

NEW REGISTRATION AND REFUND POLICY

Registrations will not be processed without the appropriate fees being paid at the time of the registration. Deadlines will be adhered to. Registration fee is non-refundable.

Please read this document before completing your registration form.

Please read related article for more information on the above policy.

NORTH CENTRAL NEW YORK ANNUAL CONFERENCE

Clergy Session - May 28, 2008 – Liverpool UMC, Liverpool NY

Mission Opportunities, Pre-Conference Briefing, Ministry Fair – May 29, 2008 – Holiday Inn, Liverpool NY

Annual Conference – May 30 to June 1, 2008 - Holiday Inn, Liverpool NY

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 BY THE DEADLINES STATED

WAYS TO REGISTER:

1. Go to the Conference web site (www.ncnyumc.org) and click on “Annual Conference 2008”. Click on “Register Online Here”. Be sure to check the Disclaimer before entering your information. Complete the form, then click “Next”. You will have an opportunity to review your information. To make changes, click “Edit”. To accept the information, click “Add to Cart”. You can enter credit card information (Visa or MasterCard only) which will be processed through a secure site. Or you can indicate that you will mail a check. When payment information is complete, click the "Complete Now" button and your registration will be complete. A confirmation page will appear – print it -- and then you will click "I'm Done" to exit. Online registrations will receive an email confirmation. If you do not receive an email confirmation, your registration did not process and you must re-register. If mailing a check, send a copy of the registration with your check made payable to: NCNY Conference, PO Box 1515, Cicero NY 13039.
2. Go to the Conference web site (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 appropriate fees (checks made payable to NCNY Conference) to: NCNY Conference, PO Box 1515, Cicero NY 13039. Confirmations are NOT provided for this method of registration.
3. Find the form printed in “UM Connections”, fill in, and mail with your remittance. Confirmations are NOT provided for this method of registration.

*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 handled at the site of Annual Conference, but no lodging or meal tickets will be available at that time and availability of printed materials will be limited.***

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. There are reduced rates for retired clergy, equalization members and lay members by virtue of office, clergy on disability status, and youth. (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.

Handicapping Conditions: Please indicate on the registration form any special needs you may have when attending this conference. We can provide information on parking, seating, curb cuts, etc., prior to your arrival at the site.

Child Care: On-site child care will be arranged IF PARENTS CONTACT THE REGISTRAR FOR THIS SERVICE to discuss their needs. Please contact Vicki Putney at 1-800-699-8715 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 will provide 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 9:00 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 pm to 8 pm 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 UMC. They will be available again on Thursday, May 29, from 12 noon to 5:00 pm in the Holiday Inn Convention Center Foyer. For the remainder of the Conference, packets will be available starting at 8:00 a.m. each day.

Room registration will be at the Holiday Inn Registration Desk **only**. Check in time is 3:00 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.