

# Co-active Leadership: Directions & Packing - ES



## Instructions

Sitges, Spain Location: Almira de la Font near Sitges, Spain, less than 1 hour driving distance from Barcelona.

You will need this information as you prepare to pack for your retreats. This document provides you with the basic operating procedures for your retreat center and packing instructions so you are properly prepared for the activities and weather. If you are driving, the directions to the retreat center are also included.

### Electronic Communications and Being "On Retreat":

During your Leadership Program, you will be "on retreat" at a retreat center. It is important to understand that being on retreat as a member of a Co-active Leadership learning community, requests of you to let go of the world outside of work and family for the period of time that you are on site. Please do not plan on doing other work while on retreat. We strongly recommend that you leave your electronic communication devices (e.g. smart phones, mobile phones, lap tops, iPads, etc.) either turned off for the entire duration of the retreat or at home.

The usage of such devices interferes with the retreat nature of the leadership program experience and pulls participants away from full engagement with the program. Your usage of electronic communications devices not only affects the level at which you are fully engaging in the program, it also contributes to a weakening of the container of community that you and your fellow leadership participants will be creating together, negatively affecting the experience of others.

We recognize that, in this day and age, it is sometimes very challenging to refrain from using electronic devices and that sometimes it is necessary to use them. As a result, while we prohibit the use of electronic devices in all common areas where other participants gather, we ask you to be discreet in your usage of them in privacy and only when absolutely necessary.

### Exceptions:

- If you have music on your smart phone and think you might want to share it with others by hooking it up to the stereo system, you are welcome to do so.
- For those who use an electronic calendar, there will be some formally-designated times where having your calendar handy will be necessary.

### Available Phone:

A phone is available on site for local calls, if needed (see above about being "On Retreat). Please bring calling cards for any long distance calls.

### Laundry:

There are no laundry facilities or laundry services available to participants during the retreats.

## What to Bring (pack lightly)

### Important Items

- ☐ Flashlight
- ☐ \*Rain Gear (see local weather)
- ☐ Water Bottle
- ☐ Day Pack (a small pack for carrying items like your water bottle, rain gear, gloves, etc.)
- ☐ Any medications, supplements, and hygiene items you may need, including allergy, antacids, cough drops, and natural remedies

**Other Items**

- ☐ Jacket or warm sweater
- ☐ Both lightweight clothes (shorts, etc.) and warm clothes for cold or wet weather
- ☐ Soap, shampoo, toothbrush, etc.
- ☐ Sturdy walking shoes that provide traction and ankle support
- ☐ Sandals or tennis shoes
- ☐ Slippers for inside
- ☐ Bathing suit
- ☐ Insect repellent
- ☐ Sunscreen
- ☐ Gloves for ropes course (well-fitted leather is best)
- ☐ Hat (for sun & warmth)
- ☐ Ear plugs (shared accommodations)
- ☐ Personal calendar
- ☐ Alarm clock/watch
- ☐ Pen

**What NOT to Bring**

- ☐ Laptops and other electronic communication devices (e.g. smart phones, mobile phones, iPads, etc., unless you use it for your calendar....then, it is ok to bring, as long as you only use it for this purpose, during such time as we make formal time available to do so.)
- ☐ Expensive jewelry
- ☐ Perfume/cologne
- ☐ Cellular phones (for emergency use)
- ☐ Alcohol

You will do a lot of floor sitting and outdoor activity. Please dress accordingly.

## Local Weather

Be sure to pack clothing for both warm and cool weather and plan to dress in layers. It would also be a good idea to check out the local weather forecast using an online or other service. One such service is [www.weatheronline.co.uk](http://www.weatheronline.co.uk)

\*For retreats 1 & 2 you will spend a fair amount of time outdoors, rain or shine. Waterproof shoes, pants, rain poncho and jacket with hood are recommended in wintertime.

## Almiral de la Font House Habits & Suggestions

1. Respect: Enjoy your stay in comfort and style, respecting the property, its contents and facilities.
2. Housekeeping: Each occupant is provided with three towels - hand towel, bathroom towel and pool towel. Only the pool towel is for outside use.
3. Smoking: The house is a no-smoking area. Ashtrays are provided in the courtyard and swimming pool areas. Please don't throw cigarette ends on the ground or in the gardens.
4. Telephone: Please bring a calling card for long distance calls. Mobile phones may or not work. If someone needs to reach you in an emergency, they may call this number: 34-93-7432204.
5. Staircase and Terraces: The steps in the masia are irregular and non-uniform – care should be taken.
6. Water: Drinking water is available from the small tap at the kitchen sink. All water to the house goes through a de-calcifier.
7. Amenities: Hydro-massage; solar-heated swimming pool; central heating; air-conditioning.
8. The Land: There are over 300 acres and 14 kilometres of paths. Be careful if you come to an area with beehives. There are many rabbits on the land; also wild boars have been sighted, as has the odd snake.

## Driving Directions

Location: Almiral de la Font

Phone: Paul Christoforou +34 63-0 22-7669

Almiral de la Font Tel . 93 743 2204

C/ Olesa de Bonesvals, Valles Altos, Sant Pere de Ribes, 08810, Barcelona

### From Barcelona Airport (BCN):

All three terminals at El Prat Barcelona airport are alongside each other. As you come out of each terminal through the large revolving doors you will see a taxi rank and bus stop. Beyond this is the general car pick-up zone and to the other side, the car park and car rental pick-up zones.

