



**Cumberland Lodge**

exchanging views, inspiring minds

# University Visitors Notes for Organisers



Clockwise from top left: student discussions on the lawn; Tapestry Hall staircase; seminar in the Amy Buller Library

[cumberlandlodge.ac.uk](http://cumberlandlodge.ac.uk)



@clvenue

@CumberlandLodge

# Welcome



Every year, almost 4,000 students visit Cumberland Lodge. Whether you are a regular visitor or are coming to Cumberland Lodge for the first time, we hope you find this booklet helpful.

It includes information about how to arrange a student study retreat at Cumberland Lodge, an overview of our ethos and facilities, and what to expect during your stay.

We look forward to welcoming you.

Best wishes

A handwritten signature in black ink that reads "Ed Newell". The signature is written in a cursive, slightly slanted style.

Canon Dr Edmund Newell  
Chief Executive



The Tapestry Hall door, which inspired the Cumberland Lodge logo

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\* Please print or photocopy and give one to each student, or send the separate pdf.

\*\* Please print or photocopy application form for any interested students.

## About us

This magnificent former royal residence in the heart of Windsor Great Park has been the home of an educational charity since 1947. In that year, we were granted a Royal Warrant by King George VI, to use the building as a residential centre where university students could gather to explore topics outside the narrow confines of a degree course – particularly ethical and societal issues.

Throughout the year, we host subsidised study retreats for university departments and other higher education institutions, from all over the UK. We also run a renowned annual series of roundtable conferences, panel debates and study retreats, as well as educational programmes for students and school children. Our charitable work is funded by the hundreds of organisations and individuals who book our facilities for conferences, meetings, away-days and special events. Please visit our website and watch the short video on our homepage, to find out more about our work.

## Our ethos

We seek to empower people, through dialogue and debate, to promote progress towards more peaceful, open and inclusive societies. We work with people of all backgrounds, ages and perspectives, to challenge silo thinking and incubate fresh ideas that promote progress towards more peaceful, open and inclusive societies.

With this in mind, many of our visiting university groups include a **St Catharine's Session** in their programme. This is a guided group discussion, designed to help students explore social and ethical issues outside the confines of their usual fields of study. We offer our own programme of St Catharine's Session topics, but we are always happy to work with group leaders to suggest alternative topics and to help facilitate the sessions. To find out more, please see our St Catharine's Session brochure or contact our Programme Department on 01784 770842, or by emailing [programmeteam@cumberlandlodge.ac.uk](mailto:programmeteam@cumberlandlodge.ac.uk).



'Ethnic Inequalities at Work: Policy and Institutional Responses' conference, November 2016

# Student study retreats

A study retreat at Cumberland Lodge offers an opportunity to enrich students' engagement with a subject, whilst the relaxed atmosphere and inspiring environment encourage open discussion and student-staff interaction.

The theme and content of the retreat is up to you, but we do ask that it is in keeping with our charitable work and ethos, and we ask for a draft programme three months in advance of your stay, for approval.

We encourage the use of visiting speakers, and ask that your programmes do not include too much free time. Please encourage your session leaders and speakers to allow plenty of time for questions and discussion, and remind both speakers and colleagues that students take priority over staff during these discussions.

A typical weekend study retreat has the following format:

## Friday

- Arrive early evening
- Welcome talk by Cumberland Lodge staff
- First session

## Saturday

- Two sessions in the morning
- Free time in the afternoon
- A session before and after dinner
- Party

## Sunday

- Option of attending Royal Chapel or a morning session
- Final session after lunch
- Departure mid-afternoon

A more detailed draft programme can be found in Appendix I.

# Preparing for your visit

## Booking your visit

Cumberland Lodge is much in demand, so early booking – ideally a year or more ahead – is recommended, particularly for large groups. We highly recommend visiting the Lodge, especially if you have not been before. Enquiries and bookings should be made through our Venue Hire & Marketing team, who can be contacted on 01784 432316 or at [enquiries@cumberlandlodge.ac.uk](mailto:enquiries@cumberlandlodge.ac.uk).

## Group leader

Each visiting group must have a group leader – a member of staff who liaises with Cumberland Lodge in preparing the visit, and who takes responsibility for the group during the visit. We ask that the Group Leader and/or other members of staff remain on-site throughout a retreat. Group leaders are sent a quarterly Bulletin from the Education Team with our news and updates.

## Group size

The maximum size group we can accommodate, including staff, is 95. When more than one group are staying at the same time, we will let you know the maximum size of group we can accommodate. If you are planning to bring a small group, you will be likely to be sharing the facilities with others.

## Charges

As student retreats are part of our charitable activities, your visit will be subsidised by the trustees of Cumberland Lodge. Each year the trustees allocate around £1.8 million to support student visits and our own educational programme. There are no published rates for staying at Cumberland Lodge, so please contact the Sales & Marketing Manager for further information. Rates for academic staff are higher per head than for students, but are for single occupancy (students share rooms). In setting charges, we allow for one member of staff for every 15 students, and reserve the right to charge more if the ratio of staff to students is higher.

## Study retreat bursaries

We offer a limited number of free places to students with limited financial means, to help them attend a study retreat with their peers. Please give your students the opportunity to apply for one of these. If there are more applicants than available places, partial bursaries can be awarded instead. An application form, which can be printed or photocopied, can be found in Appendix 3.

## Staff representatives

Each group is allocated a staff representative from Cumberland Lodge, who will be resident and help to host your visit. Our representatives include:

- Canon Dr Edmund Newell, Chief Executive
- Dr Daren Bowyer, Chief Operating Officer & Deputy Chief Executive
- Dr Jan-Jonathan Bock, Programme Director
- Emily Gow, Programme Officer
- Ethan Coombridge, Programme Assistant
- Sarah Galvin, Programme Administrator
- Amber Pierce, Amy Buller PhD Scholar

Their biographies can be found on pages 13-14.

