REGISTRATION GUIDELINES FOR ANNUAL CONFERENCE 2014

The individuals that should be using the on-line registration form are clergy, lay members to conference, equalization members, retirees, and visitors. Those who are cabinet members, staff, volunteers, session’s team, and invited guests should not use this form and should contact Leah Robinson in the conference office for specific instructions.

Open registration for the annual conference can be done via the on-line form at unyumc.org or by requesting a paper registration form and mailing it along with payment to:

UNYAC
Attn: Leah Robinson
324 University Ave., 3rd Floor
Syracuse, NY 13210

Requests or Questions? Call Leah Robinson at (855) 424-7878, ext. 303.

REGISTRATION WILL END ON APRIL 25, 2014. The next opportunity after this date to register will be at the annual conference registration table. All on-site registrations at the Annual Conference Session will be charged a $50 late processing fee.

Specific Instructions:

All items marked with a * on the form must be completed.

Name, email address, postal address, and daytime telephone contact numbers. We would like at least two phone numbers where we might be able to reach you during the day if there are questions regarding your registration.

Gender, ethnicity, and age. These are necessary demographics used to help evaluate and describe our annual conference.

Church and District. Please identify the church to which you are appointed as clergy or at which you attend as laity. If, as clergy, you are appointed to more than one church, please identify just one of the churches. Visitors please identify your church, if applicable. Please select your district from the list of twelve.

Registration fee section. You must select one category which reflects your relationship to the annual conference. The individuals that should be using this form are clergy, lay members to conference, equalization members, retirees, and visitors. If you are uncertain as to your status and relationship to the conference, you should contact your district superintendent or you may seek assistance from Leah Robinson in the conference office at (855) 424-7878.

Clergy – Includes active elders, provisional and associate members, deacons, and licensed local pastors.

Lay Member – Lay person chosen by your charge/church conference as the church member to annual conference.

Equalization member – Conference Position: Individuals who are not clergy and not lay members to conference, but by virtue of the position they hold within the conference are considered equalization members. The list of positions to which this applies can be found in the organizational motions of the annual conference. A list of all equalization members once identified will be kept in the conference office to verify appropriate registration.
**Equalization member – DS Selection:** Individuals who have been specifically informed by their District Superintendent that they are to be an equalization member to annual conference in the current year. A list of all equalization members will be kept in the conference office to verify appropriate registration.

**Clergy - Retired and Clergy on Medical Leave:** Please identify if this category applies to you.

**Visitor:** To obtain registration materials and to sit in the annual conference sessions as an observer requires registration as a visitor.

**Clergy/Laity Sessions:** Please let us know if you plan to attend:

- **Clergy Session:** May 29, 2014, 9:30 a.m., OnCenter, Syracuse, NY.
- **Laity Session:** May 29, 2014, 9:30 a.m., OnCenter, Syracuse, NY.

**Extension Ministry Luncheon:** May 29, 2014, On Center. Attendees are only those appointed to extension ministry. If you are appointed to extension ministry and plan to attend, please indicate.

**Luncheon Workshops:** Friday, May 30, 2014 and Saturday, May 31, 2014. You will be able to attend one workshop on Friday and a second workshop on Saturday. The following workshops will be available on both days.

- Prayer
- Story Telling and Preaching
- Small Group Ministry
- Native American Ministries in your Congregation
- Using the Arts in Worship
- Cultivating a Culture of Call

**Childcare:** If you are registering for annual conference and have children (ages up to 12 years) for whom you need childcare during any of the time of the conference session, please indicate the need on your registration form. This service will be free, however, we do need to collect funds for children’s meals at a cost of $5 per meal. Please be specific with your request including number of children in each age category and periods of time needed. DUE TO SPACE RESTRICTIONS, THERE ARE A LIMITED NUMBER OF SPOTS AVAILABLE. After registration, an emergency and medical information form will be sent to you to be completed and submitted to the child care worker when you first drop your children off. You will not be able to leave your child(ren) without also submitting a completed form(s).

Childcare will be available as follows:
- Thursday, May 29, 2014, 9:00 p.m. – 9:30 p.m.
- Friday, May 30, 2014, 7:30 a.m. – 9:30 p.m.
- Saturday, May 31, 2014, 7:30 a.m. – 3:30 p.m.

**Housing During Annual Conference Sessions:** Housing arrangements can be made through the Syracuse Convention Bureau’s Housing Service either through their on-line system or by mailing a completed housing form to them. See the housing form for additional information. They can assist you with the hotel reservation process. You may also choose not to use the housing bureau and to make your own arrangements. However, room rates cannot be guaranteed if you do not use the CVB’s Housing Service.

Youth wishing to room with other youth attendees should NOT use the Housing Service and should not complete a housing form. They are to contact the Genesee Valley District Office at 585-340-9525.

Things you need to know to use the housing bureau service and about housing, in general, are:

1. If you wish to room with another attendee, you will need to determine who that person will be before you do your housing registration. The housing bureau staff and conference office staff will NOT be matching attendees for rooming.
2. If you plan on sharing a room with other attendees or visitors, only ONE of the persons in the room should complete a housing registration form. That person will need a credit card to reserve the room. That person should also identify all individuals staying in the room on the housing registration form.

3. The room costs vary depending upon where you select to stay. You may or may not get your first selection. This will depend upon availability.

4. **Clergy retirees, those on medical leave, and equalization members** are also asked to make their own room reservations directly with the housing bureau. After conference is concluded, equalization members, retirees, and those on medical leave may request reimbursement for their portion of the room cost up to $50 per night per clergy retiree, person on medical leave, or equalization member by submitting a Reimbursement Request Form and actual receipts for your completed stay to the Treasurer’s office immediately following the AC event. You may also request a hard copy of the reimbursement form from Leah Robinson by calling (855) 424-7878, ext. 303.

   Clergy retirees, those on medical leave, and equalization members are entitled to reimbursement of a proportionate share of a basic room cost up to $50 per night. If are unable to make the upfront reservation yourself using the housing bureau, please contact Leah Robinson to discuss options. Note that with four persons in the room, each person’s portion of the room cost is estimated at $25/night; with three persons in the room, each portion is estimated at $34/night; and, with two persons in the room, each portion is estimated at $50/night. Those retirees, persons on medical leave, and equalization members rooming alone will be expected to pay the additional room costs over the allotted $50 per night covered by the conference. Note that if your room is to be shared with other persons who are NOT clergy retirees, persons on medical leave, or equalization members, their portion of the room cost will NOT be reimbursed by the annual conference.

5. Rates and rooms are no longer held for us after 1 month prior to annual conference session. Therefore, it is important that all reservations using the housing bureau and our negotiated rates be made by the registration closing date. **Reservations through the housing bureau will only be taken through April 25, 2014.**

6. The person reserving the room will be able to check with the hotel for a confirmation number approximately three (3) weeks after acknowledgement by the housing bureau is received.

7. The conference office does not take or make the reservations and does not accept payment for rooms. If you have questions regarding housing, please direct those questions to Christie Bravos at the housing bureau. Her contact information is on the housing registration form.

**Special Needs or Requests:** In this section of the form, please list any special requests you have including wheelchair use, other handicapping or medical conditions of which want us to be aware, and special dietary restrictions.