Almiral de la Font is situated south of Barcelona airport and you will be driving along a motorway (C32) to get there. The journey should not take more than 25-30 minutes. If you are taking a taxi from the airport, tell the driver to head for Sant Pere de Ribes and then direct him/her from the exit at junction 28 (see below).

Driving away from the airport, after only a few minutes, you will see above you directions to three destinations. You need to stay in the left hand lane and follow signs for Sitges and Tarragona. This will take you on a steep curve to your right and you will be on the C32.

You need to continue on the C32 for about twenty minutes in total. You will pass exits to Gava, Sant Boi and Castelfelers – some commercial and shopping centres to your right also. You will then go through the Garraf tunnels. Towards the end of the tunnels is a toll – a “péage” where you will pass through “manual” if paying the 4.28 Euros in cash or “automatic” if paying by credit card.

After paying, you will pass through one more tunnel and come out at exits for north and central Sitges. You need to go past these exits. Do not be confused by the exit numbers which are not always sequential. You will need to exit at Junction 28 which is just after Sitges centre and is signposted “Sant Pere de Ribes Est”.

At the roundabout, take the first exit (right) which may or may not be signposted to Vilafranca and Olivella. Quite soon afterwards (approx 600m) there is an exit which is signposted to Olivella. You will need to take that exit which climbs up a slope to a further roundabout. Take the second right at this roundabout to Olivella.

After a few hundred metres, look for an unmade road to your right which has at its entrance a sign for Can Marcer/ Can Plana and a sign for Can Lloses restaurant. Climbing up this unmade road, you will go past Can Lloses restaurant on your left. You will need to follow this road all the way to Almiral de la Font by continuing upwards for 1.7kms. After a swimming pool to your left do not be tempted to take the cul de sac (“calle sin salida”) signposted Calle Almirall. When you see the road fork giving you two options to go to Pineda Parc, keep to the left. You will see Almiral de la Font at the top of the hill and will see two large metal gates with two peacock shapes. To the side of this gate is the security camera. You should press the buzzer and wait by the gates.

Note: If you will be arriving late, please call the Almiral de la Font at +34 63-0 22-7669 and leave a message. Thank you!

## FOR THE TAXI DRIVER (IN SPANISH)

### Cómo llegar a ALMIRAL DE LA FONT desde el aeropuerto

Las tres terminales del aeropuerto del Prat están situadas la una al lado de la otra. Al salir de cada una de ellas por la puerta giratoria podrás ver una gran fila de taxis y la parada del autobús. Un poco más allá encontrarás la zona general de recogida de viajeros y al otro lado la zona de aparcamiento y la de alquiler de coches.

Para llegar a Almiral de la Font, situada al sur del aeropuerto de Barcelona, tienes que tomar la autopista (C32). El trayecto no te llevará más de 25-30 minutos. Si tomas un taxi desde el aeropuerto dile al conductor que se dirija a Sant Pere de Ribes hasta la salida 28.

Una vez en marcha desde el aeropuerto, después de unos minutos verás por encima de tí indicadores a tres direcciones.

Permanece en el carril de la izquierda y sigue las direcciones a Sitges y Tarragona. Para ello tendrás que coger una curva muy cerrada a la derecha y entrarás en la C32.

Sigue por la C32 durante unos 20 minutos. Pasarás por las salidas a Gava, Sant Boi y Castelfelers además de por algunos centros comerciales y almacenes a tu derecha. Pasarás por los túneles del Garraf. Al final de los túneles te encontrarás con el peaje. Tendrás dos opciones, o pasar por "manual" en cuyo caso tendrás que pagar en efectivo 4.28 euros, o por "automático" en donde pagarás con tarjeta de crédito.

Después de pagar encontrarás otro túnel más y después aparecerán varias salidas al norte y centro de Sitges. Pasa estas salidas. Ten cuidado y no te confundas con el número de las salidas porque no siempre son consecutivas. Tendrás que salir en la salida 28 que te la encontrarás justo después de la salida para Sitges centro y que estará señalizada como "Sant Pere de Ribes este".

En la rotonda coge la primera salida a la derecha hacia Vilafranca y Olivella. Muy pronto después (aproximadamente 600 m.) verás la salida a Olivella, por la que encontrarás una pequeña cuesta hasta otra rotonda. Coge la segunda a la derecha hacia Olivella. Después de unos 200 m. busca un camino de tierra a tu derecha cuya entrada está señalizada como Can Marcer/Can Plana y restaurante Can Lloses. Sube por este camino, pasarás por Can Lloses a tu izquierda. Sigue por este camino todo el tiempo hacia arriba durante 1.7 kms. Después de la piscina a tu izquierda ten cuidado de no coger el callejón sin salida y que está señalizado como Calle Almirall.

Después verás una bifurcación hacia Pineda Parc, continua por la izquierda. Encontrarás Almiral de la Font al final de una cuesta, podrás ver dos grandes puertas de metal con la figura de dos pavos. A un lado de esta puerta hay una cámara de seguridad. Pulsa el timbre y espera a que se abran las puertas.