

# It is important to register for Annual Conference

## SEE WHY BELOW!

Please read this document before completing your registration form.

Also, please bring this entire insert with you to Annual Conference as it will serve as your guide and will not be available on site.

## NORTH CENTRAL NEW YORK ANNUAL CONFERENCE

**Celebration of Ministry Banquet, honoring 2008 Retirees and Ordinands** - May 28, 4:00 pm at Bella Domani Banquet Hall, 5988 E Taft Rd., North Syracuse

**Mission Opportunities** - May 29, 2008 - 8 am to 12:30 pm - starting point: Holiday Inn, Liverpool to Westside Ministry at Brown Memorial UMC

**Pre-Conference Briefing** - May 29, 2008 - 1:30 - 5 pm - Grand Ballroom, Holiday Inn, Liverpool

**Ministry Fair** - May 29, 2008 - 7 to 9:30 pm - Holiday Inn, Liverpool

**NCNY Annual Conference** - May 30 - June 1, 2008 - Holiday Inn, Liverpool

## REGISTRATION GUIDE

**Registration:** To be good stewards of our resources, the Conference staff will have a VERY LIMITED supply of extra materials at the Conference Information Desk.

IF YOU EXPECT TO HAVE A PRINTED PACKET OF INFORMATION, YOU WILL NEED TO REGISTER IN ADVANCE!

## WAYS TO REGISTER:

1. Go to the Conference web site ([www.ncnyumc.org](http://www.ncnyumc.org)) and click on "Annual Conference 2008." Click on "Register Online Here." Complete the form. Click next. If you owe money you will click "Add to Cart." You can enter credit card information which will be processed through a secure site. Or you can indicate that you will mail a check. Click "I'm Done" after confirming details and you'll be registered. On-line registrations will receive an e-mail confirmation from [reply@sporg.com](mailto:reply@sporg.com).

2. Go to the Conference web site ([www.ncnyumc.org](http://www.ncnyumc.org)) and click on "Annual Conference 2008". Click on "Print Registration form to Mail In." This will open the registration form in PDF format. You can type your information into the form (by clicking in the check boxes or form blanks, using the Tab key to move through the form) and then print the form to your local printer. OR you can print the form to your local printer and fill in by hand. Mail the form with your remittance to the address indicated.

3. Find the form printed in *Connections*, fill in, and mail with your remittance.

The form and your remittance must be received by **May 1, 2008** for room requests, or by May 15, 2008 for all other registrations. Late registrations will be accommodated to the best of our ability, but you may not receive the lodging or meals that you desire.

**Lodging:** Overnight lodging reservations made through the Conference registration form will be at the Holiday Inn, Liverpool. Please note that if you do not pre-register for your lodging, the Conference will not make those arrangements for you.

**Rates** are printed on the registration form according to membership status. There are reduced rates for double occupancy lodging for all retired clergy, equalization members and lay members by virtue of office, clergy on disability status, and youth. This rate is limited to two nights, all other nights are at the full rate (see form).

All others pay for the full cost of their lodging expenses. Churches are asked to pay for the lodging expenses for their pastor(s) and lay member(s). Double and single occupancy rates are broken down on the registration form.

**Meals:** Meal tickets must be purchased through the pre-Conference registration process. In most cases, tickets will not be available at the door. Use the enclosed registration form to indicate the meal tickets you wish to purchase and then remit the proper amount with your registration. All prices do include gratuity. The tickets will be distributed during the on-site check-in procedure. Please see separate article for specific meal details.

**Meeting Room:** Unless otherwise indicated on the agenda, the Conference will take place in the Convention Center of the Holiday Inn. It is difficult to regulate temperature in such a large room, so please dress in layers to adjust for fluctuations in room temperature.

**Child Care:** On-site child care will be arranged IF PARENTS PRE-REGISTER FOR THIS SERVICE or call to discuss their needs. Please contact Vicki Putney at 1-800-699-8715, x317 if you think you may need child care services. Rates will be determined once a schedule has been set.

**Prayer Room:** The United Methodist Men are again sponsoring a Prayer Room and encourage Conference participants to set aside time to visit for prayer and reflection. It will be located just off the Grand Ballroom Foyer. The room will open at 9 a.m. on Friday and remain open throughout the Conference.

**Conference Choir:** Any person interested in participating in a Conference Choir should so indicate on the registration form. There will be a rehearsal on Thursday, May 29, from 7 to 8 p.m. and on Saturday morning, May 31, at 7:15 a.m.

**Medical Assistance:** Volunteers are needed to help monitor our health needs. If you are qualified to provide emergency medical assistance (EMT, nurse, advanced first aider) and are willing to be available for this purpose during Annual Conference, please check the appropriate box on the registration form.

**Parking:** There is ample parking available in close proximity to the Convention Center and hotel rooms. We ask that all participants honor the Designated HANDICAPPED parking areas.

**On-site Check-in:** Packets will be available just prior to Clergy Session on Wednesday, May 28, in the Fellowship Hall at Liverpool First UMC. They will be available again on Thursday, May 29, from 10 a.m. to 8 p.m. in the Holiday Inn Convention Center Foyer. For the remainder of the Conference, packets will be available starting at 8 a.m. each day.

**Room registration** will be at the Holiday Inn Registration Desk only. Check in time is 3 p.m., however you may check sooner to see if your room is available. You will be responsible for guaranteeing extra room charges via a credit card or cash deposit at the time that you check in.

**Telephones:** During hours when the Conference is in session, calls will be answered at the Information Desk, 315-457-1122 ext. 7847.

**Display Area:** The Cotillion Room, Ballroom East, and Ballroom Foyer will serve as a display area as well as the location of Cokesbury Bookstore. There will be many opportunities to purchase unique items or to learn more about our connectional ministries. There will be a Display Directory posted on the bulletin board at the Information Desk describing the various opportunities for learning about United Methodist ministries.

[www.ncnyumc.org](http://www.ncnyumc.org)