



DIGITAL WEEK: ACTION FOR IMPACT

20–24 FEBRUARY 2023 / LONDON, UNITED KINGDOM

INFORMATION FOR DELEGATES

1. INTRODUCTION

The Commonwealth Telecommunications Organisation (CTO), the oldest Commonwealth institution dedicated information and communication technologies (ICT) will be convening a series of events - Digital Week, during the month of February 2023, in London. The activities planned for the preceding week and Digital Week are as follows:

- i. **Executive Committee Meeting** (Members only)
17th February 2023
Novotel West London
- ii. **CTO Forum 2023** (Open)
20th February 2023
The Royal Society
- iii. **Ministerial Alliance for Digital Nations 2023** (Open)
21st and 22nd February 2023
The Royal Society
- iv. **60th Council of the CTO** (CTO Members only)
23rd and 24th February 2023
Marlborough House

This document provides information for the convenience of participants to assist them with their planning and preparation for attending these events.

2. MEETING INFORMATION

2.1. Event Dates and Times

The events planned will be convened from the 17th to 24th February 2023 from 09:00 to 17:00 on each day.

2.2. Event Venue

The events will take place at three venues.

Executive Committee Meeting

Novotel West London,
1 Shortlands, Hammersmith, London. W6 8DR United Kingdom.
Meeting Room: Bordeaux Suite

The CTO Forum 2023, and the **Ministerial Alliance for Digital Nations**
The Royal Society,

6-9 Carlton House Terrace, London SW1Y 5AG.
Meeting Rooms: Wellcome Trust Lecture Hall and City of London Rooms 1, 2 & 3,

60th CTO Council Meeting

Marlborough House,
Pall Mall, St. James's, London, United Kingdom, SW1Y 5HX.
Meeting Room: The Conference Room

The Royal Society and Marlborough House are an 8-minute walk apart, less than half a kilometre in the City of Westminster in the locality of Pall Mall.

2.3. On-site Registration

On-site registration will be held from 08:30 until 13:00 on each day. Participants will be required to wear name badges at all times.

2.4. Format and Connectivity Facilities

The CTO Forum 2023, Ministerial Alliance and CTO Council Meeting will be conducted in a hybrid format, facilitating remote participation. The meeting rooms will be equipped with WIFI.

2.5. Language

The meeting will be conducted in English.

2.6. Dress Code

Business attire will be required for the event.

2.7. CTO Contact during Digital Week

From Friday 17th to Friday 24th February, CTO staff may be contacted at the relevant event space. The Telephone Number to call is **+44 (0) 7778 157171**.

3. VISA

Please verify whether you need a visa to enter the UK from your home country. If required, your visa should be obtained from the nearest UK High Commission in your country or region prior to your departure. Each participant is responsible for the cost of their visa. The UK is currently experiencing high volumes of visa applications and **the average application time is six weeks from submission, apply early to avoid disappointment.**

Should you require a letter of invitation to any of the CTO's events, please email: sq.office@cto.int

4. HEALTH REQUIREMENTS

Do ensure that your vaccinations are current before travelling to the UK. These vaccines include measles-mumps-rubella (MMR), diphtheria-tetanus-pertussis, chickenpox, polio.

With regards to COVID-19, There are currently no red list restrictions in place for travel to England. A COVID-19 vaccination is recommended.

For more health information, please visit: <https://www.passporthealthusa.com/destination-advice/united-kingdom/>.

5. HOTEL ACCOMMODATION

Hotels located close to The Royal Society and Marlborough House are provided in Appendix 1. Participants are advised that hotel room rates are subject to availability so reservations must be made early. Internet bookings are secure and may offer advantages to clients.

