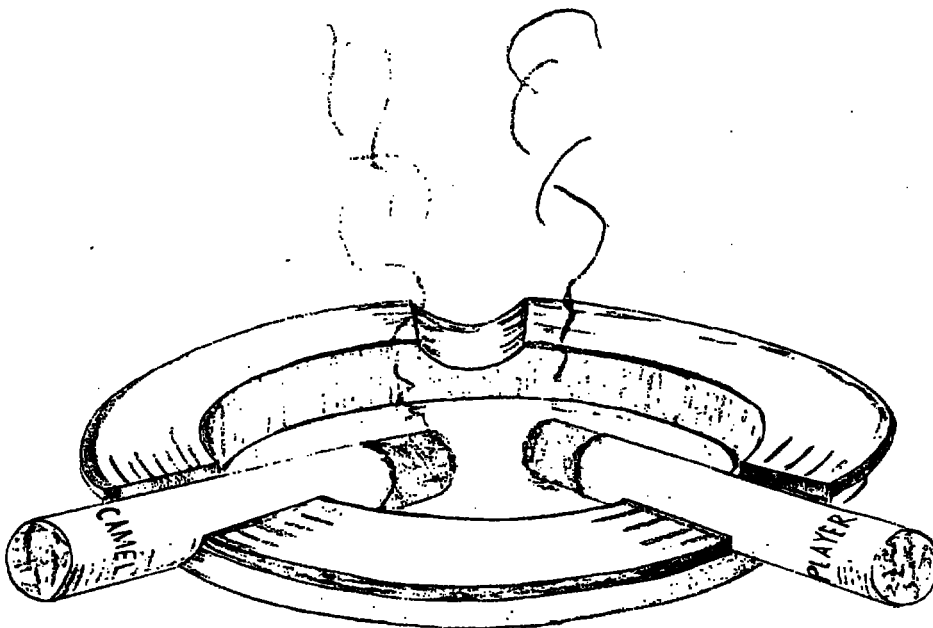


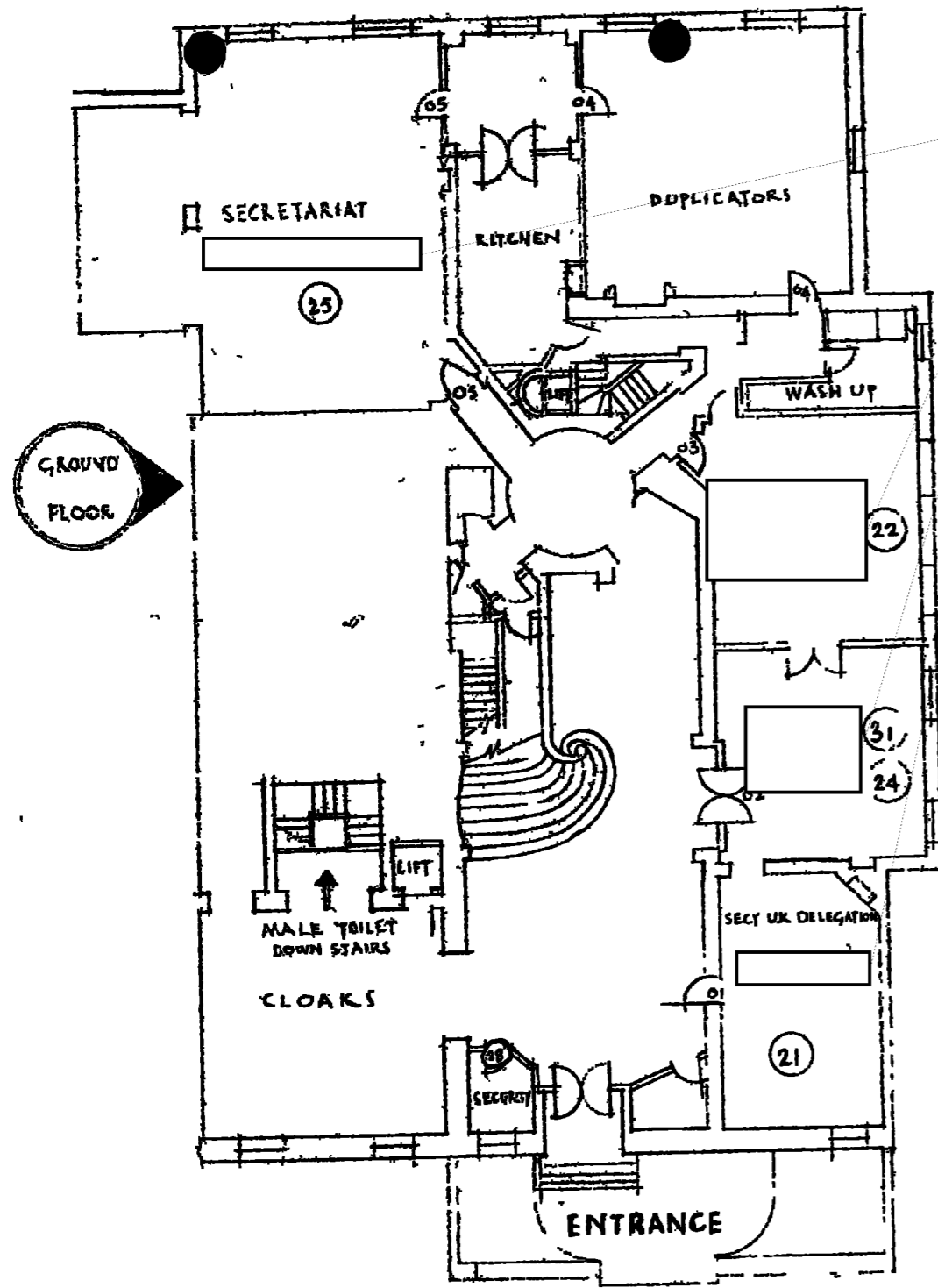
1954



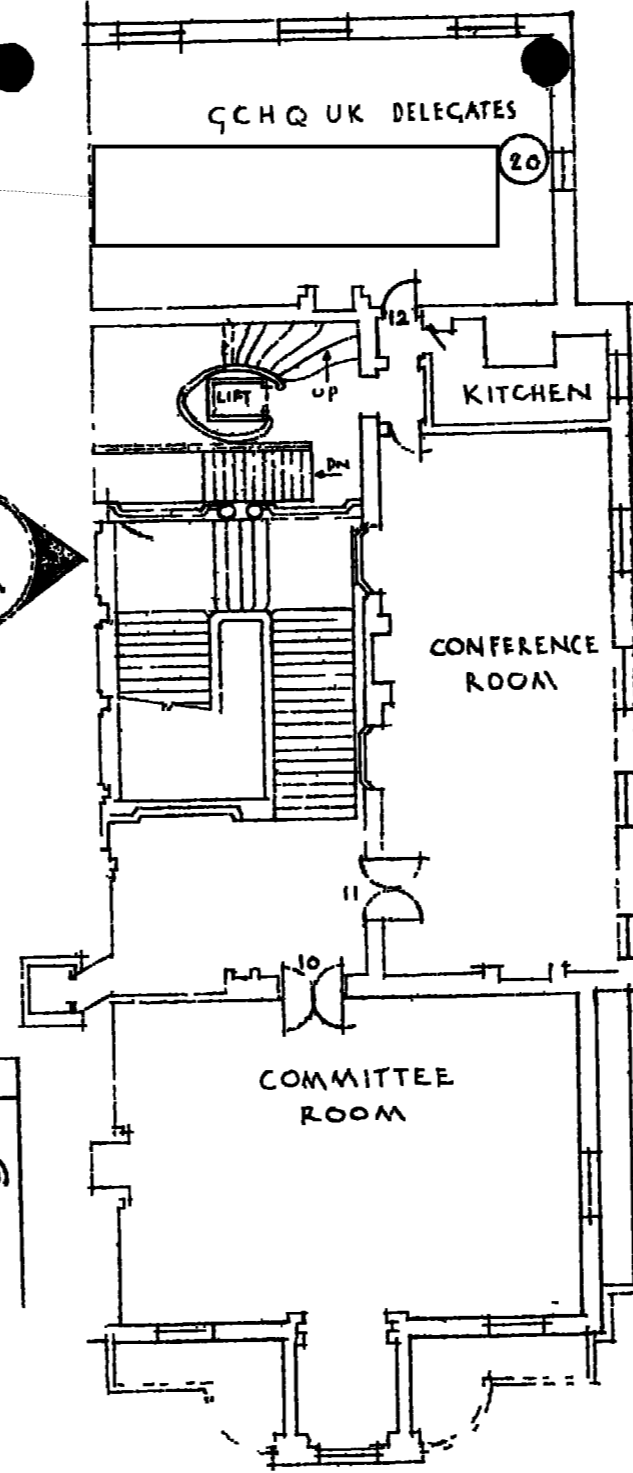
C O N F E R E N C E   G U I D E

1. ROOM PLAN OF CONFERENCE (Ground, First and Second Floors)
2. TELEPHONE ARRANGEMENTS
3. COURIER AND TRANSPORT FACILITIES
4. GCHQ CHELTENHAM
5. PRIVATE ADDRESSES

