

## **THINGS YOU NEED TO KNOW**

*Deanery of Great Britain and Ireland* Festival and Conference; 23-26 May  
2014

High Leigh Conference Centre Lord Street, Hoddesdon, Hertfordshire EN11

01992 463016

<http://www.cct.org.uk/high-leigh/introduction>

We are pleased to confirm your attendance at the conference.

***Conference Venue*** Again this year, we are sharing the centre with another group; we will have our own designated venues and dining room area.

### **Contact information**

Enquiries **before** the Conference, Jenny Musther: 07752 100086 or  
conference@exarchate.org.uk

Emergency contact **during** the Conference Jenny: as above or Carol: 07790 807606

### **Registration information; Arrival and Departure.**

**Arrival Friday:** You may arrive at the Conference Centre from **4 pm till 10.30pm**. If you expect to be later than this, please let us know.

On arrival, please collect your key, name badge, final programme and site map from reception.

The first item on the programme for Friday is **supper at 6.45pm and the first talk will follow at 8.00pm.**

Conference organisers and helpers will have **red** dots on their badges

Childrens' helpers will have **blue** dots on their badges

Arrival at other times. Please phone Jenny or Carol as above "**Contact information**"

**Departure Monday:** You are asked to strip your beds and put the bed linen (not duvet covers) outside your room before breakfast on Monday. Rooms must be vacated by 9.30am. Luggage can be safely stored in a room near the Reception area.

If there are exceptional circumstances which mean that you will need your room beyond 9.30am on Monday, please tell us by **15<sup>th</sup> May** so we can notify the Centre.

**Keys:** please hand your key in to the Reception Desk before you leave. The Centre **will charge £20** for every key which is not returned, so please be careful to remember to return it. Please also return your badge when you leave.

**Departure – other days:** Please strip your bed, as it may be used by someone else.

Please **return your key** to the Reception Desk.

### **Residential info**

- . Hairdryers are provided. If used, it is best to open windows and use away from the heat detector.
- . Towels and soap are provided: not shampoo. Standard rooms have hand basins
- . Bedding will be provided.
- . 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 situated corridors
- . Doors will be locked from 10.30 pm to 7am. The door code will be announced or is available on request
- . The centre asks us not to bring private supplies of food.

### **Workflow (talks, workshops, mealtimes, badges)**

**Badges:** Please wear your badge at all times. Badges are also your “passport” to meals. Please return your badge to the conference organizers when you leave.

**Mealtimes:** Please use the tables set aside for our conference. Those who have notified the organisers of special dietary requirements on their application form will be given a disc on arrival; this must be produced to obtain a special diet.

**Talks:** Attendance is completely voluntary. As a courtesy to speakers, please come on time. Questions will be invited at the end of talks.

**Discussion Groups and Workshops:** Again, voluntary attendance. Please check workshop lists on registration to ensure you are on the appropriate list. Venues will be announced during the conference.

**Announcements:** If you want to make an announcement, please make this known to Jenny Musther during the conference.

**Childrens' programme** Please bring favourite toys and games to share during the conference, and any musical instrument that your child plays

**Services and choir:** On Sunday morning, we will have the Decenal Liturgy . If you would like to sing in the choir, and can attend a short practice as announced, please make yourself known to Annemarie de Visser. Services will be mainly in English with some Slavonic, but please join in even if you cannot sing in Slavonic. Readers should also make themselves known to Annemarie.

### **Social Events, Facilities and Smoking**

**Evenings / Party:** the Centre has a cash bar which will be open on Friday evening. We will provide soft drinks, nibbles and some wine for the party on Sunday night. You are encouraged to bring a bottle or two to share with friends. Sunday evening is traditionally for light entertainment. Bring instruments, songs, dances or other party pieces.

**Smoking:** Smoking is not permitted in any building. There are designated places to smoke outside.

**Rooms:** En suite rooms have their own kettle. All rooms have hand basins. There are showers and tea/coffee making facilities on each corridor for the standard rooms.

**Shop** The Centre has a shop on the ground floor selling confectionery and sundries.

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

**Photocopying** is available at 10p per copy for A4 and 20p a copy for A3. Regrettably, 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 and putting green and a fitness trail set within the 40 acres of grounds.

**The Conference Bookshop** will be open during free time on Sat and Sun, and is being run by the Clapham parish. ***It will again be held in the chapel building opposite reception, as there is no suitable room available in the main building. We are unable to accept plastic, so please ensure that you have cheque or cash available***

**Getting to High Leigh** See separate attachment with hard copies, or follow this link to the High Leigh Website (<http://www.cct.org.uk/high-leigh/how-to-find-us>)

N.B. A final programme and workshop details will be available at reception on registration.

There will be a choir practice on Sat at 1.45pm in Yew Tree Hall with Annemarie de Visser