Before your visit, our team will check your draft programme to ensure it meets our criteria, and will let you have any comments. On the first day of your visit, your staff representative will give a welcome talk, and explain the house rules. Your representative will also be available to give a guided tour of the Lodge if requested in advance, and will escort those attending the Royal Chapel (see page 9).

## Timetable

Please note that we now require a 10% deposit at the point of booking. To help you with your planning, here is a typical timetable for running a student study retreat:

### At least one year in advance

Please book your preferred dates with an estimate of the size of your group.

### Six months before your visit

You will receive an invoice for a further deposit to the value of approximately 15% of the final account.

### Three months before your visit

You will receive confirmation of your visit and any information you may need about the Lodge and its facilities, including details of the meeting rooms allocated to your group. You will also be asked to submit a draft programme of your visit for our approval in terms of content and format.

### About six weeks before your visit

This is a suitable time for the Group Leader to visit the Lodge for a tour of facilities.

### Two or three weeks before your visit

You will be asked to send final details of your proposed programme, any requirements/requests for facilities, and any bursary applications.

### At least 10 days before your visit

Please send us your final list of participants and any special dietary requirements.

### A few days before your visit

Please also make sure that your students receive a copy of our 'Notes for Students' pack.

### The week after your visit

You will receive an invoice detailing the charges for the visit.

### As soon as possible after your visit

To avoid disappointment, please book your next visit!

# About your stay

## Arrivals and departures

It is helpful if at least one member of staff can arrive ahead of the students, to deal with any last minute arrangements. By prior arrangement our Events & IT Technician, Graham Hobbs, can remain on duty to meet with a member of staff to run through any technical requirements.

On arrival, you will be welcomed by Cumberland Lodge staff, given electronic passes for your rooms and external doors. When everyone is signed in, a member of staff will give a short talk about domestic arrangements.

On the day of departure, your group will be asked to vacate all rooms by 9am, to enable our housekeepers to prepare them for the next arrivals, unless you have asked for an alternative time. You will be advised by staff of where you can leave your luggage.

Please also ensure that all electronic passes are returned to Reception or placed in the 'drop-in' boxes by the main entrances to the Lodge and Mews before you leave, as these are very expensive for us to replace.

The list of room allocations and a plan of the campus is on the noticeboard at Reception.

## Bar

The Bar is generally open before dinner and after evening conference sessions. Alternative opening times can be arranged, subject to staff availability.

## Bedrooms

We have 56 en-suite bedrooms in three buildings: the Lodge, the Mews and Groom's House. Most rooms are spacious and have twin beds, and students normally share. We allocate group leaders, organisers, speakers and other members of staff their own bedrooms, subject to availability. Towels and toiletries are provided.

## Meals

Meal times, including morning coffee and afternoon tea, are arranged to suit the requirements of each group. However, the usual time for main meals are:

|                  |        |                                   |
|------------------|--------|-----------------------------------|
| <b>Breakfast</b> | 8.15am | Monday to Saturday (full English) |
|                  | 9am    | Sunday (continental)              |
| <b>Lunch</b>     | 1pm    |                                   |
| <b>Dinner</b>    | 7.15pm |                                   |

Please notify us in advance of any special dietary requirements, including Halal meals. Kosher meals can be arranged for an additional cost, provided we receive sufficient notice.

## Fire safety

The safety and security of our guests is our first priority. We rely on the active involvement of visiting Group Leaders when university groups are in residence, to ensure that students follow the rules. In the event of a fire alarm, when an audible alarm sounds across the campus, all guests and staff should evacuate immediately by the safest route (indicated in each bedroom) and gather on the front lawn.

Outside of office hours we have very few staff on site to ensure that the evacuation happens efficiently and that best efforts are made to account for all the guests, so we would look to group leaders to help us with this.

## Parties

Most visiting student groups hold a party on their second evening. There is a dedicated room in the Basement for student parties, which is equipped with an iPod docking amplifier, disco lighting and a twin CD deck. Please advise us in advance if these are required. Please bring your own music, as our collection is limited. We can also hire a karaoke machine for an additional charge, if required.

Drinks can be purchased (in plastic glasses for safety) in the Bar on the ground floor and taken downstairs. This bar facility will be provided for a maximum of four hours, closing no later than 1am.

Please state on your programme if your students wish to hold a party, and please remind them to bring their own music.

## Royal Chapel

Groups staying at the Lodge on Sundays (except Mothering Sunday and the Sunday of the Christmas carol service) are invited to Holy Communion or Matins (Church of England) at the Royal Chapel, The Queen's private chapel in the Great Park. Because of limited space, a maximum of 50 people from the Lodge can be accommodated. For security reasons, photographic ID is essential for access to the Royal Chapel (preferably a passport or driving license, although a student pass is normally acceptable provided it includes date of birth). The dress code is 'smart casual' (no jeans, shorts, T-shirts, flip-flops or trainers, please). No mobile phones, cameras or large handbags are allowed. A collection for charity is taken during the service.

The Lodge also has its own chapel available for use by groups or individuals.

## Safeguarding

Cumberland Lodge has a safeguarding policy for children and vulnerable adults. If your group will include anyone under the age of 18 or a vulnerable adult, please let us know and we will send you the policy.

## Security

Cumberland Lodge is located in a safe, secluded environment. The site is covered by CCTV, and external doors are locked, with access via electronic keycards only. Our bedrooms are now lockable and equipped with safes for small personal items.

