



# Official Information Packet

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## **Summer Euro 2013 - Bivakhuis "Hoge Duin" Oostduinkerke, Belgium**

***Please read this document in full, there is a great deal of important information included that you will need for your reference.***

### **Introduction**

Summer Euro 2013 is taking place in Belgium, we've managed to find a fantastic location in Oostduinkerke, the Bivakhuis "Hoge Duin". It's an environmental friendly, holiday centre, within walking distance of the beach.

As a team we've worked hard to put, yet again, the most awesome weekend together as possible. We hope that everyone, first timers or "oldtimers", will have a great time this weekend in this accomodation.

This pack does include information on what to expect and also a reminder that there will be frictions and/ or unthought-of situations, but we will get through it together!

### **Location Information**

#### **Bivakhuis "Hoge Duin"**

Like mentioned before, the Bivakhuis "Hoge Duin" is an environmentally friendly house, "Genuinely Green". Almost all aspects of the construction of the Bivakhuis "Hoge Duin" took the environment into account, as well as the criteria for obtaining "Green Key" classification.

There will be a information voucher in the welcome package, to tell you all the details about this wonderful location.

### **Driving Directions**

The adres is; Bivakhuis Hoge Duin

Kinderlaan 45, B-8670 Oostduinkerke, Belgium

By Car; E40 towards Werne-De Panne, take Oostduinkerke-Bad exit, this is the N355 and also the street of the accommodation.

By Train; Oostende railway station, take coastal tram, get off at the "Zonnebloem" stop.

### **Airport and Station pick-up and Drop Offs**

You are responsible for your transportation to and from the site. Please ensure you have planned your pick up and drop off's before you arrive at the event. Be sure to exchange phone numbers with your travel partners in advance and remember that probably most of the attendees have mobile numbers from different countries.

### **Taxi Help**

Although we don't have an indication of the costs, here are a few suggestions for taxi companies in the area;

Taxi Merlyn 0032475680311

Taxi Patrick 0032475717946

Taxi Costa 0032477083120

## **Arrival and Departure**

### **Arrival and Check-In**

The check-in is on Friday, this is quite a lot to process, so please aim to arrive at the appointed time. Be prepared to follow the outlined procedure and have any materials you may need to assist in your check in. (e.g. ID)

Check-in time is between 5 pm and 6 pm. If you are going to arrive after 6 pm on Friday you must contact Shariyan Sedai or Alyssa Sedai and let them know the anticipated time of your arrival. That way they are able to arrange a late check-in for you. If circumstances arise that unexpectedly prevent you from arriving before 6 pm please contact Shariyan Sedai.

The check-in will include;

- Confirming your arrival at the site
- Obtaining your name badge for the event
- Signing liability and photo release forms
- Receive welcome package
- Provide/checking your name, address and additional contact information for emergency purposes

### **Departure and Check out**

We must be completely checked out of the site at 12 PM on Sunday.

But we are aiming to clear out by 11h30pm. This includes cleaning the space and returning everything to how we found it. You must check out with Shariyan Sedai before you check out from the site.

**please note;** Leaving before the site is deemed clean by the owners is not acceptable unless we have prior notice. There will be no getting out of the clean-up. If for any reason you do need to leave early we will task you separately. The event management team will not stay late and clean up after you, we have long drives home too.

## **Room Assignments**

### **De Sloep**

	<b>Men room (11 pers)</b>	<b>Women room (11 pers)</b>	<b>Quiet room (11 pers)</b>
<b>1</b>	<b>Lucas Gaidin</b>	<b>Alyssa Sedai</b>	<b>Loraella Sedai</b>
<b>2</b>	<b>Stephen Gaidin</b>	<b>Shariyan Sedai</b>	<b>Ubahsur Sedai</b>
<b>3</b>	<b>Idris Gaidin</b>	<b>Lijena Sedai</b>	<b>Aduiavas Sedai</b>
<b>4</b>	<b>Janos Gaidin</b>	<b>Imzadi Sedai</b>	<b>Ebona Sedai</b>
<b>5</b>	<b>Naeris Gaidin</b>	<b>Loira Sedai</b>	<b>Taika Sedai</b>
<b>6</b>	<b>Rit'koma Gaidin</b>	<b>Loreniel Sedai</b>	<b>Accepted Cealestis</b>
<b>7</b>	<b>Recruit Kerwin</b>	<b>Alwyn Sedai</b>	
<b>8</b>	<b>Soldier Deleios</b>	<b>Chiyuki Sedai</b>	
<b>9</b>	<b>Citizen Sam Thamyn</b>	<b>Accepted Lyra</b>	
<b>10</b>		<b>Accepted Prewan</b>	
<b>11</b>			

## Schedule of Events

Please be aware that there is the need for the events team to be on-site before you all arrive, as we need to do a number of tasks in preparation for the event itself. If you do arrive early please consider spending some time in town or, if you have to come directly to the venue, we may well request that you stay in a specific area until we are ready to welcome you properly. Do not aim to be early!