6. TRAVEL

6.1. International Airports

The metropolitan area of London, England is served by six international airports which include:

- i. [Heathrow \(LHR\)](#) - Hounslow, Middlesex TW6 18T, is located 32km (20 miles) to the west of Central London,
- ii. [Gatwick \(LGW\)](#) - Horley, West Sussex, United Kingdom
Gatwick airport is located 45km (28 miles) south of London.
- iii. [Stansted \(STN\)](#) - Terminal Road North, Essex CM24 1RW, is located 64km (40 miles) to the north-east of London.
- iv. [Luton \(LTN\)](#) - 2 Percival Way, Bedfordshire LU2 9LY, is located 56km (35 miles) north-west of Central London.
- v. [City \(LCY\)](#) - London, Greater London, is located just 9.5km (6 miles) east of Central London

6.2. Train Service from London Airports

London Heathrow, Gatwick and Stansted airports each have dedicated express train services running regularly to central London stations

7. LOCAL TRANSPORT

Traffic in London can become congested so using public transports is usually the quickest way of travel within the city centre. The public transport network is integrated so it is possible to switch between most transport services using an Oyster card. The Oyster card is a smart card that allows you to pay as you go and is contact free.

London Buses and London underground no longer accept cash. Buses, the underground and trains also now accept contactless payment on your debit or credit card. More information can be found on the [Transport for London website](#).

London is divided into nine travel zones. Zones 1 and 2 are in central London and Zones 6-9 are on the outskirts of the city.

Travel is more expensive at peak travel times - Monday to Friday from 06:30 to 09:29 and 16:00 to 18:59. Off peak times are all other times including the weekend and public holidays.

7.1. Public Transport

Public transport services in London are available on the bus, tube, tram, Docklands Light Railway (DLR), London Overground and National Rail.

To access public transport, you may choose one of the following options:

- i. **Oyster card** - a smartcard which can hold pay-as-you-go credit, Travelcard and Bus and Tram Pass season tickets.
Oyster cards can be obtained at a cost of £7 and can be topped up by card from:
 - At all Tube, London Overground and most Elizabeth Line Stations
 - Some DLR stations
 - London Travel Information Centres
 - Oyster Ticket Stops, at many newsagents in London
 - Online with a contactless and Oyster account, if you live in the UK.
- ii. **Paper tickets** -
Paper Tickets may be obtained with cash or card from:
 - Stations
 - Tube and overground station ticket offices and most self-service ticket including DLR station self-service ticket machines.
 - London Travel Information Centres

7.2. Taxis

Traditional black cabs can be hailed at the airport, in London, or booked in advance. All black cabs are wheelchair accessible and carry assistance dogs at no charge. Depending on the time of day, a 1-mile journey may take 5 to 10 minutes and cost £6 to £9. Longer journeys are proportionally cheaper.

A minicab - a car with a driver available for hire only on a pre-booked basis may be obtained via apps from the following companies.

- **Addison Lee** - www.addisonlee.com
- **Uber** - www.uber.com
- **Kabbee** - www.kabbee.com
- **Traintaxi** - www.traintaxi.co.uk - website that helps 'bridge the final gap' between the train station and your hotel or other final destination.

7.3. Car Rental

Parking in London can be difficult, particularly in Central London. If you plan to drive in London, plan ahead by researching car parks near your destination and, if necessary, pre-paying the London Congestion Charge.

If you opt to rent a car you can find offices of Hertz, Avis, Europcar, National, Alamo, Enterprise, Budget and Sixt at the airport.

8. LOCAL TIME

The UK is currently observing Greenwich Mean Time (UTC+0).

9. ELECTRICITY

The standard voltage in the UK is 230 V and the frequency is 50 Hz.

A WA-7 Travel Plug Adapter is required for England.

10. TELECOMMUNICATIONS

The International dialling code for the UK is: +44.

The UK cellular network uses the 900 or 1800 GSM system. SIM cards may be purchased as follows:

- Heathrow Airport: Sim Local outlets, located at Terminals 2, 3 and 5. For more information see: [SIM Local | Heathrow](#).
- Gatwick Airport: Vodafone, Lycamobile, EE and Three sim cards can be bought at vending machines, found in the baggage claim area in the north and south terminals.
- WH Smith shops at the airport and at select branches in London.

11. BANKING AND BUSINESS HOURS

Banking hours are typically: Monday to Friday between 9.00AM to 3.30PM or 4:00pm. Some bank branches open on Saturdays from 9:00-9:30 until 12:30 or 15:30.