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1ST FLOOR



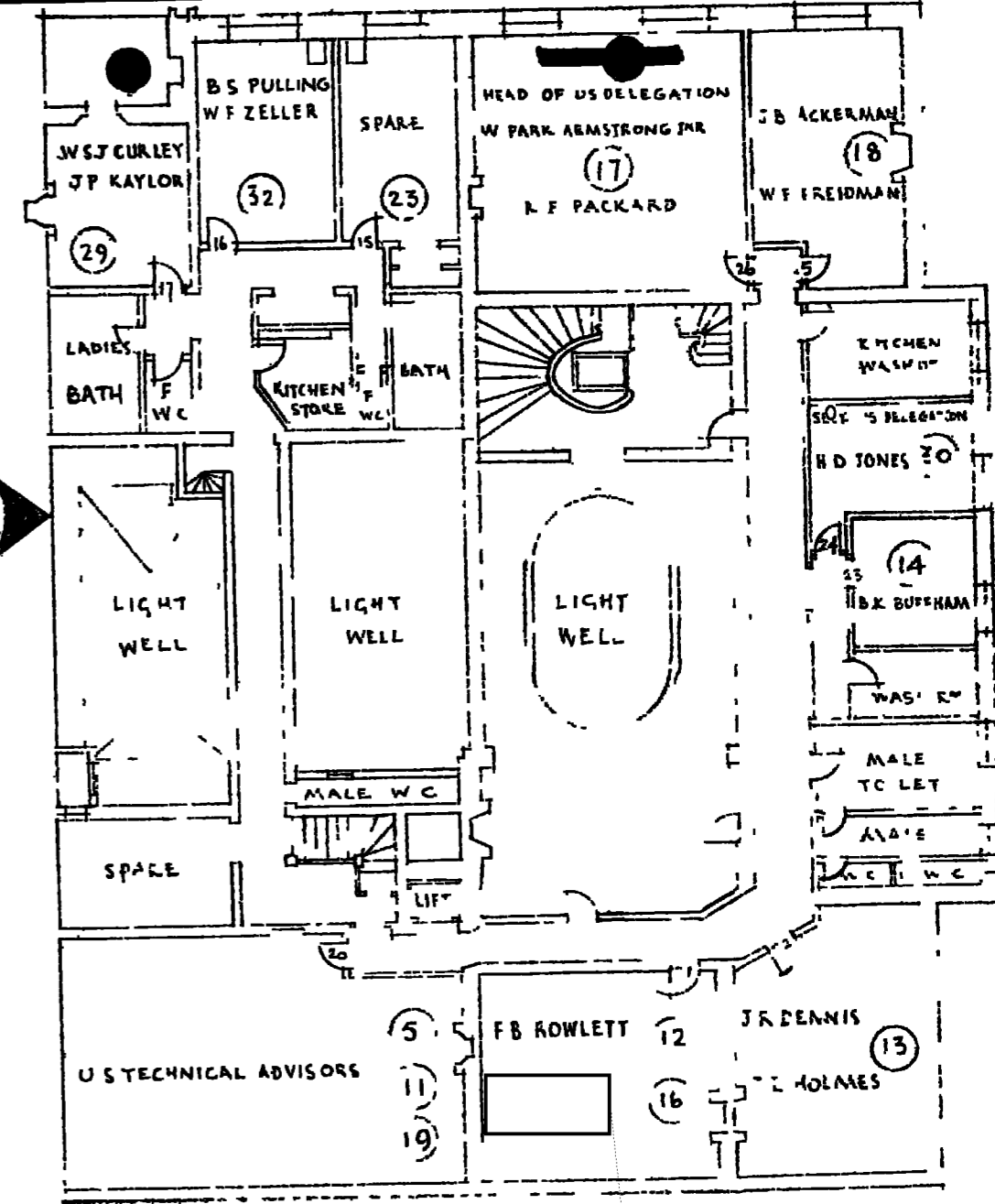
**LEGEND**

TELEPHONE NOS SHOWN THUS (21)

ROOM NOS SHOWN ADJACENT TO DOOR (20)

SCALE 1/16 INCH = 1 FOOT

2ND FLOOR



OGA

2. TELEPHONE ARRANGEMENTS

There are no privacy equipments in the Conference offices.

All telephone extensions in the Conference offices are connected to the Carlton House Terrace switchboard, which is a subsidiary to the Foreign Office switchboard and manned from 0830 to 1900 daily (Saturdays 0830 to 1330, Sundays closed).

The switchboard is manual and the dials on the extension instruments cannot be used. A list of the extensions in the Conference Offices (together with names and room numbers) has been issued separately and these numbers should be used when calling the Conference offices since the switchboard will not be familiar with the names of the delegates and staff.

The switchboard is connected to the main Foreign Office board and through this to Cheltenham, Palmer Street, U.S. Embassy, War Office, etc., and to public numbers.

The public number of the SUSLO office in Grosvenor Square is Mayfair 9222, extensions 95 and 96.

EXTERNAL CALLSOutwards

To make an outside call, ask the operator for the public number or the Headquarters required.

Copies of the London Telephone Directory and the Cheltenham Internal Directory are available in the Secretariat Office.

2. (Continued)

Inwards

The public number of the switchboard is WHitehall 4341.

To make a call to a conference office from an outside Headquarters (e.g. War Office) ask first for "Foreign Office" and then "Carlton House Terrace".

When the Carlton House Terrace switchboard is closed, outside contact will be through extension 28 in the Security Office by the main entrance.

