

Archdiocese of Thyateira & Great Britain  
Deanery  
Conference & Festival 2024

**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 – and registration - on Friday 24<sup>th</sup> May 2024 is from 3 p.m., at the earliest:** bedrooms should be ready, but if not then please relax with a tea/coffee from the free machines. **Dinner is at 6.30 p.m.,** and we hope to start the first talk at 8.00 p.m.. (If time is short, **you may leave your luggage – temporarily - in a room that is just off the Reception area.**) Your key, name badge, copy of the final programme and a site map will all be given to you on registration. **If you expect to arrive later than 10.30 p.m., then please let us know.**

**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 showers
- **Hairdryers** are provided - but if used, it is best to open windows and use away from the heat detector in the room
- All rooms have bedside lamps, but we recommend that you **bring a torch**
- **Hot drinks** - rooms have their own kettle
- 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.

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***Facilities at the Centre:***

**Bar** - will be open every evening from 6 to 10.30 p.m., **payment by card only**.

**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: select CCTWIFI, no password is required, but you must be 18 years or over to use WiFi.

**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** – some sports equipment *may be available by special arrangement with the staff* - there are open spaces for games and nature walks.

**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** – name badges plus room keys - on yellow lanyards- will be provided for adults; small children will have yellow wristbands. Please wear your badge at all times, it is your ID for meals etc. and helps us to get to know one another.

**Bookshop** – will be open during the free time on Saturday and Sunday: **payment preferably by card** - but cash or cheque also accepted.

**Sunday evening party – new rules. Please do not bring your own wine or other drinks:** we will order bottles of wine, beer etc. direct from the bar at the centre, and they will provide free squash for children. However, your **donations** are needed and welcomed: please give to Carol beforehand or during the party.

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***Contact information:***

All queries **before the 24<sup>th</sup> May** email **admin@thyateira-deanery.uk**

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.,**

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 **10<sup>th</sup> May** so that we can notify the Centre.

**Name badge & key card** - please hand in to Reception when you leave, so they can be reused.

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