Business Hours are typically: Monday to Friday between 9.00AM to 5:00PM. Shopping malls and food stores open up to 9:00pm.

12. MONEY

The pound sterling, or the pound, official currency of the United Kingdom. The symbol for the pound is: £ and the ISO code is GBP. The denominations are as follows: -

- Coins: £1, £2, 1p, 2p, 5p, 10p, 20p, 50p
- Banknotes: £5, £10, £20 and £50

Money can be changed in the UK at:

- Bureaux de change on high streets, in airports and major railway stations
- Banks

- Travel agents
- Post Offices

It is worth shopping around to get the best exchange rate and remember to ask how much commission is charged.

Automatic Teller Machines are widely available, and Visa and MasterCard credit and debit cards are generally accepted in the UK

13. WEATHER

The weather in England is expected to be cold and breezy in February **with temperatures between 34°F and 46°F (1°C and 8°C)**. England expects an average of 10 to 11 days of rain in February, so it is advisable bring a waterproof warm jacket, a hat, an umbrella, and some warm clothing.

14. CONTACT PERSONS

For more information please contact:

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- **Mr Riad Lullo**
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at

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APPENDIX 1

Recommended Hotels

This appendix provides a listing of hotels that are situated in London and within a commutable distance to The Royal Society and Marlborough House.

Please note: All room rates quoted are inclusive of taxes. All costs incurred during your stay must be paid directly to the hotel on departure.

i. The Dilly Hotel London (5 Star)

- **Address:** 21 Piccadilly, London W1J 0BH
- **Website:** <https://thedillylondon.com/>
- **Rate:** Double room - £255 per night, bed and breakfast for single occupancy.
- **Travel from hotel to venue:**
Walk: 8-minute walk (The Royal Society) or 13-minute walk (Marlborough House),
Taxi: 6 minutes by taxi.

ii. Counting House London (4 Star)

- **Address:** 50 Cornhill, London EC3V 3PD
- **Website:** www.the-counting-house.com
- **Rate:** Double room - £245 per night, bed and breakfast for single occupancy.
- **Travel from hotel to venue:**
Walk: 47-minute walk (The Royal Society), 52-minute walk (Marlborough House),
Bus: 53-minute journey: Walk to Monument Station (5-minute walk), take No. 15 bus from Monument Station to Charring Cross Station (12 stops) then walk to The Royal Society (12-minute walk)/ Marlborough House (14-minute walk),
Taxi: 33 minutes by taxi,
Tube: 32-minute journey: Walk to Monument station (6-minute walk), 12-minute tube journey on District or circle line (Monument station to St James's Park) followed by 12-minute walk (The Royal Society) or 14-minute walk (Marlborough House).

iii. Novotel London Bridge (4 Star)

- **Address:** 53-61 Southwark Bridge Rd, London SE1 9HH
- **Website:** <https://all.accor.com>
- **Rate:** Double room - £240 per night, bed and breakfast for single occupancy.
- **Travel from hotel to venue:**
Walk: 39-minute walk (The Royal Society), 45-minute walk (Marlborough House),
Bus: 47-minute journey: Walk to Waterloo Station/Tenison Way (19-minute walk), take No. 139 bus from Waterloo Station/Tenison Way to Trafalgar Square (6 stops) then 5-minute walk to The Royal Society / 9-minute walk Marlborough House,
Taxi: 17 minutes by taxi,
Tube: 31-minute journey: Walk to London Bridge tube station (7-minute walk), 10-minute tube journey on Jubilee line (London Bridge to Green Park station) followed by 14-minute walk (The Royal Society) or 10-minute walk (Marlborough House).

iv. The Strand Palace Hotel (4 Star)