## Accessibility

We strive to ensure that all our guests feel welcome and have a comfortable, safe and enjoyable stay. Our full Accessibility Statement is available on our website. Please notify of any special requirements before your stay.

There are two en-suite bedrooms in the main building suitable for disabled guests and accessible to wheelchairs. A lift large enough for wheelchairs provides access to all floors in the main building. There are ground floor public toilets for disabled guests in the main building and Groom's House.

Flitcroft, our main conference room, is fitted with an induction loop for the hard of hearing, as is our Reception desk, and we have a portable loop for other rooms. Please notify Reception on arrival if the portable loop is required. Unfortunately we do not have staff who are qualified to offer specialist support for disabled guests. Visiting groups must make their own arrangements if any form of professional care is needed, and accommodation for carers can be booked.

## Conference facilities

Our two main conference rooms are in the Mews: Flitcroft seats up to 120 people, and Sandby seats up to 50. Seating can be arranged in a variety of styles, and break-out rooms are available. In the Lodge, the Library seats 25 in boardroom style or up to 60 in theatre style, and the Chapel and Sitting Room may also be used.

## Recreational facilities

We have a wide range of recreational facilities – as well as 5,000 acres of beautiful parkland on our doorstep! We have a tennis court, and rackets and balls can be borrowed free of charge. Croquet, boules and rounders can be played in the garden, weather permitting. We offer table-tennis and pool tables in the Basement, along with recreational space, suitable for evening parties and relaxation.

Board games are available in the Bar, and there are televisions in the Sitting Room and Basement. Guests are welcome to use our Chapel and Library when they are not in use. We also offer a daily selection of newspapers and magazines in the Tapestry Hall, and you are welcome to play the pianos in the Drawing Room and Tapestry Hall, provided that you do not disturb your fellow guests.

We encourage visiting groups to allow time for a walk in the Great Park, and a map with suggested walks is available from Reception, along with discount vouchers for The Savill Garden.

## WiFi

WiFi is available throughout the buildings and rooms (no password required). Guests are advised to bring their own laptops/tablets.

## Reception

Cumberland Lodge is staffed 24 hours a day. During the daytime, a Duty Manager is available and at night two Night Supervisors are on site. If they are not available at Reception, please press the button on the desk and they will respond as soon as possible.

## Merchandise

A small range of merchandise can be purchased from Reception. These include Cumberland Lodge mugs, guidebooks, books and prints.

# Please note

We ask everyone who visits or stays overnight at Cumberland Lodge to abide by the following policies:

## Phones

As a charity that exists to inspire dialogue and debate, we strongly encourage you to engage in conversation with your fellow guests and to avoid using mobiles in our dining rooms.

## Alcohol

As a condition of our licence, it is strictly forbidden to bring alcoholic drinks into Cumberland Lodge. Only alcohol that is purchased from our Bar may be consumed on site. Students should be warned that, if discovered, any alcohol brought into the Lodge will be confiscated. Offending students may be sent home and, if the incident is serious, the department may be asked not to return to the Lodge. Group leaders and visiting staff are asked to ensure this rule is taken seriously.

## Smoking

No smoking is permitted inside the buildings (including e-cigarettes). Ashtrays are located a short distance from the main entrances.

## Private access

To respect the privacy of our neighbours, groups are asked not to go beyond signs that say 'Private' or 'No Admittance'. We also ask that groups keep noise levels to a minimum in the evenings. Access to the roof is strictly prohibited.

## After dark

Walking or cycling in the Great Park is not permitted after dark. If you go outside after dark, please stay within the grounds of Cumberland Lodge.

## Parties

We do not allow parties in bedrooms or flats. A dedicated space for parties and recreation is available in the Basement.

## Damage to property

If an incident occurs during your stay, the group leader will be informed and the charges below will be made to the visiting institution (not the individual(s) concerned). We will do our best to identify who is responsible. If more than one group is staying at the Lodge and we are unable to identify who is responsible for any damage, we reserve the right to charge each group pro-rata to the number in the group. In any dispute, the Principal's decision is final.

|                      |   |
|----------------------|---|
| Smoking in a bedroom | a cleaning charge of £30 per room.                                |
| Soiling a room       | a cleaning charge of £100, and if necessary a loss of use charge. |
| Wet mattresses       | these will be charged for at cost.                                |

For other physical damage or vandalism – the actual repair/replacement cost. If, as a result of the damage, we lose the use of the room, a loss of use charge may also be incurred.

# Getting involved and staying in touch

## Conference bursaries

Students are welcome to apply for bursaries to attend conferences in our annual series. We offer up to six free places for students, at each conference, including travel expenses. Bursaries are awarded when there is financial need and when a student can demonstrate that they would benefit academically from attending. Details of all our conferences can be found on the What's On page of our website. Please email us at [programmeteam@cumberlandlodge.ac.uk](mailto:programmeteam@cumberlandlodge.ac.uk) for further information.

## Scholarships

Up to ten Cumberland Lodge Scholarships are now available each year for doctoral students studying at any university in the UK. These two-year scholarships offer mentoring and support in developing networking, public engagement, communications and event facilitation skills, and the opportunity to be involved in our annual series of conferences and consultations, panel debates, study retreats and educational activities. They are designed to fit around the demands of doctoral study.

Please email [programmeteam@cumberlandlodge.ac.uk](mailto:programmeteam@cumberlandlodge.ac.uk) for further information.