After normal working hours, messages may be left with the Security Officer.

### 3. COURIER AND TRANSPORT FACILITIES

#### a. Couriers

For the duration of the Conference a twice-daily service will operate between Palmer Street and the Conference building.

The approximate times for the call at Carlton House Terrace will be 0945 and 1530.

#### b. Private Taxis

At any time of the day or night taxis can be summoned to any place in the London area by calling Radio Taxi Service Ltd., TERMINUS 6444.

4. CHELTENHAM

The address of G.C.H.Q. is -

Government Communications Headquarters,  
Oakley,  
Priors Road,  
Cheltenham,  
Glos.

Telephone. To call G.C.H.Q. from the Conference building, ask the operator at the main Foreign Office board for "Cheltenham".

The public number of G.C.H.Q. for public outside calls is

CHELTENHAM 55321.

5. PRIVATE ADDRESSESU.S.

All members of the U.S. delegation are staying at  
Mount Royal Hotel, MAYfair 8040

with the following exceptions -

|                                 |                |
|---------------------------------|----------------|
| General Ackerman                | Bourne End 375 |
| Mr. Armstrong, Park Lane Hotel, | GROsvenor 6321 |
| Capt. Dennis, U.S.N.            | FREmantle 1863 |
| Mr. Friedman, Savile Club,      | MAYfair 5462   |
| Col. Pulling, U.S.A.F.          | MOUntview 4751 |

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British

|   |  |
|---|--|
| [REDACTED]<br>74 St. James' St., S.W.1. | Bath Club,<br>WHITEhall 9341               |
| [REDACTED]<br>98 Cromwell Road, S.W.7.  | Buckingham Hotel,<br>WESTern 7131          |
| [REDACTED]<br>71 Pall Mall, S.W.1.      | Oxford & Cambridge Club,<br>WHITEhall 6942 |
| [REDACTED]<br>Southampton Row, W.C.1.   | Bonnington Hotel,<br>HOLborn 6525          |