

# Cultivating Happiness

A Mindfulness Retreat with Zen Master **Thich Nhat Hanh**  
and the monks and nuns of Plum Village  
at the East Midlands Conference Centre, Nottingham University  
Thursday 5<sup>th</sup> to Wednesday 10<sup>th</sup> April 2012

*"Beauty is a heart that generates love and a mind that is open"*  
Thich Nhat Hanh

## GUIDANCE NOTES FOR POSTAL BOOKINGS

This five day retreat will explore how mindfulness and meditation practice can bring about peace and happiness in ourselves, those around us and the environment. We will learn and practise ways of living mindfully in each moment of our daily life, finding the true, beautiful and good within each one of us.

We welcome the participation of people of all ages, faiths and backgrounds. Thich Nhat Hanh especially welcomes families, children and young people. There will be programmes for children (aged 5-12) and teenagers (aged 13-17), led by monks, nuns and lay practitioners, with help from parents. There will also be an optional programme for young people aged roughly 16-32.

Children under 5 are welcome to join the retreat under the care of a parent or guardian; there will be a playroom for the use of these children with their parents.

Children under 18 must be accompanied by their parent or guardian.

### Teaching and practices

Thich Nhat Hanh will offer us daily teachings on mindfulness. Monks and nuns from Plum Village will guide us in the practices of sitting and walking meditation, total relaxation, touching the earth, and deep listening and loving speech which are the foundations of reconciliation.

We will meet daily in small groups to practise deep listening and loving speech, sharing our experience with the practice of mindfulness and about how to integrate the teachings into our daily lives. There will also be an opportunity to express artistically

our happiness of being together by sharing poetry, songs, stories, music, plays, etc.

There will be periods of Noble Silence to help us reflect on what we have experienced during the day. This will include the time from the end of the evening activity until after breakfast. Our meals will be taken in silence, to allow us the space and time truly to enjoy the food and the company of other practitioners.

In order to create a safe and healthy environment for everyone at the retreat, we ask each participant to follow the Five Mindfulness Trainings for those five days. In brief:

- To respect life and refrain from killing
- To respect other people's property and refrain from stealing
- To respect others and refrain from sexual activity that causes harm
- To speak the truth and refrain from lying
- To encourage health and refrain from intoxicants (including alcohol, cigarettes and drugs).

## **Meals and diet**

Breakfast, a main midday meal and a light supper each day will be served in your hall of residence. We will enjoy a vegan diet, free from meat, fish, eggs and dairy products. (Special meals will be prepared for children and teenagers which may contain eggs and dairy products.) There will be a choice of main dish at the midday meal and a salad option. Information about the ingredients will be posted outside the dining rooms. Please let us know on the booking form if you require a gluten-free diet. We regret we cannot provide a nut-free environment.

## **Access**

Nottingham is an accessible site and we aspire to make the retreat accessible to all. If in doubt, please contact the Enquiries Team to let us know your requirements. We will do our best to help. A limited number of places for personal assistants are available at a reduced rate - please check on availability before booking.

## Children's and teens' programmes

We will offer a programme for children aged 5-12 and teenagers aged 13-16, to cover the main retreat sessions in the morning, afternoon and evening. They will enjoy a range of activities and learn mindfulness practice from experienced monks and nuns from Plum Village as well as members of the Community of Interbeing.

## Young Adults' Programme (for those roughly 16-32 years old)

Young adulthood brings its own range of joys and challenges. The younger practitioners can benefit from exploring mindfulness with other people their age who are at a similar place. All those in the age range are encouraged to sign up to the Young Adults' Programme. Those at either edge of the age range should feel confident in joining the programme, as smaller groups of people will be formed closer to their own age.

Participants will not miss the key activities of the retreat programme (e.g. Dharma Talks by Thich Nhat Hanh) but will have the option to join the additional activities. These focus on fun, creativity, and topics relevant to young people. The programme provides an opportunity to explore Thich Nhat Hanh's teachings in a context specifically suited to this age range. A real sense of community always forms, and lasting friendships are often made. The Young Adults' programme will be led by young monastics and experienced young lay friends.

## How to book?

Please complete the booking form below.

- **Families wanting adjacent rooms:** Please fill in one form per adult. If you will be bringing a child or young person (under 18) to the retreat, please include their details on your booking form. Add details of any other children coming with you on a separate sheet.
- **Personal assistants:** If you are disabled and will be coming with a personal assistant who needs an adjacent room, please fill in a booking form for each of you and post them together.

Post your booking form to:  
**Nottingham Retreat 2012**  
**13 Everswell Road**  
**Fairwater**  
**Cardiff CF5 3DH**

Please enclose:

- Photocopy of proof of benefits status or student card or NUS card,
- a cheque for the full amount in pounds sterling, made out to the

### **Community of Interbeing UK and**

- a self-addressed A5 envelope with a regular 1<sup>st</sup> class stamp.