## Social media

Please follow and like Cumberland Lodge on social media:



Facebook: [@cumberlandlodge](https://www.facebook.com/cumberlandlodge)

Twitter: [@CumberlandLodge](https://twitter.com/CumberlandLodge) & [@clvenue](https://twitter.com/clvenue)

Instagram: [cumberlandlodge](https://www.instagram.com/cumberlandlodge)

Cumberland Lodge welcomes over 4,000 students and academic staff every year. If you would like to become part of this network, join our Facebook group at: [facebook.com/groups/CumberlandLodgeAlumni](https://www.facebook.com/groups/CumberlandLodgeAlumni).

## Friends

We have recently established the Friends of Cumberland Lodge. This provides an excellent way of keeping informed about what's happening at Cumberland Lodge, as well as receiving invitations to special events. There are four types of membership:

|   |                                 |
|---|---------------------------------|
| individual                                      | minimum annual subscription £35 |
| joint   | £50                             |
| institutional, including university departments | £50                             |
| student   | £10                             |

Income from the Friends goes towards student scholarships and bursaries, and other special projects. Please email our Friends & Alumni Outreach Officer, Emma Albery at [eaalbery@cumberlandlodge.ac.uk](mailto:eaalbery@cumberlandlodge.ac.uk), for further information.

## Staff representatives

### Canon Dr Edmund Newell, Chief Executive



Edmund Newell has been Principal or Chief Executive of Cumberland Lodge since 2013. An economic historian and priest in the Church of England, he has been: a Research Fellow at Nuffield College, University of Oxford; Chancellor of St Paul's Cathedral, London, where he was the founding Director of the St Paul's Institute; and Sub-Dean of Christ Church, Oxford. Ed is a regular contributor to *Pause for Thought* on BBC Radio 2. His publications include the co-authored books, *Ethics & Investment Banking* and *What Can One Person Do?*, a theological reflection on the Millennium Development Goals. His latest book, *The Sacramental Sea: A Spiritual Voyage through Christian History*, will be published in 2019.

### Dr Daren Bowyer, Chief Operating Officer & Deputy Chief Executive



Dr Daren Bowyer joined the Lodge in February 2018, before which he held the post of Chief Executive of the Newbury and District Agricultural Society, and Director of the Royal County of Berkshire Show. Following a career in the British Army, Daren has also held the posts of Director of the Sandhurst Trust, Chief Operating Officer of The Open Futures Trust, and Home Bursar of Pembroke College, Oxford. Daren studied Philosophy at Bristol University, International Relations at Cambridge, and holds a PhD in Strategic Studies and Military Ethics from Cranfield University. Daren is County Commandant of the Oxfordshire Army Cadet Force, Vice-Chairman of the science education charity OIBC and was until recently, a judge for the Oxfordshire Restaurant Awards.

### Dr Jan-Jonathan Bock, Programme Director



Jan joined Cumberland Lodge in May 2018, having previously worked as a Research Fellow at Cambridge's Woolf Institute. Jan's co-authored publications include *Austerity, Community Action & The Future of Citizenship in Europe* and *Refugees Welcome? Difference and Diversity in a Changing Germany*, as well as policy reports on trust in community life and interfaith relations. Jan received his PhD in Social Anthropology from the University of Cambridge in 2015. His doctoral thesis examined the political aftermath of the 2009 L'Aquila earthquake in Italy. Jan's research experience covers Germany, Italy, the UK, the Middle East, and South Asia, and he has published across anthropology and social science journals. In his free time, he enjoys running, photography, and collecting vintage audio equipment.

### Emily Gow, Programme Officer



Emily Gow joined us as Programme Officer in April 2019. She is responsible for supporting our Programme Director with the effective delivery of all our charitable events and educational programmes. Emily has a passion for social change. Having graduated from the University of Southampton with an Integrated Masters in French and Spanish in 2017, Emily was selected for the Charityworks UK graduate scheme, a leadership development programme for young people seeking to build a career in the not-for-profit sector. She worked at a housing association as part of that programme, and in 2018, she moved to Corsica, to teach English to children and young people, on a work placement with the British Council.

## Ethan Coombridge, Programme Assistant



Ethan Coombridge joined us in January 2019. As Programme Assistant, he supports our Programme team with the effective delivery of our annual programme of events and educational activities, including administrative support for our PhD scholarships, student bursaries, schools workshops, Emerging International Leaders Programme, and our annual 'Life Beyond the PhD' and Commonwealth & International Student Christmas conferences. Ethan recently graduated with a Bachelor of Fine Arts (BFA) from Whitecliffe College of Arts and Design in Auckland, New Zealand.

## Sarah Galvin, Programme Administrator



Sarah joined Cumberland Lodge as Programme Administrator in August 2019. Sarah will be working closely with the Programme, Press and Communications, and Executive teams. As well as providing administrative support to Cumberland Lodge programmes, she will be helping to deliver our Life Beyond the PhD conference, Scholarship schemes, and Cumberland Lodge Debate. She has a background in account management within the pharmaceutical industry and has a Bachelor of Science in Human Bioscience from Coventry University. As part of her degree, she explored the social impact of health related topics. Her thesis topic at university was 'To explore differences in attitudes and knowledge on the MMR vaccination between parents and non-parents, in relation to the media'. This project highlighted how important health-related communication is to the public and the knock-on effect this has on behaviour.

## Amber Pierce, Amy Buller Scholar 2017-2020



Amber joined us as our Amy Buller Scholar in September 2017 and she will be in post until 2020. She has been studying at Royal Holloway, University of London since 2013. She started her PhD in September 2017, working on the changing relationship between prosecutors and historians in international criminal tribunals, from The Nuremberg Trials of 1945-46 to the present day. Amber has previously volunteered at the British Heart Foundation and at The Jewish Museum, London, where she gave weekly talks on artefacts from the Holocaust. In her spare time, Amber is a keen sportswoman. She is a member of the University of London Boat Club, where she has rowed at a national level and was Club Secretary in 2017/18.

