



WILTON PARK CONFERENCE GENERAL INFORMATION

Contact	<p>Wilton Park Wiston House Steyning West Sussex BN44 3DZ United Kingdom Telephone: + 44 (0) 1903 815020 Fax: + 44 (0) 1903 817162 E-Mail: admin@wiltonpark.org.uk Website: www.wiltonpark.org.uk During the conference participants can receive faxes on:+44 (0) 1903 816373</p>
UK Visa Information	<p>EU Schengen visa arrangements DO NOT apply to the UK. For further details regarding visa requirements go to www.ukvisas.gov.uk</p>
Participation	<p>All conferences are conducted in English</p> <p>Conferences are intended to be interactive. Participants are encouraged to contribute in their own personal capacity.</p> <p>Conferences are held under the “Chatham House Rule”. Participants are free to use the information and views discussed in the conference, but no individual speaker or participant should be quoted (nor their identity affiliation revealed) without their express permission.</p> <p>This Rule applies to informal discussions outside the conference rooms as well as to points made in the conference sessions.</p>
Cancellation Policy	<p>Wilton Park may make a charge for any completed registrations cancelled before or during the conference, equivalent to 25% of the original conference fee or £250 (whichever is the greater) to cover the costs of administration and cancelling rooms.</p>
Accommodation and Facilities	<p>Participation includes all conference sessions, meals and accommodation from the opening day to the closing day of the conference, and courtesy coach from and to Gatwick Airport.</p> <p>Participants are accommodated in bedrooms with private bathrooms within the main house, converted cottages on site or at neighbouring hotels.</p> <p>Direct dial telephones, internet access, TVs, hairdryers, irons and ironing boards, tea and coffee making facilities are available in bedrooms.</p> <p>Please note that Wilton Park operates a No Smoking policy.</p>
Cash Requirements	<p>Payment for bills (telephone calls, bar etc) can only be made in £Sterling, Sterling Travellers Cheques, Mastercard or Visa Credit Cards.</p> <p>Other currency can be exchanged at a local bank if it is taken to Reception before 1100 on any week day (except for the day of departure)</p>
Computer Facilities	<p>Public computers available with free internet access. Wireless facilities available in Library.</p> <p>Broadband converter kits are available for use in bedrooms.</p>
Dress Code	<p>Dress code during the day is smart casual/business casual. There may be a group photograph on the opening day and a conference dinner on the closing evening for which you may prefer to dress more formally.</p>
Weather	<p>http://www.bbc.co.uk/weather/5day.shtml?id=1245</p>

Travel to Wilton Park – Please note; fare costs and journey times are approximate.

From Gatwick Airport	<p>There is usually a Courtesy Coach to Wilton Park on the opening day of the conference. Please refer to the registration documentation for further details.</p> <p>Meet at the Arrivals Level of South Terminal</p> <p>Link to location map: http://www.wiltonpark.org.uk/participants/gatmap.aspx</p> <p>Or take a direct train to Shoreham-by-Sea then taxi to Wilton Park</p> <p>Single train journey Gatwick to Shoreham-by-Sea: £15.00 Journey time 40 minutes</p> <p>Taxi from Shoreham-by-Sea to Wilton Park: £25.00 Journey time 20 minutes</p> <p>www.nationalrail.co.uk</p>
From Heathrow Airport	<p>National Express coach to Gatwick Airport then direct train to Shoreham-by-Sea, then taxi to Wilton Park.</p> <p>Single coach journey Heathrow to Gatwick: £20.00 Journey time 90 minutes</p> <p>Single train journey Gatwick to Shoreham-by-Sea: £15.00 Journey time 40 minutes</p> <p>Taxi from Shoreham-by-Sea to Wilton Park: £25.00 Journey time 20 minutes</p> <p>www.nationalexpress.com www.nationalrail.co.uk</p>
From St Pancras Eurostar Terminal	<p>First Capital Connect train from St Pancras International to Gatwick Airport or train to Shoreham-by-Sea then taxi to Wilton Park.</p> <p>Single journey London St Pancras to Gatwick: £20.00 Journey time 45 minutes</p> <p>Single journey London St Pancras to Shoreham-by-Sea: £25.00 Journey time 95 minutes</p> <p>Taxi from Shoreham-by-Sea to Wilton Park: £25.00 Journey time 20 minutes</p> <p>www.firstcapitalconnect.co.uk</p>
From London	<p>Gatwick Express train from Victoria station to Gatwick Airport or direct train to Shoreham-by-Sea, then taxi to Wilton Park.</p> <p>Single journey London Victoria to Gatwick Airport: £20.00 Journey time 30 minutes</p> <p>Single journey London Victoria to Shoreham-by-Sea: £25.00 Journey time 70 minutes</p> <p>Taxi from Shoreham-by-Sea to Wilton Park: £25.00 Journey time 20 minutes</p> <p>www.gatwickexpress.com www.nationalrail.co.uk</p>
By Train	<p>Take a train to Shoreham-by-Sea then take a taxi, available at taxi rank at the station, to Wilton Park. Taxi cost approx £25.</p> <p>www.nationalrail.co.uk</p>
By Car	<p>Please see link to directions and location map. If using a satellite navigation module enter postcode BN44 3DD.</p> <p>http://www.wiltonpark.org.uk/participants/map.aspx</p>

Travel from Wilton Park

To Gatwick Airport	<p>There is usually a Courtesy Coach from Wilton Park on the closing day of the conference. Please refer to the registration documentation for further details.</p> <p>Journey time 45 minutes</p>
To Other Destinations	<p>Wilton Park can arrange taxis to other destinations at participants' own cost.</p> <p>Approximate costs and journey times as follows:</p> <p>Shoreham-by-Sea Station: £25.00 Journey time 20 minutes</p> <p>Gatwick Airport: £50.00 Journey time 45 minutes</p> <p>Heathrow Airport: £90.00 Journey time 90-120 minutes</p>