

## **THINGS YOU NEED TO KNOW**

### ***Conference & Festival venue:***

#### **HIGH LEIGH CONFERENCE CENTRE**

Lord Street, Hoddesdon, Hertfordshire EN11 8SG

phone 01992 463016 email [highleigh@cct.org.uk](mailto:highleigh@cct.org.uk)

### ***Registration information:***

**Arrival on Friday 24<sup>th</sup> May 2019** - you can arrive at the Centre **from 4 p.m.**, but if you expect to arrive later than 10.30 p.m., then please let us know. After registering at reception, please collect your key, name badge, copy of final programme and a site map: dinner is at 7 p.m. and the first talk will follow at 8.00 p.m.

**Arrival at other times** – please contact

*either* Carol Graves **phone** 07790 807 606 *or* Fr Ian Wallis **phone** 07792 589 317

Helpers will have **red** dots on their badges

Helpers with the Children's Programme will have **blue** dots on their badges

**NB** We will be sharing the centre with other smaller groups, but will have our own designated rooms for worship, talks and workshops, as well as reserved tables in the dining room.

### ***Residential details:***

- **Towels and soap** are provided (not shampoo), all rooms have hand basins
- **Hairdryers** are provided - but if used, it is best to open windows and use away from the heat detector in the room
- Most rooms have bedside lamps, but we recommend that you **bring a torch**
- Please remember to **bring a dressing gown**, as bathrooms for the Standard rooms are accessed from the corridors
- **Hot drinks** - En Suite rooms have their own kettle; for those in Standard rooms, there are tea and coffee making facilities in each corridor.
- The centre asks us **not to bring private supplies of food**: the Centre has a shop on the ground floor that sells confectionery and sundries.

**Exarchate of Orthodox Parishes of Russian Tradition in Western Europe  
Deanery of Great Britain and Ireland  
Conference & Festival 2019**

*Facilities at the Centre:*

**Bar** - will be open on Friday and Saturday evenings, payment by cash please.

**Smoking** - is **not permitted inside the Centre**: there are designated places to smoke outside the building.

**Exterior doors** – these can be opened using the key for your room.

**Internet** - free wireless internet should be available across the Centre.

**Photocopying** - is available for A4 and A3 – for a small charge - but it is not possible to print out documents stored on a memory stick.

**Sports facilities** - there is a modern indoor games room; outdoor tennis courts; football pitch; putting green; and a fitness trail set within the 40 acres of grounds.

**NB** Please bring any **favourite toys and games to share** during the Children's Programme, and/or any **musical instrument** that your child plays.

*Talks, workshops, mealtimes, badges etc.:*

**Talks** - attendance at talks is voluntary, but as a courtesy to speakers, please come on time; questions and comments will be invited from the audience at the end of talks.

**Workshops** – attendance at workshops is also voluntary; please check the lists of the participants' names in the Reception Area to confirm which workshop is yours; the locations of the various workshops will be announced.

**Mealtimes** - please use the tables set aside for our Deanery; those who have notified us of their special dietary needs should have their meals on request to catering staff.

**Badges** - please wear your badge as it helps us to get to know one another, and it is also a sign that you have been registered, and are therefore entitled to meals etc.

**Choir and Reader(s)** - if you would like to sing in the choir, or if you are a Reader, and can attend a short practice (time will be announced) please make yourself known to Fr Patrick Hodson.

**Bookshop** – will be open during free time on Saturday and Sunday: **payment by cheque or cash only, there is no facility for payment by plastic.**

**Sunday evening party** - with wine, beer, and soft drinks; please bring a bottle or give a donation to Carol, who will buy supplies. This is also a time for some light entertainment – please do bring instruments, songs, dances or other party pieces!

**Exarchate of Orthodox Parishes of Russian Tradition in Western Europe  
Deanery of Great Britain and Ireland  
Conference & Festival 2019**

***Contact information:***

Our contact for queries **before the 24<sup>th</sup> May** is Irina Gusarova **phone 02087 716 196**

Our contacts **for emergencies on site** will be Carol Graves **phone 07790 807 606**  
&/or Fr Ian Wallis **phone 07792 589 317**

***Departure information:***

**Bedrooms must be vacated by 9.30 a.m.,**

**and please strip your bed(s) as this is so helpful to the hardworking staff.**

There will be **a room near the Reception area where any luggage can be safely stored**. If there are exceptional circumstances where you need your room beyond 9.30 a.m. on Monday, then please tell us by **12<sup>th</sup> May** so that we can notify the Centre.

**Departure on other days** – please strip your bed(s).

**Key card** - please hand your key card in to the Reception Desk before you leave; **the Centre will charge £20 for every key card which is not returned**, so don't forget!

**Badges** - please also return your badge when you leave – we intend to reuse them!

**Lifts to Broxbourne railway station** – these are usually arranged informally, or people may share a taxi.