- **Address:** 372 Strand, London WC2R 0JJ
- **Website:** <https://www.strandpalacehotel.co.uk/>
- **Rate:** Superior Single: £165.00 per night, Cosy Double: £180.00 per night, Superior Double: £190.00 per night, Superior King: £210.00 per night, all rates quoted bed and breakfast for single occupancy.
- **Travel from hotel to venue:**
Walk: 14-minute walk to The Royal Society or 20-minute walk to Marlborough House
Bus: 20-minute journey: Walk to Savoy Street (2-minute walk), take No. 139 bus from Savoy Street to Trafalgar Square (3 stops) then walk a 5-minute walk to The Royal Society or a 11-minute walk Marlborough House,
Taxi: 19 minutes by taxi.

v. Novotel London Tower Bridge (4 Star)

- **Address:** 10 Pepys St, London EC3N 2NR
- **Website:** <https://all.accor.com>

- **Rate:** Double room - £185 per night, bed and breakfast for single occupancy.
- **Travel from hotel to venue:**
Walk: 56-minute walk (The Royal Society) or 60-minute walk (Marlborough House),
Bus: 56-minute journey: Walk to Tower of London (4-minute walk), take No. 15 bus from Tower of London to Charring Cross Station (14 stops) then 10-minute walk to The Royal Society/14-minute walk to Marlborough House,
Taxi: 20 minutes by taxi,
Tube: 31-minute journey: Walk to Tower Hill tube station (4-minute walk), 15-minute tube journey on Circle or District line (Tower Hill to St James's Park station) followed by a 12-minute walk to The Royal Society or a 10-minute walk to Marlborough House.

vi. The Tower Hotel (4 Star)

- **Address:** St Katharine's Way, London E1W 1LD
- **Website:** <https://thetowerhotellondon.com>
- **Rate:** Double room - £130 per night, bed and breakfast for single occupancy.
- **Travel from hotel to venue:**
Walk: 1 Hour and 3-minute walk (The Royal Society) or 1 hour and 6-minute walk to Marlborough House,
Bus: 56-minute journey: Walk to Tower of London (4-minute walk), take No. 15 bus from Tower of London to Charring Cross Station (14 stops) then walk to The Royal Society (9-minute walk) or walk to Marlborough House (14-minute walk),
Taxi: 24 minutes by taxi,
Tube: 34-minute journey: Walk to Tower Hill tube station (4-minute walk), 15-minute tube journey on Circle or District line (Tower Hill to St James's Park station) followed by a 14-minute walk to The Royal Society or a 10-minute walk to Marlborough House.

vii. Novotel West London (4 Star)

- **Address:** International Centre, 1 Shortlands, Hammersmith, London W6 8DR
- **Website:** <https://www.novotellondonwest.co.uk>
- **Rate:** Double room - £120 per night, bed and breakfast for single occupancy.
- **Travel from hotel to venue:**
Walk: 1 Hour and 27-minute walk to the Royal Society/ 1 Hour and 24-minute walk to Marlborough House,
Bus: 60-minute journey: Walk to Latymer Court (3-minute walk), take No. 9 bus from Latymer Court to Old Bond Street/Royal Academy (18 stops) then a 14-minute walk to The Royal Society or a 9-minute walk to Marlborough House,
Taxi: 36 minutes by taxi,
Tube: 37-minute journey: Walk to Hammersmith tube station (7-minute walk), 16-minute tube journey on Piccadilly line (Hammersmith to Green Park station) followed by a 14-minute walk to The Royal Society or a 10-minute walk to Marlborough House.

viii. Rochester Hotel by Blue orchid (4 Star)

- **Address:** 69 Vincent Square, London SW1P 2PA
- **Website:** <https://www.blueorchid.com/en/hotels/gb/london/rochester-hotel-by-blue-orchid>
- **Rate:** Double room - £210 per night, bed and breakfast for single occupancy.
- **Travel from hotel to venue:**
Walk: 22-minute walk to The Royal Society or a 20-minute walk to Marlborough House,
Bus: 43-minute journey: Walk to Victoria train station (8-minute walk), take No. 24 bus from Victoria Station to Trafalgar Square/Charring Cross Station (7 stops) then an 8-minute walk to The Royal Society or an 11-minute walk to Marlborough House,
Taxi: 16 minutes by taxi.
Tube: 27-minute journey: Walk to Victoria train station (8-minute walk), 5-minute tube journey on Victoria line (Victoria to Green Park station) followed by a 14-minute walk to The Royal Society or a 10-minute walk to Marlborough House.