We will confirm your booking (this will take at least 3 weeks), and send you more information, including how to get there, and how best to prepare in order to enjoy the experience to the full.

### **International bookings**

The easiest way to pay is online on [www.mindfulnessretreats.org.uk](http://www.mindfulnessretreats.org.uk) by credit or debit card. Your card issuer or bank will pay us in sterling and charge you in your local currency at the prevailing exchange rate. We do not have facilities for accepting foreign currencies. Alternatively you can book by post and pay by sterling cheque. Please do not send cash. If you can't manage either of these, please contact the Enquiries Team and ask about bank transfer.

### **Cancellations and refunds**

Early Bird tickets are non-refundable. We have to pay the basic costs for the Nottingham retreat by January 2011, so we are offering the Early Bird Tickets to encourage people to book early to generate funds to meet these costs. This is why we cannot offer a refund for the Early Bird Tickets.

Tickets sold after 6<sup>th</sup> January 2012 at the standard rates will be eligible for a refund at the rate of 50% of the purchase price between 6<sup>th</sup> January and 29<sup>th</sup> February in the event the ticket holder wishes to cancel. No refunds are available after 29<sup>th</sup> February. If you cannot attend and are eligible for a refund,

please contact the bookings team by email or post. We cannot accept applications for refunds by phone. Bookings are not transferable.

All participants are advised to consider taking out travel insurance to provide cover for cancellation due to illness or accident.

In the event of Thich Nhat Hanh being unable to lead the retreat, it is our intention that the event will still take place, led by the monks and nuns of Plum Village, with the assistance of senior members of the Community of Interbeing. No additional refunds to those described above will be made in this eventuality and you agree to this by making a booking.

No partial refunds are payable if you arrive late or have to leave early.

- **For more information and to book online:**

[www.mindfulnessretreats.org.uk](http://www.mindfulnessretreats.org.uk)

- **Enquiries about the retreat, and to let us know your access requirements:**

Email: [enquiries@mindfulnessretreats.org.uk](mailto:enquiries@mindfulnessretreats.org.uk)

Phone: **0844 745 5334 to speak to the Enquiries Team between 7.00pm and 9.00pm on any weekday.** (From UK only - 5p/minute from UK landline - costs from mobiles vary.) Call any other time for recorded information.

- **To book by post:** Please include an A5 stamped self-addressed envelope (1<sup>st</sup> class stamp) and send to:

**Nottingham Retreat 2012,  
13 Everswell Road,  
Fairwater,  
Cardiff CF5 3DH**

- **To enquire about, or cancel, your booking:**

Email: [bookings@mindfulnessretreats.org.uk](mailto:bookings@mindfulnessretreats.org.uk) or Post: as above.

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A Mindfulness Retreat with Zen Master **Thich Nhat Hanh**  
at the East Midlands Conference Centre, Nottingham University  
5<sup>th</sup> to 10<sup>th</sup> April 2012

## POSTAL BOOKING FORM

Please show compassion for our Bookings Team by booking online if possible, with a credit or debit card. Only use this form if this is not possible. There are a limited number of discounted Early Bird places and you are strongly advised to book online to get the benefit of these. If you would like to purchase tickets by post at the Early Bird rate, please send your form in no later than **28<sup>th</sup> December 2011**. All other postal bookings must reach us by **1<sup>st</sup> March 2012**.

Please read the accompanying Guidance Notes for more information about the retreat.

### How to fill in the form

Please complete the form in **black** or **blue pen** in **capital letters**. Fill in one form for each adult.

**Families:** Children and young people are very welcome! If you will be bringing a child or young person (under 18) to the retreat, please include their details on your booking form. Add details of any other children and any further adults on a separate sheet, and of any further adults on a new booking form. Please post them all together if possible.

**Personal assistants:** If you are disabled and will be coming with a personal assistant who needs an adjacent room, please fill in a booking form for each of you and post them together.

First name:		Last name:	
Street address:			
Town:		Post code:	Country:
Home phone:		Mobile phone:	
Email:			
Gender (please circle):      Male   /   Female   /   Prefer not to say			
Emergency contact name:			
Emergency phone no:			
Age group on 5 <sup>th</sup> April 2012 (please circle):      18-32      33+			

**Please let us know about any access needs (tick box):**

- I need a wheelchair accessible bedroom.
- I need a bedroom with no stairs (not wheelchair accessible).
- I have limited mobility. Please give me a bedroom close to the conference centre.
- I need a blue/orange badge parking space.
- I will have a personal assistant with me at the retreat. (Please enclose their booking form with yours if possible.)
- I have other access needs. Please tell us what you need to make your stay more comfortable, and contact the Enquiries Team if we can be helpful.

