



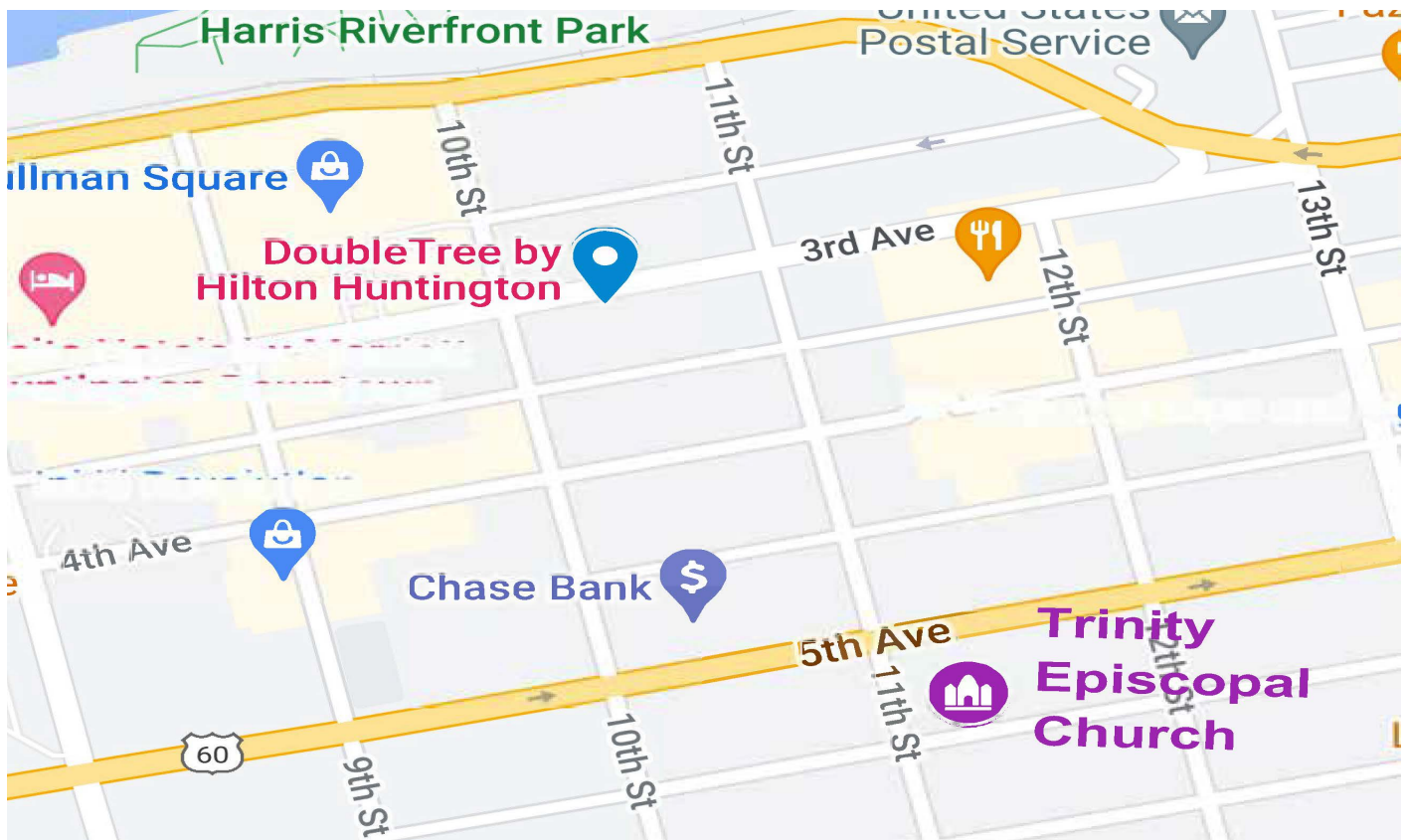
Directions, Accommodations and General Information

145th Annual Convention of the Diocese of West Virginia DoubleTree Hotel and Trinity, Huntington

Directions

From I-64 East or West- To DoubleTree Hotel: From I-64 East or West, take Exit 11 (Hal Greer Blvd./Downtown) and turn left onto 16th Street (WV-10 N) toward Hal Greer Blvd./Downtown/Marshall Univ./Civic Center. Continue on Hal Greer Blvd. (WV-10 N) through the underpass to 3rd Avenue (US Route 60) and turn left. Continue on 3rd Avenue for 0.6 miles and make a left into the DoubleTree's parking lot.

From I-64 East or West: To Trinity Church, Huntington: From I-64 East or West, take Exit 11 (Hal Greer Blvd./Downtown) and turn left onto 16th Street (WV-10 N) toward Hal Greer Blvd./Downtown/Marshall Univ./Civic Center. Continue on Hal Greer Blvd. (WV-10 N) through the underpass and turn left onto 7th Avenue. From 7th Avenue, turn right onto 11th Street. The church parking lot is immediately before the church.



1608 Virginia Street, East | Charleston, West Virginia 25311
304.344.3597 | email: thannah@wvdiocese.org

Registration Instructions

The 145th Convention of the Episcopal Diocese of West Virginia will be held November 18 -19, 2022 in at the DoubleTree Hotel and Trinity Episcopal Church in Huntington, West Virginia. *Whether you are attending the convention* as a delegate, alternate, clergy, clergy spouse, or just an interested party or guest, please follow these instructions. Every attendee is responsible for these procedures and deadlines. Please disseminate this information to your parishioners in announcements, bulletins, etc. All forms contained in this packet are available on our website:

www.wvdiocese.org.

Hotel Registration: Registration for the Convention **does not** include overnight hotel accommodations. These reservations must be made separately and directly with the hotel. Please do not call the Diocesan House as this process is separate from the actual Convention registration. The telephone number to the hotel is 855.610.8733 or 304.525.1001, or you can go to their website at <https://www.hilton.com/en/hotels/htsdtdt-doubletree-huntington/>

- A credit card number is needed to reserve your room.
- When you call, identify yourself as part of the Episcopal Diocese of West Virginia and give the dates you wish to stay.
- Reservations by attendees must be received no later than **Wednesday, October 19, 2022**. After that date, the hotel will no longer honor our special room rate of \$108 per night. This rate does not include applicable state and local taxes.
- Check-In time is 3:00 pm; Check-Out time is 11:00 am.

Convention Registration: Each person attending the Convention must complete a separate registration form and return it to the Diocesan House with the required fee. Churches may send in their registration forms together, but remember that each person attending must fill out, in its entirety, their own individual form. Fees may be combined into one check.

All forms will be available in fillable format on the Diocese website. Registrants are encouraged to enter their information into the form and "submit" the form which will be automatically emailed to the Diocesan House. Payment of fees will also be available through our PayPal account.

The Convention registration fee is \$195. This fee includes all Convention materials, meals and gratuities, entertainment, registration materials and entrance to all Convention functions and sessions. There is no registration fee for children 15 and under.

All attendees must be registered with the Diocesan office by close of business on Tuesday, November 8, 2022. After November 8, 2022, the registration fee may increase from \$195 to \$295.

Substitutions: A church may substitute one registered attendee for another as long as the head count remains the same. Adding additional attendees will require registering, and those attendees are subject to the deadlines and prices set forth above. There will be no refunds after October 18, 2022.

If you have any questions regarding the Convention or the registration process, please contact:

Tracy Hannah
Episcopal Diocese of West Virginia
P.O. Box 5400
Charleston, WV 25361
(p) 304.344.3597 (f) 304.343.3295

Instructions, online forms, flyers and additional registration forms are available on the Diocesan website: www.wvdiocese.org

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