ix. The Wellington by Blue orchid (4 Star)

- **Address:** 71 Vincent Square, London SW1P 2PA
- **Website:** <https://www.blueorchid.com/en/hotels/gb/london/wellington-hotel-by-blue-orchid>
- **Rate:** Double room - £226 per night, bed and breakfast for single occupancy.
- **Travel from hotel to venue:**
Walk: 22-minute walk to The Royal Society or a 19-minute walk to Marlborough House,

Bus: 43-minute journey: Walk to Victoria train station (8-minute walk), take No. 24 bus from Victoria Station to Trafalgar Square/Charring Cross Station (7 stops) then 8-minute walk to The Royal Society /11-minute walk to Marlborough House,

Taxi: 15 minutes by taxi.

Tube: 27-minute journey: Walk to Victoria train station (8-minute walk), 5-minute tube journey on Victoria line (Victoria to Green Park station) followed by a 14-minute walk to The Royal Society or a 10-minute walk to Marlborough House.

x. Tophams Hotel (4 Star)

- **Address:** 24-32 Ebury St, London SW1W 0LU
- **Website:** www.tophamshotel.co.uk
- **Rate:** Double room - £175 per night, bed and breakfast for single occupancy.
- **Travel from hotel to venue:**

Walk: 23-minute walk to The Royal Society or a 20-minute walk to Marlborough House,

Bus: 24-minute journey: Walk to Grosvenor Gardens (3-minute walk), take No. 38 bus from Grosvenor Gardens to Old Bond Street / Royal Academy Station (5 stops) then 12-minute walk to The Royal Society /9-minute walk to Marlborough House,

Taxi: 18 minutes by taxi.

Tube: 27-minute journey: Walk to Victoria train station (8-minute walk), 5-minute tube journey on Victoria line (Victoria to Green Park station) followed by a 14-minute walk to The Royal Society or a 10-minute walk to Marlborough House.

xi. Ibis Styles London Southwark (3 Star)

- **Address:** 43-47 Southwark Bridge Road SE1 9HH
- **Website:** <https://ibis.accor.com/ibis/hotels>
- **Rate:** Double room - £160 per night, bed and breakfast for single occupancy.
- **Travel from hotel to venue:**

Walk: 39-minute walk to The Royal Society or a 45-minute walk to Marlborough House,

Bus: 47-minute journey: Walk to Waterloo Station/Tenison Way (19-minute walk), take No. 139 bus from Waterloo Station/Tenison Way to Trafalgar Square (6 stops) then an 8-minute walk to The Royal Society /11-minute walk to Marlborough House,

Taxi: 21 minutes by taxi,

Tube: 31-minute journey: Walk to London Bridge tube station (7-minute walk), 10-minute tube journey on Jubilee line (London Bridge to Green Park station) followed by a 14-minute walk to The Royal Society or a 10-minute walk to Marlborough House.

xii. Carlton Hotel (2 star)

- **Address:** 90 Belgrave Road, Lillington and Longmoore Gardens, London, SW1V 2BJ
- **Website:** <https://www.cityhotelcarlton.co.uk>
- **Rate:** Double room - £80 per night, bed for single occupancy (breakfast not available, tea and coffee machine available in room).
- **Travel from hotel to venue:**

Walk: 29-minute walk to The Royal Society or a 26-minute walk to Marlborough House,

Bus: 28-minute journey: Walk to Belgrave Road (2-minute walk), take No. 24 bus from Belgrave Road to St. James's Station (5 stops) then a 14-minute walk to The Royal Society /11-minute walk to Marlborough House,

Taxi: 19 minutes by taxi.

Tube: 27-minute journey: Walk to Pimlico train station (7-minute walk), 7-minute tube journey on Victoria line (Pimlico to Green Park station) followed by a 13-minute walk to The Royal Society or a 10-minute walk to Marlborough House.