#### **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

No. 4	Date	Transfer	Pax	Time	Pick-up From	Flight no.	Name	Destination
No. 2	Wed 15 April	No. 1	1	16.25	Fiumincino - T1	KL1603	Cunningham	Collegio Inglese
No. 2	**************************************	110. 1	-	10.25	Transmento 11	REIGOS	Carringnani	
Thu 16 April   No. 3								714 41 1110110011440 10
Thu 16 April   No. 3		No. 2	2	18.30	Fiumicino - T3	B2540	Thomas	Palazzola
No. 4		1101						
No. 4								
Afternoon   Afternoon   Afternoon   Afternoon   Afternoon   Arnoid   Palazzola	Thu 16 April	No. 3	1	16.10	Fiumincino - T3	BA560	Stock	Palazzola
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Afternoon   Own arrangement   M O'Toole   Palazzola		NO. 4	1	19.35	Flumincino - 13	BA2540	Huason	
Friday 17 April  No. 5 3 10.10 Ciampino FR3204 Arnold Palazzola Heskett McGough  No. 6 3 10.20 Fiumincino - T3 Z85408 Byrne Palazzola Doyle McGovern  No. 7 1 10.30 Fiumincino - T3 BA552 Moth Palazzola  No. 8 7 11.00 Fiumincino - T3 L5791 Brignall Palazzola Davies McMahone McMahon Rawsthorne T. Williams  No. 9 1 11.15 Collegio Inglese Via di Monserrato 45  No. 10 6 14.10 Fiumincino - T3 BA546 Kenney Palazzola No. 10 6 14.10 Fiumincino - T3 BA546 Kenney Palazzola  No. 11 2 14.25 Fiumincino - T3 AZ211 Hendricks Sherrington Smith No. 11 2 15.45 Fiumincino - T3 BA540 Longley No. 13 3 16.10 Fiumincino - T3 BA560 Longley No. 14 4 16.25 Fiumincino - T3 BA560 Longley No. 15 1 16.30 Collegio Inglese Lang No. 16 Stack No. 15 1 16.30 Collegio Inglese Lang No. 15 1 16.30 Collegio Inglese Lang No. 16 Palazzola No. 17 Palazzola No. 18 Palazzola No. 19 Palazzola								Via di Monserrato 45
Friday 17 April No. 5 3 10.10 Clampino FR3204 Arnold Palazzola Heskett McGough  No. 6 3 10.20 Fiumincino - T3 Z85408 Byrne Palazzola Doyle McGovern  No. 7 1 10.30 Fiumincino - T3 Z85408 Byrne Palazzola Doyle McGovern  No. 8 7 11.00 Fiumincino - T3 L5791 Brignall Palazzola Davies Malone McMahon Rawsthorne T. Williams  No. 9 1 11.15 Collegio Inglese Via di Monserrato 45  No. 10 6 14.10 Fiumincino - T3 BA546 Kenney Palazzola Lonchyna McDonald Nichols Sherrington Smith Sherrington Smith No. 11 2 14.25 Fiumincino - T3 E26183 Hollis Palazzola Lang  No. 11 2 15.45 Fiumincino - T3 BA560 Longley Palazzola Lang  No. 13 3 16.10 Fiumincino - T3 BA560 Longley Palazzola Lang  No. 14 4 16.25 Fiumincino - T3 BA560 Longley Palazzola Lang  No. 15 1 16.30 Collegio Inglese Via di Monserrato 45  No. 15 1 16.30 Collegio Inglese Lang  No. 16 2 20.00 Fiumincino - T3 BA540 Egan Palazzola				afternoon	own arrangement		M O'Toole	Palazzola
Heskett   McGough					g			
No. 6   3   10.20   Fiumincino - T3   ZB5408   Byrne   Palazzola   Doyle	Friday 17 April	No. 5	3	10.10	Ciampino	FR3204		Palazzola
No. 6   3   10.20   Fiumincino - T3   ZB5408   Byrne   Palazzola   Doyle   McGovern							Heskett	
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		No. 7	1	10.30	Fiumincino -T3	BA552	Moth	Palazzola
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No. 10   6   14.10   Fiumincino - T3   BA546   Kenney   Palazzola							1. Williams	
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No. 12   2   15.45   Fiumincino - T3   EZ6183   Hollis   Palazzola								
No. 12   2   15.45   Fiumincino - T3   EZ6183   Hollis   Palazzola		No. 11	2	14.25	Fiumincino - T3	AZ211		Palazzola
No. 13   3   16.10   Fiumincino - T3   BA560   Longley   Palazzola							Lynch	
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No. 13 3 16.10 Fiumincino - T3 BA560 Longley Palazzola  Murphy-O'Connor Newton  No. 14 4 16.25 Fiumincino - T1 KL1603 Burns Palazzola Drainey Hopes Stack  No. 15 1 16.30 Collegio Inglese Via di Monserrato 45  No. 16 2 20.00 Fiumincino - T3 BA2540 Egan Palazzola		NO. 12	2	15.45	FIUITIITICITIO - 13	EZ0183		Palazzola
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		No. 16	2	20.00	Fiumincino - T3	BA2540	Egan A Williams	Palazzola

# Spring 2015 Plenary and In-Service Transfer for arrivals

Date	Transfer	Pax	Time	Pick-up From	Flight no.	Name	Destination
Sunday 19 April	No. 17	2	15.00	Casa del Clero		J O'Toole	Palazzola
						Gunter	
	No. 18	3	20.00	Fiumincino - T3	BA 2540	Wookey	Palazzola
						DesForges	
					ZB3566	Ward	