

REGISTRATION INFORMATION

Clergy

Sunday, May 29	2:00 – 6:00 pm	Hilton Hotel Americas, 2 nd Level
Monday, May 30	8:00 am – 6:00 pm	Hilton Hotel Americas, 2 nd Level

Laity

Sunday, May 29	2:00 – 6:00 pm	Hilton Hotel Americas, 2 nd Level
Monday, May 30	8:00 am – 6:00 pm	Hilton Hotel Americas, 2 nd Level

Registration for Clergy, Clergy Spouses and Laity: If you have pre-registered, all you need to do is approach the registration area, look for the sign that corresponds to your district and pick up your nametag, registration bag, CD, and a conference agenda.

Attendees Not Pre-Registered: This is for anyone who IS NOT pre-registered, regardless of clergy or laity, delegate or guest. If you have not pre-registered, please proceed to the sign that corresponds to your district. You will be asked to fill out a “non-registered” form with your information, name, address, church name, etc. The Administrative Assistant for that district will pre-approve the nametag (this is for voting, or non-voting status). They will turn in the form for printing, and you will proceed to the Nametag Pick-up area and your nametag will be ready shortly.

Alternate Delegate Not Pre-Registered: IF YOU ARE NOT THE ‘DELEGATE’ LISTED FOR YOUR CHURCH, YOU MUST PRESENT A LETTER FROM YOUR PASTOR CONFIRMING THAT YOU ARE THE REPLACEMENT DELEGATE, BEFORE YOU CAN RECEIVE A NAMETAG WITH VOTING RIGHTS.

VERY IMPORTANT – PLEASE NOTE! For anyone not pre-registered, after the registration has closed on Monday, May 30th at 6:00 pm, there will be no on-site registration. You must have pre-registered in order to pick-up a pre-registered pre-printed nametag in the Conference Office. Only those pre-registered will be able to pick-up a nametag at this point. Again, there will not be any nametags printed on-site after the Registration has closed on Monday at 6:00 pm. To ensure that you will have a printed nametag, please pre-register before the cut-off date.