

**CATHOLIC BISHOPS' CONFERENCE OF ENGLAND AND WALES**

**PRACTICAL INFORMATION**

**TWO-DAY PLENARY CONFERENCE AND  
THREE DAY IN-SERVICE**

**17 to 24 April 2015**

**Convento di Palazzola, Rocca di Papa, Rome**

**Dress Code**

- Formal/Clerical Suit for the two-day plenary meeting on Saturday 18 April and Monday 20 April
- Informal/Casual (or as you prefer) for all other days

**Liturgy**

Please bring with you an alb and white stole for use at Palazzola.

Although, we will provide a booklet for the celebration of Vespers, you will need to take with you your Breviary (or equivalent).

**Room Provisions**

In addition to the normal room provisions at Palazzola, the following will be provided in your rooms for your convenience and comfort:

- Towels (changed daily if required)
- Bottled water
- Welcome pack, including some stationery
- Wi-Fi should also be available in your room

**Weather**

The average daily temperature is up to 18°C (about 64°F), however temperatures can reach as low as 8°C (about 46°F). The rainfall is slightly less than March, with an average monthly rainfall of 65mm on 13 days. Though the weather is likely to be warmer than in England and Wales, the cooler evenings and the possibility of rain suggest that it would be a good idea to take a warm jacket and a waterproof mac or umbrella with you.

**Airport Transfers**

I have arranged for you to be transferred by car/minibus/coach (depending on the number arriving or departing on any one or more flights). Please see the 'Arrivals Transfer Schedule' included for details. If on the attached 'Arrivals Transfer Schedule' you are scheduled to be transferred

with one or more other persons, please try to stay together as a group when moving through into the arrivals area upon leaving the baggage reclaim area.

Upon your arrival at Fiumicino or Ciampino Airports in Rome, your driver will await you (with your name on a notice-card) in the arrivals area after you have passed through the baggage reclaim and security areas. There are usually a number of people holding these notice-cards to meet passengers, so you may need to walk around a little to identify the one with your name on.

If you have any problems, just call one of the following mobile telephone numbers:

Fr Chris +44 7860 860206

Lorraine: +44 7703 704931

There will be no cash payment required from you for the transfer, nor does any tip need to be paid.

(If you indicated that you will be privately staying in Rome in advance of Friday 17 April, you will be transferred, as above, to the venue in Rome you have specified already. On Friday 17 April, you will then be transferred to Palazzola.)

### **European Health Insurance Card (EHIC)**

Please remember to take with you your European Health Insurance Card which, should you need it, will enable you to get state healthcare in Italy at a reduced cost or sometimes for free. It will cover you for treatment that is needed to allow you to continue your stay until your planned return. It also covers you for treatment of pre-existing medical conditions.

The EHIC card is not an alternative to travel insurance. However, all members of the Bishops' Conference of England and Wales are automatically covered for their travel insurance by the Catholic Church Insurance Association.

### **Open Bar**

A full bar providing a range of drinks will be provided at Palazzola with the same arrangements that pertain to the open bar provisions during the plenary meetings at Hinsley Hall.

### **Conference meeting papers**

As previously noted, the conference papers are available electronically. If you require paper copies, please could you ask your office to arrange this for you.

Conference Folders are available from Lorraine if you require one. The wifi signal in the conference room is strong enough for you to be able to use your tablet during the meeting.

### **Invoice for the Plenary Meeting and In-Service**

Invoices will be sent to you by post following the Meeting and In-Service. In order to ensure that all members of the Conference are charged the same amount, the total costs of the flights will be averaged at £280 per person. The charge for our stay at Palazzola, fully inclusive of full-board accommodation, airport transfers, open bar etc., will be £140 per person per day. The total cost, including flights therefore, for the two-day plenary meeting and In-Service will be therefore £1,400 per person.

Please do not hesitate to contact me if you have any concerns or questions about the arrangements.

**Rev Christopher Thomas**

**General Secretary**

**20 March 2015**

**Spring 2015 Plenary and In-Service  
Transfer for arrivals**

Date	Transfer	Pax	Time	Pick-up From	Flight no.	Name	Destination
<b>Wed 15 April</b>	No. 1	1	16.25	Fiumicino - T1	KL1603	Cunningham	Collegio Inglese
							Via di Monserrato 45
	No. 2	2	18.30	Fiumicino - T3	B2540	<b>Thomas</b> Welch	Palazzola
<b>Thu 16 April</b>	No. 3	1	16.10	Fiumicino - T3	BA560	Stock	Palazzola
	No. 4	1	19.35	Fiumicino - T3	BA2540	Hudson	Collegio Inglese
							Via di Monserrato 45
			afternoon	<i>own arrangement</i>		M O'Toole	Palazzola
<b>Friday 17 April</b>	No. 5	3	10.10	Ciampino	FR3204	<b>Arnold</b> Heskett McGough	Palazzola
	No. 6	3	10.20	Fiumicino - T3	ZB5408	<b>Byrne</b> Doyle McGovern	Palazzola
	No. 7	1	<b>10.30</b>	Fiumicino -T3	BA552	Moth	Palazzola
	No. 8	7	11.00	Fiumicino - T3	LS791	<b>Brignall</b> Campbell Davies Malone McMahon Rawsthorne T. Williams	Palazzola
	No. 9	1	11.15	Collegio Inglese Via di Monserrato 45		Cunningham	Palazzola
	No. 10	6	14.10	Fiumicino - T3	BA546	<b>Kenney</b> Lonchyna McDonald Nichols Sherrington Smith	Palazzola
	No. 11	2	14.25	Fiumicino - T3	AZ211	<b>Hendricks</b> Lynch	Palazzola
	No. 12	2	15.45	Fiumicino - T3	EZ6183	<b>Hollis</b> Lang	Palazzola
	No. 13	3	16.10	Fiumicino - T3	BA560	<b>Longley</b> Murphy-O'Connor Newton	Palazzola
	No. 14	4	16.25	Fiumicino - T1	KL1603	<b>Burns</b> Drainey Hopes Stack	Palazzola
	No. 15	1	16.30	Collegio Inglese Via di Monserrato 45		<b>Hudson</b>	Palazzola
	No. 16	2	20.00	Fiumicino - T3	BA2540	<b>Egan</b> A Williams	Palazzola

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<b>Sunday 19 April</b>	No. 17	2	15.00	Casa del Clero		<b>J O'Toole</b>	Palazzola
						Gunter	
	No. 18	3	20.00	Fiumicino - T3	BA 2540	Wookey	Palazzola
						DesForges	
					ZB3566	Ward	