## Key staff contacts

Chief Executive  
Chief Operating Officer  
Programme Director  
Programme Officer  
Programme Assistant  
Programme Administrator  
Friends, Alumni & Outreach Officer  
Events & IT Technician  
Press & Communications Director  
Amy Buller PhD Scholar  
General Manager  
Duty Managers (weekdays)  
Duty Manager (weekends)

Canon Dr Edmund Newell  
Dr Daren Bowyer  
Dr Jan-Jonathan Bock  
Emily Gow  
Ethan Coombridge  
Sarah Galvin  
Emma Albery  
Graham Hobbs  
Helen Taylor  
Amber Pierce  
Merrill Ryan  
Sarah Mann, Crystal Chillingworth & Charlotte Booth  
Maria Carri

## Contact

Cumberland Lodge  
Windsor Great Park  
Windsor  
SL4 2HP

01784 432316

[enquiries@cumberlandlodge.ac.uk](mailto:enquiries@cumberlandlodge.ac.uk)  
[cumberlandlodge.ac.uk](http://cumberlandlodge.ac.uk)



Cumberland Lodge in summer

# Appendix I

## Sample study retreat programme

*Name of university/department/society*

*Date*

*Theme of the retreat*

### Friday

|        |   |
|--------|---|
| 6pm    | Arrival   |
| 6.30pm | Choice of Bar* or informal reception**                    |
| 7.15pm | Dinner  |
| 8.15pm | Welcome and introduction by CL Duty Academic (see note 1) |
| 8.30pm | Session 1   |
| 10pm   | Bar (open until midnight at the latest)                   |

### Saturday

|         |  |
|---------|--|
| 8.15am  | Breakfast  |
| 9am     | Session 2 (see notes 2 and 3)                              |
| 10.30am | Coffee   |
| 11am    | Session 3 (see note 4)                                     |
| 1pm     | Lunch  |
|         | Free afternoon (see note 5)                                |
| 4pm     | Tea  |
| 4.30pm  | Session 4 (see note 6)                                     |
| 6pm     | Bar  |
| 7.15pm  | Dinner   |
| 8.30pm  | Session 5 (see note 7)                                     |
| 10pm    | Bar (until midnight) or Party in Basement (closing by 1am) |

### Sunday

|         |   |
|---------|---|
| 9am     | Breakfast (until 9.45am)                            |
| 10.15am | Departure of those attending Matins at Royal Chapel |
| 10.30am | Coffee  |
| 11am    | Session 6 (see note 8)                              |
| 1pm     | Lunch   |
| 2pm     | Session 7 (or departure)                            |
| 3.30pm  | Tea   |
| 4pm     | Departure   |

\* Delegates can purchase their own drinks from the Bar.

\*\* The visiting university or organisation selects and purchases a number of wines, and delegates enjoy them at an informal drinks reception. Please discuss this with the Bookings Team.

## Notes

- 1 This will include a brief introduction to Cumberland Lodge (its ethos and history), information about visiting the Royal Chapel (if appropriate) and the rules for visits. A longer introductory talk may be arranged at a mutually convenient time when a member of the Cumberland Lodge staff will provide a more detailed history of the house and the Foundation.
- 2 Experience has shown that a panel session livens up a programme.
- 3 We strongly encourage making one of the sessions a St Catharine's Session – a guided group discussion on a social or ethical issue outside of students' regular fields of study. With advance notice, we can help to facilitate such a session. Please contact our Programme Department at [programmeteam@cumberlandlodge.ac.uk](mailto:programmeteam@cumberlandlodge.ac.uk) to find out more.
- 4 Speakers should be encouraged to plan their presentation so as to allow a minimum of half an hour for general discussion - with students given every opportunity to participate.
- 5 For the free afternoon on Saturday there is plenty of opportunity for walking in the park, games, or visits to Windsor.
- 6 In the winter months, when days are short, a late Saturday afternoon session is a good idea; less so in the summer when a full afternoon in the Park, or in Windsor, is an attractive option.
- 7 It is essential to organise a session after dinner on Saturday evening to avoid an aimless gap in your programme before the start of the party.
- 8 On Sunday morning all members of the group are very welcome to attend services at the Royal Chapel in the grounds of nearby Royal Lodge. Holy Communion is at 8.30am (10am on the first Sunday of the month) and Matins at 11am (which is the service visitors to the Lodge normally attend). Those going to morning service will miss the 11am session. It is advisable not to invite visiting speakers for this session as few might attend. An alternative might be a 'poster session' - or two sessions might be organised for Sunday afternoon, leaving the morning free. Another alternative is to organise a short session from 12.15pm to 1pm, as this will allow enough time for chapel attendees to get back to the Lodge.

## Appendix 2

### More about Cumberland Lodge

#### Supporting higher education

Cumberland Lodge has been providing transformative experiences for students for more than 70 years, since its establishment in 1947. We have close links with universities across the UK, and other higher education institutions such as the Inns of Court.

Each year, almost 4,000 students visit us for study retreats, mainly at weekends. As well as being intellectually stimulating, these retreats allow students to interact with each other in ways not possible in their institutions. While here, students, staff and visiting speakers are able to enjoy the Lodge's exceptional hospitality and facilities, and explore its beautiful surroundings. Many university departments have been visiting us for decades, and their annual retreat has become a much valued tradition.

Cumberland Lodge is also a popular venue for national and international academic conferences, and for continuing professional development courses for doctors and other professionals. We always welcome enquiries for events of these kinds, and these bookings all help to support our charitable work.

#### Our charitable mission

Cumberland Lodge is a charity that empowers people, through dialogue and debate, to tackle the causes and effects of social division. We are an incubator of fresh ideas that promote progress towards more peaceful, open and inclusive societies.

