

THINGS YOU NEED TO KNOW

Conference & Festival venue:

HIGH LEIGH CONFERENCE CENTRE

Lord Street, Hoddesdon, Hertfordshire EN11 8SG

phone 0300 111 4444 email highleigh@cct.org.uk

Registration information:

Arrival on Friday 26th May 2017 - 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

N.B. 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 2017**

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 Annemarie de Visser.

Bookshop - will be open during free time on Saturday and Sunday, and is being run by the Clapham Parish: **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!

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Contact information:

Our contact for queries **before the 26th 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.

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 **14th May** so that we can notify the Centre.

Departure on other days - please strip your bed, as it may be used by someone else.

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 don't forget!

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

It may be possible to arrange **lifts to Broxbourne railway station**, please ask at Reception.