**To help us better organise the retreat, please answer the questions below (tick box):**

- I am 18-32 years old and would like to participate in the young adults' programme
- I am accompanying a disabled person as their PA. (Please complete your booking form with theirs if possible.)
- I require a gluten-free diet.
- I have formally received the Five Mindfulness Trainings.
- I have formally received the Fourteen Mindfulness Trainings.
- I am an active member of a local Thich Nhat Hanh practice group (sangha).

**How did you hear about this retreat (please tick one):**

- Sangha       Here & Now       Word of mouth
- Website       Radio/press ad       Newspaper
- Magazine       Other

**Please only fill in this section if you will be bringing a child or young person (under 18) to the retreat.**

Childs first name:		Last name:	
Address (if different from yours):			
Town:	Post code:	Country:	
Boy / Girl (please circle one)		Age (on 5 <sup>th</sup> April 2012):	

- This child or young person has a medical condition or a special need. Please tell us about it, and contact the Enquiries Team if we can be helpful.

- This young person is 16-17 and would like to participate in the Young Adults' Programme.

**Where would you like your child to sleep (please tick one):**

- Room shared with a member of the family, on a cot. **Please bring your own cot and bedding** (Under 3s only).
- Room shared with a member of the family, **on a portable bed** – max.1 extra bed per room (3-12 years). **Please bring your own portable bed and bedding.**
- Separate bedroom adjacent or nearby (13+ years only).
- I will be bringing more than one child/young person with me.

Please give details (as above) for each additional child/young person on a separate sheet attached to this one.

**Ticket types and prices**

<b>Price category</b> <i>(please also refer to footnotes)</i>	<b>Early Bird Price<sup>1</sup></b>	<b>Full Price</b>	<b>No. of places</b>	<b>Amount</b>
Standard adult	£450	£495		
Low waged adult <sup>2</sup>	£345	£385		
Full time student with student card <sup>2, 3</sup> Unwaged with evidence of benefit status <sup>2, 4</sup>	£250	£290		
Aged 0 to 2 inclusive on 5 <sup>th</sup> April 2012	Free	Free		
Aged 3 to 12 inclusive on 5 <sup>th</sup> April 2012 <sup>2</sup>	£100	£100		
Aged 13 to 17 inclusive on 5 <sup>th</sup> April 2012 <sup>2</sup>	£150	£150		
Personal Assistant for a disabled person <sup>2</sup>	£250	£290		
<b>Total</b>				£
Please make cheque payable to: <b>Community of Interbeing UK</b>				

## Footnotes:

- 1 A limited number of places are available at this price. Booking is subject to availability.
- 2 A limited number of places are available in these categories and booking is subject to availability
- 3 If you are a full time student, please also enclose a copy of your student card.
- 4 See below for Guidance on qualifying places.

## **Guidance on qualifying for places for those in receipt of an income related Benefit, Allowance, Credit or Support**

The table below lists all the qualifying income related means with the document that usually proves receipt.

<b>Title of income/savings related means</b>	<b>Document of Proof</b>
Council Tax Benefit	Benefits Decision Notice
Housing Benefit	Benefits Decision Notice
Incapacity Benefit	Award letter
Working Tax Credit	Tax Credit Awards Notice
Pension Credit	Pension Credit Award Notice
Savings Credit	Pension Credit Award Notice
Job Seekers Allowance (NI or income based)	JSA letter
Employment and Support Allowance	letter from Job Centre Plus
Income support	letter from Job Centre Plus
Asylum Seeker Benefit	letter from National Asylum Support Service

## **Proof of benefit must be shown – please enclose photocopy**

An individual may be in receipt of more than one such means, but we only need proof of one. If you have another document that you feel gives proof, please send in with a covering letter.

We regret that, if the appropriate document is not included with your booking form, we will be unable to process your booking. Your booking fee will be refunded, less a £30 administration fee.

## Payment details

Please make your cheque payable to:

**Community of Interbeing UK.**

Please complete the following:

Cheque no:	Signatory name:
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- I am the cheque signatory (details above). I enclose a cheque for the full amount.

My payment covers ..... (number of) booking forms (all enclosed).

- I am not the cheque signatory. My full payment is included on someone else's cheque (details above).

Please include an A5 stamped self- addressed envelope and send to:

**Nottingham Retreat 2012,  
13 Everswell Road,  
Fairwater,  
Cardiff CF5 3DH**

### For office use only

<input type="checkbox"/> Signatory	<input type="checkbox"/> Amount	Date booked:	Booking Ref:	Batch:	Initials:
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