We work with people of all backgrounds, ages and perspectives, to challenge silo thinking and enable them to engage in constructive dialogue and debate in an inclusive environment.

We were founded in 1947 with the support of King George VI and Queen Elizabeth The Queen Mother, and today HM The Queen is our Patron. Our founder, Amy Buller, envisioned a place where people would 'examine the fundamental assumptions' behind complex challenges facing society, and that remains at the heart of what we do.

Our high-profile, annual series of roundtable conferences, panel debates and retreats addresses some of today's most pressing issues that threaten to divide society. It brings together leaders and influencers, students, academics and community practitioners, to exchange views and think creatively about how to tackle pressing social and ethical issues, in order to influence policy and improve public awareness and understanding.

Insights and recommendations from our conferences are reviewed and refined through expert consultations and presented to policymakers, the media, influencers and the wider public at report launches in central London.

Find out more about our annual series on our homepage, and find out about upcoming events on our What's On webpages.

## Supporting students and young people

We actively involve young people in all aspects of our work, to nurture their potential as future leaders and change-makers, and to help them become proactive citizens in their communities. We equip and inspire them with the skills and experience to tackle social divisions and work towards social progress.

As well as subsidised study retreats and St Catharine's Sessions, we offer an International & Commonwealth Christmas conference for international students, and an Emerging International Leaders programme on Freedom of Religion or Belief. We also offer Knowledge Cafes, schools workshops and intergenerational activities. Find out more at: [cumberlandlodge.ac.uk/about-us/our-work-with-students](http://cumberlandlodge.ac.uk/about-us/our-work-with-students)

## Student scholarships

We offer two scholarship schemes to mentor and support doctoral students and encourage them to use their personal skills and academic studies for the betterment of society.

This includes our two-year Cumberland Lodge Scholarship scheme, which supports seven students from universities across the UK, to develop their communications, public engagement and event facilitation skills alongside their academic work. We also offer a three-year Amy Buller Scholarship, in partnership with Royal Holloway, University of London, to support a PhD student from any academic discipline with doctoral research on a subject connected to our charitable objectives and to involve them in our work.

## Public engagement

Cumberland Lodge also offers free, cultural and educational events to engage with the wider community. These include the popular Cumberland Conversations featuring high-profile visiting speakers, as well as lectures, art exhibitions, musical recitals, and literary events run in partnership with the Windsor Festival.

## Governance

Cumberland Lodge is overseen by a board of trustees with a wide range of expertise and experience in higher education and public life. Trustees also take an active role in the running of Cumberland Lodge through membership of our Executive Committee. A list of current trustees can be found on our website.

## Conference venue

We welcome individuals and organisations to book our stunning facilities for conferences, meetings, and special events including weddings. This all helps to support our charitable work.

To find out more, please visit [cumberlandlodge.ac.uk/venue-hire](http://cumberlandlodge.ac.uk/venue-hire), or contact our Venue Hire & Marketing team, at [enquiries@cumberlandlodge.ac.uk](mailto:enquiries@cumberlandlodge.ac.uk).

## Appendix 3

### Study retreat bursaries

The trustees of Cumberland Lodge award bursaries to help students with limited financial means to visit Cumberland Lodge with a group from their university. The number of bursaries available varies, according to the number of students in the group:

|                  |               |
|------------------|---------------|
| 15 – 25 students | 1 free place  |
| 26 – 50 students | 2 free places |
| Over 50 students | 3 free places |

A bursary application form is attached. Please print or photocopy it and provide copies to students who wish to apply for an award.

#### Awarding the bursaries

You can make a direct approach to students you think might need a bursary and invite them to complete an application form, which you should endorse and return to us. If you find it difficult to identify needy students, please advertise the bursaries as widely as possible, inviting students to collect an application form. This should be completed and returned to the Venue Hire & Marketing team at least one week before the visit. Should there be more applications than available bursaries you may prefer to divide the value between the applicants. Please agree your bursary arrangements with the Venue Hire & Marketing team in advance of your visit.



69<sup>th</sup> Commonwealth & International Student Christmas, 16 - 18 December 2016

## Study retreat bursaries - Application form

To be completed by a student wishing to apply for a bursary. This provides a free place during a student group visit to Cumberland Lodge.

University/College:

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Department or society:

---

Event number/date:

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Student's title and name:

---

Nationality:

---

Undergraduate/Postgraduate:

---

Degree, subject & year of study:

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Note in support of your application. Please continue over reverse if necessary.

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Signed (student): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (group leader): \_\_\_\_\_ Date: \_\_\_\_\_

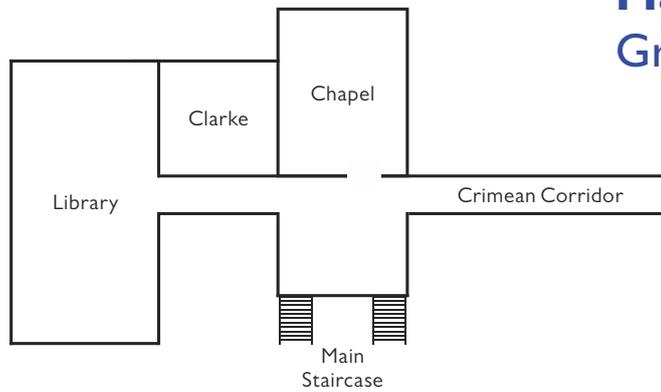
Form to be returned by the group leader at least one week before the visit to the Venue Hire & Marketing team, at [enquiries@cumberlandlodge.ac.uk](mailto:enquiries@cumberlandlodge.ac.uk).

