

Dear Friends

Convocation Retreat 2024

Convocation Retreat 2024 will take place at New Place Hotel and Conference Centre, Shirrel Heath, SO32 2JY.

This is a fantastic venue with many facilities. They can supply an all-vegetarian menu upon request and also cater for any allergies or dietary requirements.

To get the most out of the convocation experience we recommend booking for the whole week's convocation and staying in the accommodation provided on site. However, to provide less expensive options we will accept bookings for a minimum number of 3 days; you may also choose to attend as a day delegate and book alternative accommodation nearby.

The arrangements with New Place consist of 2 parts;

a) The Conference Facility where we will be scheduling the **convocation** events (Meditations, Talks, Satsang's, Kirtans etc). This facility includes the following:-

- Meeting space, Projector & Screen; Flipchart & Stationery
- Unlimited Tea, coffee, Water and snacks
- WiFi
- 2 Course lunch
- Car parking

This cost for the whole convocation schedule (Monday – Sunday morning) = £285

The daily rate for those not attending the whole retreat = £50 per day, (minimum of 3 days)

b) Accommodation (optional) for those registered for the convocation events.

Bedrooms are in mews style blocks. They have 110 rooms on site, all ensuite. Residents will have complimentary access to their leisure facilities.

Daily rate per night single occupancy = £99 per room. Breakfast included

Daily rate per night double occupancy = £109 per room. Breakfast included.

c) To cover **retreat expenses**, we will add a one-off payment of £5.00 per delegate

Breakfast and lunch are therefore covered. Evening meal is not covered and can be taken in the restaurant. You will need to pay for this separately, as it is not included.

Example of cost - **full convocation** retreat

Convocation events	£285 (Monday – Sunday morning inclusive)
6 night's single accommodation	£594
Expense (flowers etc)	£5
Total Cost	£884

Example of cost – **3 day convocation** retreat

Convocation events	£150 3 days
3 night's single accommodation	£297
Expense (flowers etc)	£5
Total Cost	£452

Booking process

You will be booking through us (the Convocation Retreat Committee) for both your place at the Conference facility (Convocation!) and your accommodation if required.

To help us with all the arrangements, we ask that you pay the **Convocation fee** and the **£5 for expenses**, at the time of your booking.

We strongly recommend that you reserve your **accommodation** at the same time to be sure of a room, but no payment will be due until April / May next year.

[Link to registration form](#)

Cancellations

Accommodation – full refund up to the day before the event, but please let us know 2 days (or more) before so we have time to make the cancellation.

(Please tell us as soon as you know that you will be cancelling so that someone else can book the room.)

Conference facility

We are contracted for a specified number of delegates to the **conference facility**.

Therefore cancellation refunds will be calculated 2 weeks before the event, and the amount refunded will depend on whether we have covered our contracted numbers.

Cancellations after that time will be charged for and therefore not be refundable.