



Commonwealth Telecommunications Organisation

Information for Participants

of
PDT Liaison Officers' Meeting
Human Resources and ICT Forum
Fellows' Open Day
24th to 27th May 2022
United Kingdom

1. Introduction

The Commonwealth Telecommunications Organisation (CTO) is a London-based international organisation operating in the United Kingdom (UK) under a Headquarters Agreement with the UK Government. In keeping with its mandate, the CTO will be hosting several hybrid ICT-related events during the month of May 2022, in London.

This document provides information for the convenience of participants to assist them with their planning and preparation for attending the CTO's events

2. Meeting Information

2.1. Activities

The CTO will be convening the events in the Week of 22nd May, 2022, as follows:

Date	Event	Format
Tuesday 24th May	PDT Liaison Officers' Meeting	Hybrid
Wednesday 25th May	Day 1 - HR&ICT Forum	Hybrid
Thursday 26th May	Day 2 - HR&ICT Forum	Hybrid
Friday 27th May (AM only)	Fellows' Open Day – Girls in ICT	Hybrid

2.2. Registration

Event registration opens each morning at 08:30 and the registration will remain open each day until 17:00. In the interest of security, the organisers require participants to always wear name badges during all of the CTO's events that take place on campus at Middlesex University.

2.3. Event Venue

All of the CTO's events will take place at Middlesex University, The Burroughs, Hendon, London, NW4. The room assignments are as follows.

Meeting	Room Assigned
PDT Liaison Officers' Meeting	C219
HR & ICT Forum 2022	CG77
Professional Fellows' Open Day (<i>morning session</i>)	C219

2.4. Connectivity Facilities

All meeting rooms will be equipped with WIFI

2.5. Language

All meetings will be conducted in English

2.6. Dress Code

Business attire will be required for all events. Badges must always be worn on the University campus.

2.7. CTO Contact at Middlesex University

From Monday 23rd to Friday 27th May, CTO staff may be contacted at the Middlesex University Secretariat. 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.

Should you require a letter of invitation to any of the CTO's events, please email: Siaful.Siddeky@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 information, please visit: <https://www.passporthealthusa.com/destination-advice/united-kingdom/>.

5. Hotel Accommodation

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.

The following hotels are located close to Middlesex University.

i. Oyo Flagship London Finchley (3-star hotel),

- **Address:** 3 Leisure Way, High Road, London N12 0QZ
- **Website:** [OYO London Finchley, London, UK - OYO Hotels \(oyorooms.com\)](https://www.oyorooms.com)
- **Rate:** Double or Twin Room – £51.25 per night, bed and breakfast for single occupancy
- **Travel from hotel to venue:**
 - 69-minute walk,
 - 28 minutes by bus: No. 382 from Leisure Way to Finchley Station (5 stops), and then No. 125 or 143 from Finchley Central Station to Church End (Middlesex University) (11 stops),
 - 20 minutes by taxi,
 - 72-minute tube journey on northern line (via Camden town).

ii. Ibis Hotel Wembley, South Way Wembley (3-star hotel),

- **Address:** South Way, Wembley, Brent, London, HA9 6BA
- **Website:** <https://ibiswembley.en-london.com/>

- **Rates:** Double or Twin Room – £76 per night, bed and breakfast for single occupancy
 - **Travel from hotel to venue:**
95-minute walk,
42 minutes by bus: No. 83 from Wembley Triangle to Townsend Lane (15 stops)
then No. 183 Townsend Lane to Middlesex University (8 stops)
35 minutes by taxi, no direct trains, or tube trains.
- iii. **Travelodge Brent Cross** (3-star hotel),
- **Address:** Denmark House, Edgware Road, London, NW9 7BW
 - **Website:** [Travelodge | London Brent Cross hotel](#)
 - **Rate:** Double or Twin Room – £82 per night, bed and breakfast for single occupancy
 - **Travel from hotel to venue:**
34-minute walk,
15 minutes by bus: No. 32 from Priestly Way to West Hendon Broadway/Herbert Road (3 stops), then No. 183 West Hendon Broadway/Herbert Road to Middlesex University (5 stops),
16 minutes by taxi, no direct trains, or tube trains.
- iv. **Novotel Wembley** (Four-star hotel),
- **Address:** 5 Olympic Way, London HA9 0NP
 - **Website:** [Novotel London Wembley - Guest Reservations](#)
 - **Rate:** Double or Twin Room – £89 per night, bed and breakfast for single occupancy
 - **Travel from hotel to venue:**
82-minute walk,
49 minutes by buses: No. 83 from Empire Way to Townsend Lane (11 stops), then No. 183 Townsend Lane to Middlesex University (8 stops),
30 minutes by taxi,
40 minutes: Take the Jubilee tube line from Wembley Park to Kingsbury station and then No. 183 bus from Kingsbury Station to Middlesex University (13 stops).
- v. **Premier Inn Hotel Hendon** (3-star hotel)
- **Address:** Hyde House, Hendon, London, NW9 6LH
 - **Website:** [Hendon Hotels | Book Hotels in London Hendon | Premier Inn](#)
 - **Rate:** Double or Twin Room – £95 per night, bed and breakfast for single occupancy
 - **Travel from hotel to venue:**
31-minute walk
20 minutes by bus: No. 183 from Edgware Road/The Hyde to Middlesex University (7 stops),
15 minutes by taxi. No direct trains or tube trains.
- vi. **Travelodge London Finchley** (3-star hotel)
- **Address:** Winston House, 2 Dollis Park Road, Finchley, N3 1HF
 - **Website:** <https://www.travelodge.co.uk/hotels/614/London-Finchley-hotel>
 - **Rate:** Double or Twin Room – £110 per night, bed and breakfast for single occupancy
 - **Travel from hotel to venue:**
41-minute walk,
21 minutes by bus (No. 125, 143, 326 Hendon Lane to Church End (Middlesex University) (10 stops), 16 minutes by taxi,
50-minute tube journey on northern line (via Camden town) to Hendon Central, followed by a 15-minute walk to Middlesex University.
- vii. **Wembley International Hotel** (3-star hotel),

