleyconferences@ditchley.com.

DITCHLEY

Departure

On **Saturday, 7 December** complimentary shared transfers will be provided to Heathrow airport. 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 (but please check your own airline's requirements).

Note that the latest departure time from Ditchley is 11.30am.

Once you have made your flight arrangements, please provide the details using the accompanying Conference Registration Form.

TRAVELLING BY TRAIN

Arrival

On **Thursday, 5 December**, 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.

Tickets may be purchased at Paddington station or – more economically – online, either from the operator's website, <https://www.gwr.com/>, or from other online ticket vendors. No seat reservations are necessary for this journey. The Foundation is not able to purchase your tickets for you. If you plan to leave by train after the conference, you should purchase a roundtrip ticket in order to save time at the station. (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.)

An off-peak roundtrip ticket to Charlbury currently costs £43.70 in standard class, *when purchased in advance/online*. Fares may be higher if purchased from a ticket machine on the day of travel.

Departure

On **Saturday 7 December**, a group transfer to Charlbury station will be provided for those travelling by the **10.11am** train, arriving at London Paddington at **11.23am**. Separate arrangements will be made for guests wanting to leave by an earlier or later train, **by prior arrangement**. (Note that the latest departure time from Ditchley is 11.30am.)

Please remember to take your belongings from the train – retrieving lost luggage from train operators is time consuming (“you should allow up to 2 weeks for processing lost items”) and incurs a fee.

Contingency plan in the event of rail disruption

We cannot always foresee disruption on the day of travel. Please check the service on the morning of travel and contact Ditchley on **01608 677346** in case of need. Please also check your emails for updates from Ditchley.

If service from Paddington to Charlbury is cancelled, we may redirect you to London Marylebone station, from where you would take a train to Oxford Parkway. With sufficient notice, we will redirect the coach to meet the group there. Anyone missing the coach would be asked to take a taxi to Ditchley (you would be reimbursed) and we would ask that you take a moment to see if you recognise other Ditchley conference participants arriving at the same time and endeavour to share a taxi, where possible).

TRAVELLING BY CAR

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

Postcode for SatNav: OX7 4ET

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 ditchleyconferences@ditchley.com.