

Dear Friends,

We are so looking forward to your upcoming retreat! The unique practice experience that we offer at IMS is only possible because of great partnership at the planning stage between teachers and the staff that supports the retreat. As you prepare your daily schedule, I wanted to share the guidelines, below, which reflect the operational items you should consider.

Thank you for the important work you do. If you have any questions or concerns, please feel free to reach out. We are here to support you in any way that we can.

With gratitude,
Inger Forland
Executive Director

BEFORE YOU ARRIVE – Planning the daily retreat schedule

- To allow time to prepare meals, and in consideration of other work needs, please schedule:
 - Breakfast to last 45 minutes, starting at 6:30 am (or 6:45am if preferred for weekends).
 - The main yogi job period of the day from 7:15am – 8:15am.
 - Lunch to begin at 12:00 noon latest (or earlier for the Monastic Retreat).
 - Light dinner to start anytime from 5:00pm – 5:30pm.
- To allow time for other yogi job periods spread throughout the day:
 - Remember that most take place during walking periods, and need to last 45 minutes.
 - Schedule a 45-minute period before or after the evening dharma talk so that vegetable washers can complete their yogi job without missing any teachings.
 - If offering mindful movement, schedule it so as not to interfere with yogi job times.
- Make sure your retreat manager has your finalized retreat schedule at least 10 days before opening day. This is essential for operations staff to support your entire course.

OPENING NIGHT – Mentioning renunciation and yogi jobs

- During your opening talk:
 - Emphasize how helpful the yogi job period is for practice, as well as for the cultivation of generosity.
 - Encourage renunciation, especially around using smart phones and other communication devices.

DAY BEFORE CLOSING – Sharing dana and departure information

- Schedule the dana talk and manager's closing talk in the afternoon of the last full day of the retreat (unless you're teaching a weekend course). This gives time for yogis to reflect on their dana offering and to take care of other business before leaving.

CLOSING DAY – Allowing time for cleaning rooms and post-silence activities

- To give yogis time to clean their rooms, schedule a longer work period from 7:15am – 8:45am.
- Finish your course no later than 11:00am. This allows time for yogis to tour the Forest Refuge, buy books and check out free materials before lunch and departure.