



## **IMPORTANT NOTES AND INFORMATION**

*PLEASE READ THE NOTES ON THESE PAGES*

*SOME MATTERS REQUIRE YOUR IMMEDIATE ATTENTION*

1. **Convention Registration: REGISTER IMMEDIATELY FOR THE CONVENTION AT:** [www.oh.lcms.org](http://www.oh.lcms.org). **REGISTRATION CLOSES ON April 20, 2009.** Instructions on how to register are enclosed on the yellow sheet.
2. **Excuse**  
If you are unable to attend the Convention or must miss part of it you must submit a written excuse to the President.
3. **Convention Assessment Fee**  
**Please alert your congregational Treasurer to pay the \$2.45 per communicant member convention assessment fee upon receipt of an invoice from the District Accounting office.**  
*By Resolution of the District Board of Directors:* Delegates from congregations that have NOT PAID THEIR CONGREGATIONAL ASSESSMENT by the time of the Convention WILL NOT BE PROVIDED NOR REIMBURSED FOR HOUSING OR MEALS.
4. **Mileage Expenses**  
Mileage expenses will NOT be reimbursed for this convention.
5. **Registration Fees**  
Delegate's Housing at the Embassy Suites, meals at the convention and program costs are paid for by the congregations' assessment fees.
  - A. Official Delegates: pay no fee. Each Official Delegate will receive a badge, information folder, and housing assignment. The badge will serve as your meal ticket.
  - B. Full Time Guests: the fee is \$300 (double occupancy). This covers a badge, information folder, housing assignment and program costs. The badge will serve as your meal ticket.
  - C. Vicars: the fee is \$300 (double occupancy). This covers a badge, information folder, housing assignment and program costs. The badge will serve as your meal ticket. It is recommended that the congregation provide for the Vicar's fee.
  - D. Youth Representatives: the fee is \$300 (double occupancy). This covers a badge, information folder, housing assignment and program costs. The badge will serve as your meal ticket. A congregation may send one or two youth representatives.
  - E. Chaplains, Advisory Pastors, Emeritus Pastors, synodically Rostered Teachers, Emeritus Teachers, Principals, Deaconesses, DCOs, DCEs, Parish Assistants and Lay Ministers registered for the Convention are guests of the Convention and will receive a badge, information folder, and housing assignment gratis. The badge will serve as your meal ticket.
  - F. Spouses: The cost is \$300 for total costs of convention or \$235 if only for housing and meals for the length of the convention.
  - G. Housing of your choice (other motel, family/friend, camping, etc.): you pay the full cost, no expenses paid or reimbursed by District.

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## 6. Official Registration/Credential Card (Blue)

- A. Everyone must fill in the front side of the blue "Official Registration/Credential Card" enclosed in this mailing. These cards must be presented at the check-in table by all attending the Convention. Since it will expedite the check-in process, please fill in the proper cards prior to arrival at the Embassy Suites. Please, do it now!
- B. Congregations with more than one pastor have only one voting pastor. Please designate on the blue card which pastor is the voting delegate.
- C. All Lay Delegates and Youth Delegates need the back of the "Official Registration/Credential Card" filled in and properly signed. This is required at the time of check-in even though the names of the delegates and alternates were sent to the District Office/Secretary.

**LAY DELEGATES:** Please make sure the credentials card has been signed by your pastor and two officials of your congregation.

**YOUTH REPRESENTATIVES:** Please make sure the credentials card has been signed by your pastor.

## 7. Arrival Procedures

Upon arrival, check-in is at the Convention table in the Main Lobby of the hotel. Check-in will begin at 9:00 a.m. Thursday, June 18<sup>th</sup>. Those coming from a closer distance are asked to come for earlier check-in, in order to accommodate those coming from farther away. Thursday's lunch is not included in the registration fees.

Upon check-in you will receive your badge (which will serve as your meal ticket), information folder, and room assignment, assuming all expenses and assessments have been paid.

## 8. Housing and Dress

- A. Single room assignments will be given only to those participants who have special health considerations. The fee for single occupancy is \$140.
- B. All other rooms are double occupancy.
- C. Embassy Suites room check-in time is 3:00 p.m.
- D. Housing will be available on Wednesday, June 17<sup>th</sup>; however, we ask that early registration be used **only** if absolutely necessary. Be sure to indicate the need for housing on Wednesday night when you register on-line. Early registration: \$140/person. No meals are included.
- E. Each delegate is encouraged to dress comfortably and bring a sweater in case the meeting room seems cold to you.

## 9. Sessions, Meals, Meetings

- A. All sessions will be held in the hotel. The first full business session begins at 1:00 p.m. on Thursday, June 18<sup>th</sup>. The last session concludes at 12:00 noon on Saturday, June 20<sup>th</sup>.
- B. The representative of the synod is the Rev. Dr. Dean Nadasdy, Fourth Vice-President.
- C. All meals will be served in the hotel.
- D. Floor Committee meetings and other meetings will be held in various designated rooms in the hotel.

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**10. Convention Holy Communion Service**

On Friday, June 19<sup>th</sup> at 7:00 p.m., a Communion Service will be held at St. John Lutheran Church in Dublin. The Rev. Dr. Dean Nadasdy, Fourth Vice-President of the Lutheran Church— Missouri Synod, will be the Preacher. This service includes memorial observances for workers who have been called to glory since our last convention, installation of officers, and the celebration of our Lord's Supper. A reception will follow the service.

**11. Materials Distribution**

Distribution of materials at sessions, in the rooms, and at the Convention in general other than official Convention materials must be approved. Please be sure to read *A Covenant of Trust* (available on the District's website) adopted by the Board of Directors on March 31, 1989 (page vi). It is important that an attitude of loving trust exist among us as we execute our business for The King.

**12. Session Decorum**

All delegates are reminded of the importance of the thoughtfulness of others and thus to work in silence during the sessions. It is absolutely essential for all delegates to attend all sessions, to be on time, to be attentive, and to take part in the proceedings. Co-operation in these things will enhance the Convention and help in the stewardship of time. All personal visiting and relaxing should be done in other areas in order not to disturb the Convention sessions. Thank you!

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