- **Address:** Empire Way, Wembley, Middlesex, London, HA9 ONH
- **Rate:** Double or Twin Room – £113 per night, bed and breakfast for single occupancy
- **Website:** <https://www.guestreservations.com/quality-hotel-london-wembley-london/booking?msclkid=5806949735ca1495fa14f6db4390bc9e>
- **Travel from hotel to venue:**
85-minute walk
50 minutes by bus: No. 83 from Wembley Arena to Townsend Lane (12 stops), then No. 183 Townsend Lane to Middlesex University (8 stops),
30 minutes by taxi
47 minutes: Take the Jubilee tube line from Wembley Park to Kingsbury station and then take no. 183 bus from Kingsbury Station to Middlesex University (13 stops)

viii. Travelodge London Central Kings Cross (3-star hotel),

- **Address:** 356-364 Grays Inn Road, London, Kings Cross, WC1X 8BH
- **Website:** <http://travelodgekingscross.guestreservations.com>
- **Rate:** Double or Twin Room – £125 per night, bed and breakfast for single occupancy
- **Travel from hotel to venue:**
153-minute walk,
79 minutes by bus: No. 30 from King's Cross Station to Baker Street Station (10 stops), and then walk 3-minutes to Baker Street Station, then take No. 113 from Baker Street Station to Hendon War Memorial (28 stops), then walk 8-minutes to Middlesex University,
50 minutes by taxi,
21-minute tube journey on northern line (from King's Cross to Hendon Central) followed by a 14-minute walk to Middlesex University.

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.

6. University Accommodation

[Usher Hall](#), Middlesex University

Dorm rooms are available at Usher Hall (across the road from venue) with ensuite shower, toilet, and basin, Wi-Fi, but with a shared kitchen. Please contact CTO Mr Riad Laulloo, Travel and Logistics Officer (riad.laulloo@cto.int) if you are interested.

7. Travel

7.1. International Airports

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

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

7.2. Train Service from London Airports

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

8. Local Transport

Traffic in London can be chaotic so using public transports is usually the quickest way of travel within the city centre. The public transport network is integrated so it is easy to switch between most transports' services using the same travel ticket.

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.

8.1. 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 and topped up with cash or card from:
 - Newsagents
 - Stations
 - London Travel Information Centres
 - Oyster Ticket Stops
- 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

8.2. 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.

8.3. 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

9. Local Time

The UK is now on daylight saving time. This period is called British Summer Time (BST), which is one hour ahead of GMT (GMT+1).

10. Water

Access to potable water and sanitation is universal in the UK.

11. Electricity

The standard voltage in the UK is 230 V and the frequency is 50 Hz. You can use your electric appliances in England, if the standard voltage in your country is in between 220 - 240 V.

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

12. 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.

13. 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.

14. 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

15. Weather

The weather in England is expected to be quite cold in May **with temperatures between 44°F and 60°F (7°C and 16°C)**. England expects an average of 15 to 22 days of rain in May, so it is advisable bring a waterproof jacket, an umbrella and some warm clothing.

16. Contact Persons

For more information please contact:

- **Mr Robert Hayman**
Manager, Events

Email: robert.hayman@cto.int

- **Mr Saiful Siddeky**
Senior Events Officer
Email: saiful.siddeky@cto.int

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