### Friday 30 august 2013

#### Evening

- 17h00 - 18h00 Arrival and Check-in
- 18h00 - 18h30 Welcome, Health and Safety Briefing and Outreach info
- 19h00 - 19h30 Catering team sets up dinner
- 19h30 - 20h15 Dinner
- 20h15 - 20h45 Clean up
- 21h00 - 21h45 Official Toast and Awards
- 22h00            Euro Party Beach Olympics: Round 1 Quiz!

### Saturday 31 august 2013

#### Morning

- 09h00 - 09h30 Catering team set up breakfast
- 09h30 - 10h30 Breakfast
- 10h30 - 11h00 Clean up
- 10h30            Sword form lessons with Heron (60-90 minutes)
- 11h45 - 12h15 Catering team sets up lunch
- 12h15 - 13h00 Lunch
- 13h00 - 13h30 Clean up

#### Afternoon

- 13h30 - 14h30 Euro Party Beach Olympics: Round 2 Rebuild the White Tower!
- 14h30 - 15h30 Outreach Activities (Raffle, Book Outreach, Water balloons!)
- 15h30 - 16h30 Euro Party Beach Olympics: Round 3 Kubb WOT Game
- 17h00 - 18h00 Euro Party Beach Olympics: Round 4 Creativity Rituals

#### Evening

- 18h30 - 19h00 Catering team set up dinner / BBQ set up
- 19h00 - 20h00 Costume change
- 20h00            BBQ
- 21h00 - 21h45 Official Ceremonies / Costume contest!
- 21h45 - 22h15 Clean up
- 22h15            Euro Summer Beach Karaoke!

### Sunday 01 august 2013

#### Morning

- 09h15 - 09h45 Catering team set up breakfast
- 09h45 - 10h30 Breakfast
- 10h30 - 11h30 Cleaning!
- 12h00            Official departure

## **Dining & Allergies**

We have tried to accommodate all the food allergies that we have been made aware of, but clearly we cannot please everyone all of the time. If you feel you need to bring any personal and specific perishable food to supplement the meals provided, please bring it in a bag that you can clearly mark with your name.

Please be sure to let everyone eat before going up for seconds – there will be plenty!

There is plenty of room in the dining area, for Summer Euro we will adapt the formation of the table arrangement so everyone will sit at the same table.

## **Menu Summary**

It's always a challenge to provide enough food for a large group and we've worked hard to ensure that there is plenty of good food and drinks to go around. We have pulled together a menu that suits a variety of tastes and meets the specific needs you mentioned in your registration.

### **Friday Dinner - Pasta night**

Delicious spaghetti with a tomato sauce, veggies and minced meat.

### **Saturday Breakfast - Pancake festivities**

Pancakes are served "eau naturel" and can be topped with a variety of sweet, salty and savory products. Cereals, Fruit and Bread are available too.

### **Saturday Lunch - Fresh Salad luncheon**

Bread with a variety of salad options, scrambled eggs, cheese and cold meats.

### **Saturday Dinner - Beach BBQ**

Variety of meat and salads

### **Sunday Breakfast - A Pirate Muncheon**

Left over breakfast

## **Alcohol**

Alcohol is not provided, with the exception of the Goldschläger/Goldstrike for the official toast and ceremony purposes. Also only to those of legal age to drink in Belgium. (18 years) If you wish to drink - bring your own! We have had issues in previous years where members have assumed that everything is 'fair game' and drunk alcohol belonging to others. Make sure you mark your belongings if necessary, we will bring white tags so you can mark them if you want to. If you want something that you didn't bring then ask! If you're a fan of soft drinks, please consider bringing a small stash for your own use as there is only a limited supply for the whole group.

## **Delegation of Roles**

This year we are not running a committee scheme when it comes to cooking and cleaning. Instead we have pre-planned who is doing what so that it is fair! What you will find is the event management team doing just as much as everyone else, including their roles throughout the weekend. Please keep that in mind when we ask you to do something at a specific time – we will chase you if you aren't there too!

The list of tasks will be available on the day of arrival.

## **Health and Safety**

While every member and guest is expected to be responsible for themselves and their own well being, we do have members in place to help in this regard. Some of them include:

**Shariyan Sedai and Alyssa Sedai (Mistresses of Revels)** – They are the main event coordinators. They can be contacted for information regarding schedule, activities, general questions, and can be sought out in case of an emergency.

**Loreniel Sedai** - Has been involved in the planning of the event, so will be able to answer questions in absence of Shariyan and Alyssa.

