

Registration Instructions

TO: Those Registering for the 2010 Vermont Conference Annual Meeting
FROM: Dereen Vanderlinde-Abernathy, Registrar

Registering for Annual Meeting can be confusing, especially as the Meeting location moves every two years between the two colleges. I hope this memo will make things a little bit easier for you.

Did You Attend in 2009? – If you did attend in 2009, we can confirm much of your information, please check that box and indicate any NEW information.

Registration Fee - *Everyone* registering (delegates and visitors) must pay the registration fee of \$50 if you are attending any part of the meeting. (Children under 10 excluded) This fee is priced so as to cover all the costs of holding the Meeting, apart from the costs of room and board.

Special Needs – We will try to accommodate special needs, but please speak with us or indicate needs on the registration form to aid planning. Accessible rooms with accessible bathrooms are available. Sign language interpretation will be provided for the plenary and main worship service on Friday evening. Large print format of distributed materials can be made available by prior arrangement.

Rooms – These are college dormitory rooms. Rooms may be single or double, depending on your preference and availability. **Notice - You must bring your own pillow, sheets, pillow cover, blanket(s) and towel/washcloth. Those items will NOT be in your room unless you check off linen on your form and pay extra for that. Bring an extra blanket.** The college turns off the heat when school ends. Everyone will need to bring your own soap, shampoo and other toiletry items; they are not included in the linen fee.

***** **Note – Requests for accommodations received after **May 14** cannot be guaranteed*******

Meals – Meals are cafeteria style. The management attempts to provide food choices that are suitable for various types of diets (please indicate special needs). There are choices at each meal depending on whether you want a full, hot meal or cold cereal at breakfast and a sandwich or salad at lunch or dinner.

Payment – Total all your expenses, including the full registration fee. If payment will be by more than one check (e.g., your church pays part and you pay part) please indicate that so that you get the proper credit for payment. Churches sending multiple registrations with one check should send a list detailing how much is being sent for each person. **Registration is not considered final until all payments are received.*

Other Forms – If you are an exhibitor and are not otherwise involved in the Conference program and meetings, there is a special form for you to use for rooms or meals. If you wish to attend the worship services and participate in the meeting, consider yourself a visitor and register using the regular form for delegates and visitors.

Youth – Youth attending as delegates or visitors must complete the registration form and **MUST** fill in the information indicating what adult at the annual meeting is responsible for them while there. Churches sending youth delegates need to indicate responsible adults and advise them that they are responsible for the designated youth the entire time that they are at the annual meeting.

Children - Day care for children too young to attend the meeting can be provided by prior arrangement. Families requiring this service are asked to register as soon as possible so that necessary arrangements can be made. Children 10 and under will be required to room with parents. Please fill out a separate form and indicate the number and names of children. Please contact the office for more information.

Questions - If you have any question, please email or call Dereen Vanderlinde-Abernathy at vandereen@myfairpoint.net or 802-476-4084 or Lynn Thomas at the Conference Office at thomasl@vtucc.org or 802-728-4999