**Proposed Plan for the Writing Retreat Day**

**Thursday 20 February, Room Arundel 10211.**

Dear Colleagues

I’m pleased to announce our next writing retreat day and I’m very much looking forward to seeing you there. Places are limited to 15 people to ensure we have enough comfortable space to write (if your plans change, please let me know promptly so I can allocate the space to someone else).

As ground rules are an important part of any writing retreat, please remember to:

- bring all you need to complete your goals (laptop/phone chargers, USB, water flasks, readings, headphones, etc.).

- always arrive at least 5 minutes before each session starts to avoid disruptions to others who are ready to start.

- use all of the intervals for comfort breaks, phone calls or any other commitments outside of writing focus. All phones **MUST** be on **SILENT - NO VIBRATION** to ensure everyone is provided with a good space to concentrate.

We do rely on each other's professionalism and respectful attitude but realise that clear boundaries would prevent confusion or differences in preferences. Everyone is welcome to contribute snacks/cake/fruit to share as food won’t be provided. There will be hot water but everyone has to bring their tea/coffee/milk and we will book a larger table for lunch at The Birdhouse (please let me know if that suits you by 17 February so I can confirm the numbers; menu: <https://www.birdhouseteacompany.com/wp-content/uploads/2019/10/jacksmenu.pdf>; unfortunately this isn't provided).

**Plan of the day:**

Arrive at 08:55, the latest

09:00 - 09:15 Planning for the overall goal and goals for each session

09:15 - 10:45 Writing

10:45 - 11:00 Break

11:00 - 12:30 Writing

12:30 - 14:00 Lunch/walk

14:00 - 15:30 Writing

15:30 - 15:45 Break

15:45 - 16:45 Writing

16:45 - 17:00 Reflection on the goals/planning for next session.

**Please confirm your attendance and lunch choice via email kf2079@exchange.shu.ac.uk.**

Best Wishes, Katrina