If any issues cannot be resolved by the Events department members, they will turn to the person next in the line of hierarchy. This will be Ubahsur Sedai, as Officer in attendance.

We have several qualified First Aiders in the group to deal with any minor incidents. In the event of a medical emergency, we will have you transported to the nearest hospital or clinic.

### Please be aware of the following safety concerns:

Be careful when handling recreation equipment, especially if you plan on playing with practice swords. Please read the rules for each game prior to participating. **You are responsible for your own safety**, although all events will have allocated safety staff. If you have had any alcohol you will not be permitted to participate in any of the weapon events.

If at any point you damage or find any damaged items on site then please inform Shariyan and Alyssa so they can report it back to the venue manager. Damages will be charged to the individual if they are not accidental.

In case of bad weather there is a foul weather plan, but as you would expect it will hamper our activities for the weekend.

## **Security**

As much as we would like to believe that everyone is honest and trustworthy, unfortunately that is not always the case. All items are brought at your own risk – the rooms do not have locks so cannot be secured to prevent people accessing them. Little reminder; The Bivakhuis "Hoge Duin" contains three areas, we are staying in one of them, The Sloop. This means that most likely that there will be other groups staying in the other areas. Please try and avoid bringing valuables – drunken accidents happen all too easily.

## **Restrictions**

### **Noise levels**

Like mentioned before we're probably not the only group in this accommodation. We ask that all members be courteous of fellow members who may be sleeping; especially between the hours of midnight and 9am. The Administration reserves the right to ask members to quiet things down if it is getting unreasonably disruptive. Shariyan Sedai and Alyssa Sedai will be serving as Event Leaders and as such they are there to help you with any minor issues that come from co-habitation, and we ask that you listen to them if they ask for activities to be moved elsewhere, or to quiet down. We have separated both people and activities so that the noisy activities are outside and the quite room is the most remote room from the living room.

### **Beach do's and don'ts**

Open fires are prohibited on the beach. Do not go off wandering at night, especially with alcohol, the sea can be very treacherous and it's not allowed to swim in the sea after the sun sets.

## **Close Quarters Living**

Living in close quarters with a lot of people can be challenging. There are several things you can do that will help keep things running smoothly.

- Keep your items tidy, don't throw things on the floor or allow it to accumulate in piles; remember you are sharing with others. This makes packing and clean up much easier, plus it drastically cuts down on the amount of lost items.
- Respect other's sleeping spaces. Don't sit on their beds without asking (or put your feet up on them). Avoid using your room as a place to socialize where possible. If any of your roommates are sleepy then please respectfully continue your conversations elsewhere.
- Please be aware of your behavior – make sure you aren't engaging in any behavior which you or others might be uncomfortable to walk in on, etc.
- Room rubbish bins will be emptied by the room occupants. If you have any particularly gross (or personal) rubbish, please be polite and remove it yourself.

## **What should I expect**

TarValon.Net events can be daunting when attended for the first time. It can be especially challenging for people who have never met friends off of the internet before, or for people who are generally not accustomed to being around a lot of people for a few very intensely social days! Our events usually last for an extended weekend, which is a lot of time to spend around people you may or may not have met before.

Our members are usually a very friendly group. Many people are initially surprised by how many people recognize them on sight and how warmly they are greeted. Many of us view our friendships here as being just as valuable as our friendships elsewhere. We do a lot of hugging and snuggling, particularly on the first day when we are just seeing a lot of our friends for the first time in weeks, months or years! However, please keep in mind that everyone has their limits, and some of us are more physically affectionate than others.

Because we have been a community with real life gatherings for so long, many of us have met in person several times. As such, we are comfortable around each other. We have each other in our homes, our family members have met community members, we talk on the phone with each other — we are involved with each other both online and off. At events, we spend a lot of time snuggling, laughing, telling stories, and hanging out in groups.

If this is your first event, you may feel a little uncomfortable jumping into what appears to be a close-knit group. Be assured, we welcome seeing new faces! We have an incredibly diverse membership, and one of the great things about our events is getting to know all the different people. If you're a first-timer, jump right in! If this is your tenth event, reach out to someone you don't see much. We're a stronger community because of our real life interactions, and that includes meeting new people.

Members attending an official function are expected to behave in full accordance with the Code of Conduct. Members who fail to comply may be asked to leave the event and will not be granted a refund. If disciplinary action is needed at a real life event, it may result in suspension or termination of membership.

Everyone should be a responsible guest, which means respecting personal property and space, as well as helping with set-up, clean-up, and costs. Underage drinking is not allowed, and illegal drugs will not be tolerated. Either will result in disciplinary action, up to and including your dismissal from the community.

