



COMMONWEALTH  
TELECOMMUNICATIONS  
ORGANISATION

**INFORMATION FOR DELEGATES**



# Digital Week 2024

*Building a secure digital future*

**21 - 23 May 2024**  
The Royal Society  
London

**24 May 2024**  
Marlborough House  
London



[www.cto.int](http://www.cto.int)

# Information for Delegates

## 1 INTRODUCTION

The Commonwealth Telecommunications Organisation (CTO), the largest and oldest Commonwealth institution dedicated to information and communication technologies (ICT) will be convening a series of events - Digital Week, during May 2024, in London.

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

The activities planned for Digital Week and the respective venues are as follows:

MONDAY 20 <sup>TH</sup> MAY 2024	
<b>Event:</b>	<b>Executive Committee Meeting</b> (Members only)
<b>Location:</b>	Novotel London West, 1 Shortlands W6 8DR
TUESDAY 21 <sup>ST</sup> MAY 2024	
<b>Event:</b>	<b>CyberKeys 2024</b> <b>Cocktail Reception</b>
<b>Exhibition:</b>	<b>Demonstrations of ICT solutions for Commonwealth challenges</b>
<b>Location:</b>	The Royal Society, 6-9 Carlton House Terrace, London SW1Y 5AG
WEDNESDAY 21 <sup>ST</sup> MAY 2024	
<b>Event:</b>	<b>CyberKeys 2024</b>
<b>Exhibition:</b>	<b>Demonstrations of ICT solutions for Commonwealth challenges</b>
<b>Location:</b>	The Royal Society, 6-9 Carlton House Terrace, London SW1Y 5AG
THURSDAY 23 <sup>RD</sup> MAY 2024	
<b>Events:</b>	<b>CyberKeys 2024</b> <b>Launch of CTO's Digital Transformation Project Results</b> <b>Justice Sector Symposium</b> <b>CTO Members' Caucus</b>
<b>Location:</b>	The Royal Society, 6-9 Carlton House Terrace, London SW1Y 5AG
FRIDAY 24 <sup>TH</sup> MAY 2024	
<b>Council:</b>	<b>62<sup>nd</sup> Council Meeting</b>
<b>Location:</b>	Marlborough House, Pall Mall, London SW1Y 5HX

## **2 MEETING INFORMATION**

### **2.1 Event Dates and Times**

The events planned will be convened from the 20<sup>th</sup> to 24<sup>th</sup> May from 09:00 to 17:00 on each day.

### **2.2 Registration Fees**

The following registration fees apply and will be collected on registration.

- Non-members: £550
- CTO members: £250

### **2.3 Online Registration**

Online registration prior to the events is mandatory for all participants. Please access the registration link [here](#).

### **2.4 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.

### **2.5 Format and Connectivity Facilities**

All meeting rooms will be equipped with WIFI.

Remote participation will be available for the 62<sup>nd</sup> Council Meeting only.

### **2.6 Language**

All events and activities will be conducted in English.

### **2.7 Dress Code**

Business attire will be required for all events and activities.

### **2.8 CTO Contact during Digital Week**

During Digital Week CTO staff may be contacted on **+44 (0) 7568 919 832**.

## **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.

Should you require a letter of invitation to any of the CTO's events, please email: [sg.office@cto.int](mailto:sg.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.

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 1RT, is located 32km (20 miles) to the west of Central London,
- ii. [Gatwick \(LGW\)](#) - Horley, West Sussex, United Kingdom, 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:

- 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](#)
- [Uber](#)
- [Kabbee](#)
- [Traintaxi](#) - 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 British Summer Time (UTC+01:00)

## 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 moderate in May with temperatures between 43°F and 64°F (9°C and 18°C). It is advisable bring a waterproof jacket, a hat, an umbrella, and some warm clothing.

## 14 CONTACT PERSONS

For more information please contact:

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Manager, ICT Development CTO

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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 subject to change inclusive of taxes. All costs incurred during your stay must be paid directly to the hotel on departure.

#### **1. The Dilly Hotel London (5 Star)**

**Address:** 21 Piccadilly, London W1J 0BH  
**Website:** <https://thedillylondon.com/>  
**Rate:** Standard Double room - £400 per night, bed and breakfast.

##### **Travel from hotel to venue:**

**Walk:** 8-minute walk (The Royal Society) or 13-minute walk (Marlborough House)  
**Taxi:** 6 minutes by taxi.

#### **2. Counting House London (4 Star)**

**Address:** 50 Cornhill, London EC3V 3PD  
**Website:** [www.the-counting-house.com](http://www.the-counting-house.com)  
**Rate:** Classic Double room - £300-400 per night, bed and breakfast.

##### **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).

#### **3. Novotel London Bridge (4 Star)**

**Address:** 53-61 Southwark Bridge Rd, London SE1 9HH  
**Website:** <https://all.accor.com>  
**Rate:** Double room - £290-350 per night, bed and breakfast.

##### **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).

#### 4. 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.

#### 5. 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. Executive Room - £325-350 per night.

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.

#### 6. The Tower Hotel (4 Star)

Address: St Katharine's Way, London E1W 1LD  
Website: <https://thetowerhotellondon.com>  
Rate: Double room - £230-260 per night, bed and breakfast.

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.

## 7. Novotel West London (4 Star)

- Address: International Centre, 1 Shortlands, Hammersmith, London W6 8DR
- Website: <https://www.novotellondonwest.co.uk>
- Rate: Double room - £180-205 per night, bed and breakfast.

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.

## 8. Tophams Hotel (4 Star)

- Address: 24-32 Ebury St, London SW1W 0LU
- Website: [www.tophamshotel.co.uk](http://www.tophamshotel.co.uk)
- Rate: Double room - £175 per night, bed and breakfast. Double Superior - £330-360.

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.

### **9. Ibis Styles London Southwark (3 Star)**

Address: 43-47 Southwark Bridge Road SE1 9HH  
Website: <https://ibis.accor.com/ibis/hotels>  
Rate: Double room - £200-260 per night, bed and breakfast.

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.

### **10. Carlton Hotel (2 star)**

Address: 90 Belgrave Road, Lillington and Longmoore Gardens, London, SW1V 2BJ  
Website: <https://www.cityhotelcarlton.co.uk>  
Rate: Double room - £100-125 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.