# Appendix 5

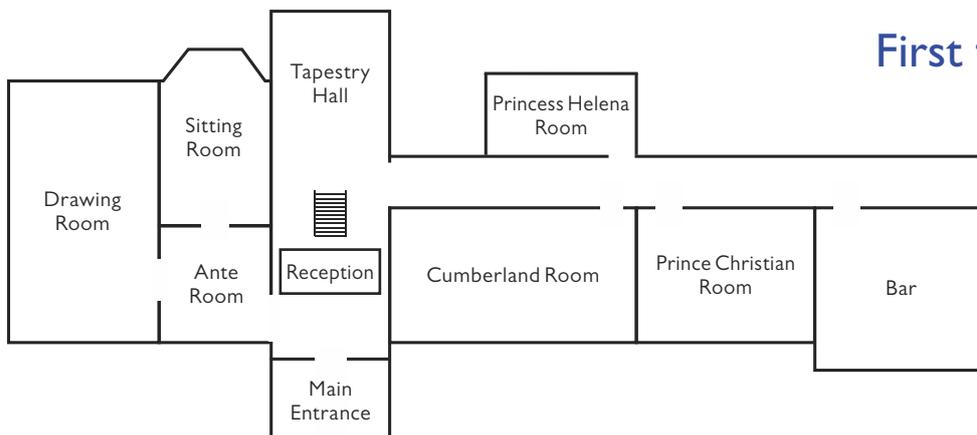
## Floor plans and site layout



### Main Lodge Ground floor



### First floor



# The Mews Conference Centre

## Ground floor, central rooms



### KEY PLAN



| ROOM OPTIONS | Flitcroft Room | Sandby Room | Hodgson Room |
|--------------|----------------|-------------|--------------|
| Theatre      | 120            | 50          | 30           |
| Cabaret      | 66             | 30          | 20           |
| Boardroom    | 48             | 30          | 22           |
| Classroom    | 60             | 24          | 18           |
| U-Shape      | 36             | 24          | 16           |
| Circle       | 50             | 32          | 22           |
| Semi-Circle  | 40             | 26          | 18           |

### HIGHLIGHT FEATURES

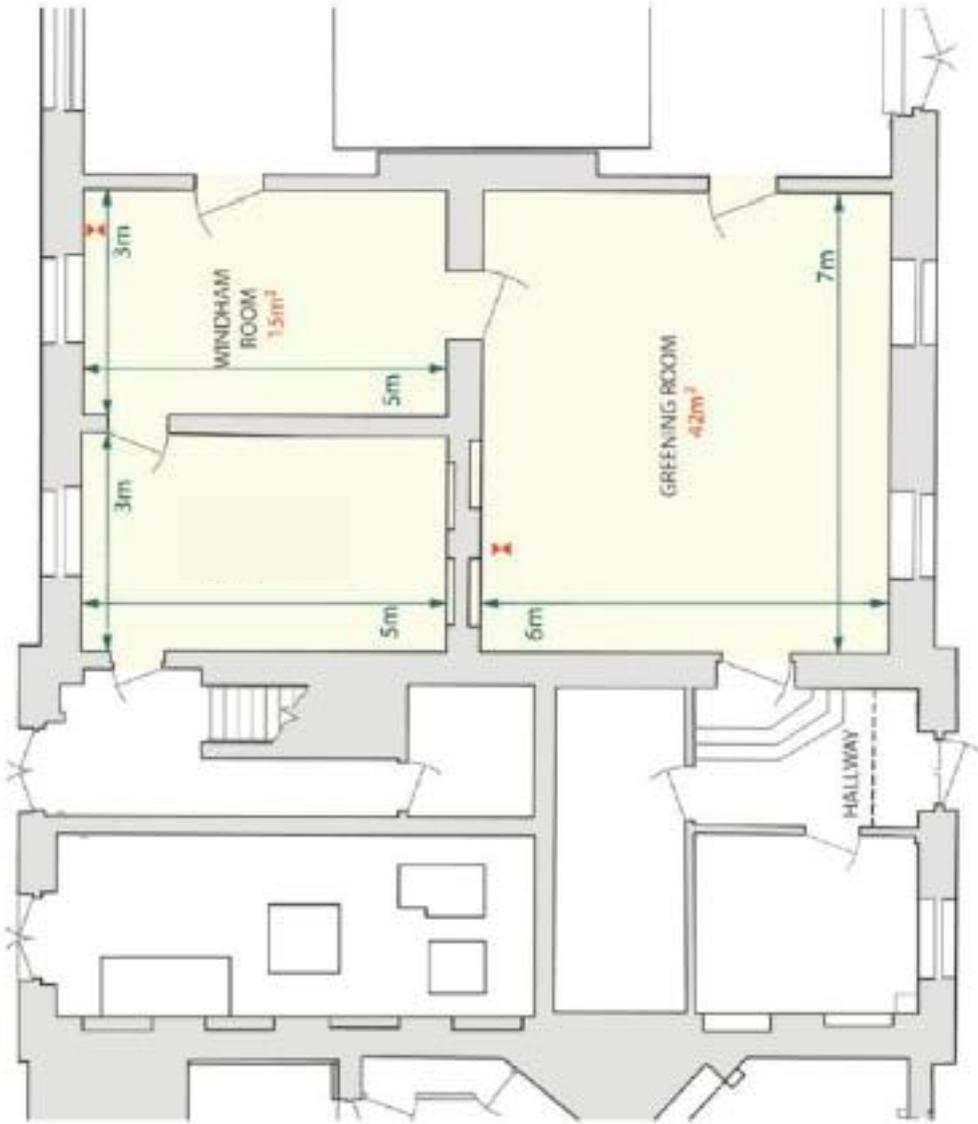
|                 |   |   |   |
|-----------------|---|---|---|
| Wifi Access     | ✓ | ✓ | ✓ |
| Disabled Access | ✓ | ✓ | ✓ |