## **Liability**

TarValon.Net does not take responsibility for anyone; including his/her actions, safety, and possessions, when attending a function. All who attend take full responsibility for themselves and agree to hold TarValon.Net Inc. and its Administration, Officers, and Board of Directors harmless in the event of an unforeseen occurrence.

## **How to survive Tower Functions**

Our Official Events and Conferences usually involve large crowds and lots of people, new experiences and stressful situations. This is a guide to surviving those times.

- People at events tend to hang out in groups. With the amount of people we have attending events now, sometimes those groups are larger, particularly during opening ceremonies and such, and sometimes those groups are smaller, particularly during the day when people drift off to play games, chat, be crafty, or other things.

Please realize that you will not be able to talk to everyone or get to know everyone personally. It's very easy to become overwhelmed by everything and feel very alone, even when surrounded by friends. If this occurs, find a quiet spot to rest for a little while, or grab one person for some one-on-one time. After a bit, you'll find that you're ready to jump back into the social fray. A lot of us are computer geeks and, as such, are used to more private time. Expect that you might feel this way, and don't worry if it happens.

- To go along with the above point, living in close proximity with close to 30 people for several days can cause tension. Someone will invariably annoy or piss off someone else. We have a lot of different personalities (many of them quite strong) and not all of them are going to click. Do your best to remember what you like about that person, give yourself some distance, and be generous with your forgiveness.

- Living in close proximity with close to 30 people for several days can also cause other issues. Please remember to take care of personal hygiene. Your roommates, and everyone else, will thank you for it!

- Our events are, for the most part, adult parties. We are doing our best to make it slightly more family friendly, but it is at its heart a bunch of adults staying together. People will undoubtedly drink too much, people will hook up, and people will do or say stupid things. What happens at an event stays at the event. We don't gossip about who slept in whose room, or who had a hangover in the morning.

- Many of the members at this site tend to joke a lot and enjoy making fun of ourselves (which may include self-deprecating comments about us being a cult, or desires to take over the world). It is vitally important to understand that this is all said in jest. We are not a religion. We are not trying to take over the government. We are not going to all go live in a commune. It is quite safe to drink the Goldschläger/Goldstrike. We cannot channel, despite how much we wish we could. And no, we do not think we're better than anyone else. If you hear someone say something that you find alarming, and you are not certain if it is in jest, please ask them.

- At events we tend to refer to each other by a mix of our Tower and our real life names (though Tower names are more common at larger events). It is perfectly acceptable to use either. Titles are generally not used.

- Yes, Novices do dishes and Recruits take out the trash...but so does everyone else. Everyone will be expected to pitch in and help throughout the weekend. Remember that everyone wants to enjoy the event, and cleaning up after yourselves will help ensure that this happens!
- Have one or two "buddies" that you keep track of over the weekend. A lot of people use their Aes Sedai/Warder, roommates, members of their Ajah/Company, etc. for this purpose. It's good to have someone know where you are and how you're doing, particularly at our events that are hosted in larger cities.
- Try to say "hello" to everyone at least once at the event. You will not be able to have a long meaningful conversation with everyone in the span of two days, but do try to meet and greet everyone. A good way to do this is to eat with a different group of people at each meal.
- Get involved in the activities. There is usually a wide variety of activities to choose from, so pick one that suits your mood and spend time with everyone.
- Sleep and water can get pretty scarce at our events. Both of these things are extremely important and can have a drastic impact on your mood and how much you enjoy the event. Please get enough sleep and stay hydrated!
- Have a means to access money. Even at our events that seem to be pretty all-inclusive, unexpected expenses pop up. You want someone to buy you a particular kind of liquor, or you need to give someone petrol money for giving you a lift to the airport. Having a couple of checks or a little bit of cash on hand is always a good idea, even if you don't think you need it!

## **Costumes**

Costumes are not required, but they are a fun part of our events and are highly encouraged! Feel free to wear your costume at any time, or even just at our main events. If you have more than one, we suggest you use your more common travelling costume for Friday night, and your more noble costume for the Saturday night festivities. There will be a little costume contest held on Saturday night, after the official ceremonies. The most wonderful and creative costumes receive the honor of being awesome price. Have fun!

## **Suggested Packing List**

- Candles
- Bed linens & pillowcase
- Sleeping bag
- Wash kit (Please remember to bring your own towel!)
- Comfortable shoes and clothing for variable weather & costuming
- Cold/wet weather gear (e.g. a waterproof coat)
- Walking boots if desired
- Toiletries
- Public-friendly pyjamas
- Flashlight
- Necessary medications
- Camera & film/memory/battery, mobile phone charger
- Anything else you promised you would bring for the event
- Cash (for just in case and the charity activities (aka water balloons!))
- Any alcohol you require - TarValon.Net will not provide alcohol for this event
- Passport / copies of your travel papers / details of your insurance
- Nail polish
- Books for outreach!
- Costume