### KEY

- Floor Socket with data
- Projector
- Data Point

# The Mews Conference Centre

## Ground floor, side rooms



### KEY PLAN



| ROOM OPTIONS | Greening Room | Windham Room |
|--------------|---------------|--------------|
| Theatre      | 30            | 12           |
| Cabaret      | 20            | -            |
| Boardroom    | 24            | 6            |
| Classroom    | 18            | 6            |
| U-Shape      | 18            | -            |
| Circle       | 22            | 12           |
| Semi Circle  | 18            | 8            |

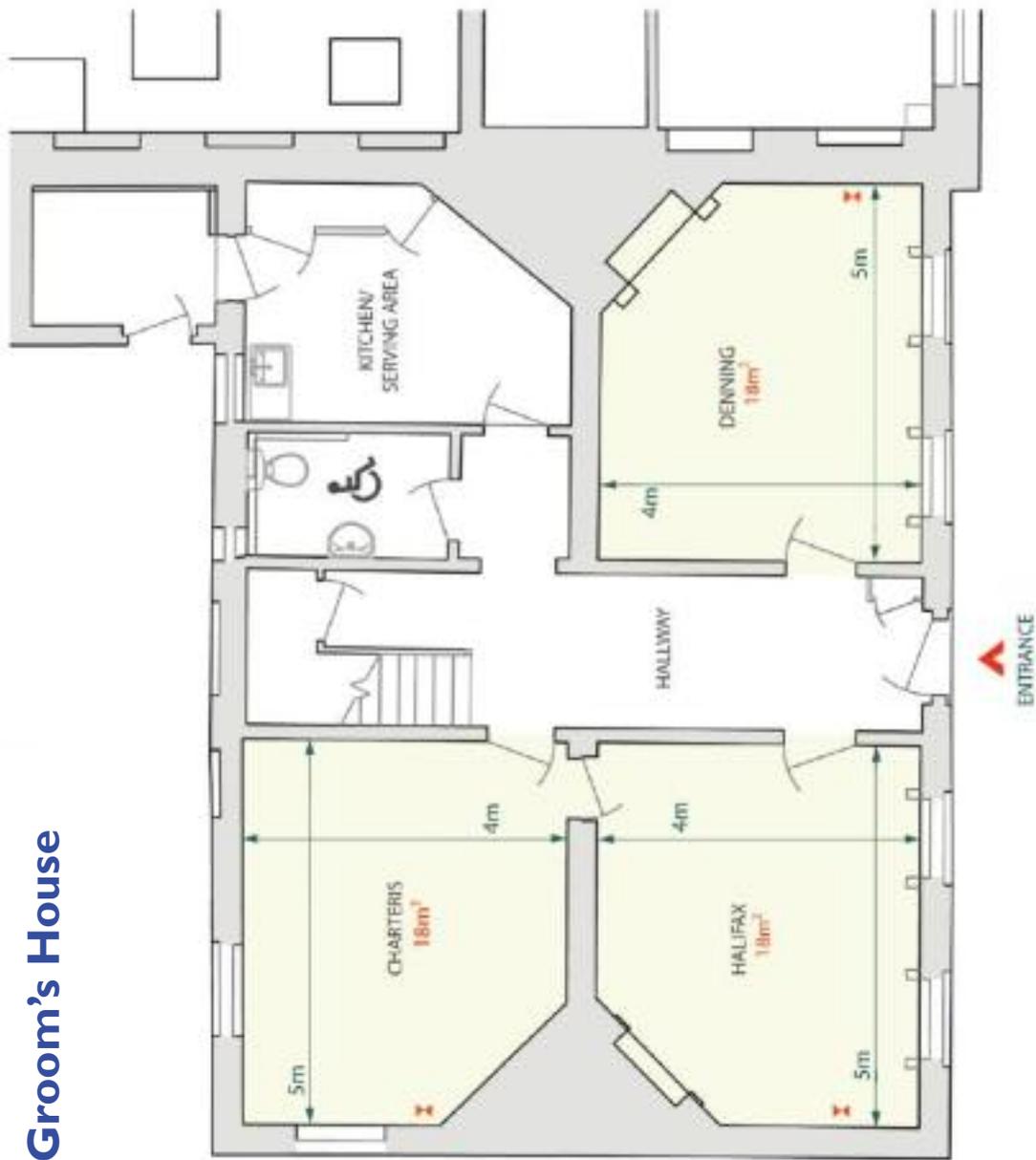
### HIGHLIGHT FEATURES

|                 |   |   |
|-----------------|---|---|
| Wifi Access     | ✓ | ✓ |
| Disabled Access | ✓ | ✓ |

### KEY

- Floor Socket
- Projector
- Data Point

# Groom's House



## KEY PLAN



| ROOM OPTIONS | Halifax | Denning | Charteris |
|--------------|---------|---------|-----------|
| Theatre      | 12      | 12      | 12        |
| Cabaret      | -       | -       | -         |
| Boardroom    | 12      | 12      | 12        |
| Classroom    | -       | -       | -         |
| U-Shape      | -       | -       | -         |
| Circle       | 12      | 12      | 12        |
| Semi Circle  | 8       | 8       | 8         |

## HIGHLIGHT FEATURES

|                 |   |   |   |
|-----------------|---|---|---|
| Wifi Access     | ✓ | ✓ | ✓ |
| Disabled Access | ✓ | ✓ | ✓ |

## KEY

- Floor Socket
- Projector
- Data Point

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