

General Information Sheet
133rd Diocesan Convention of the Episcopal Church of West Virginia
We Will, with God's Help
September 10-12, 2010
Hotel Registration Information
and
Attendee and Exhibitor Registration Instructions

The 133rd Convention of the Episcopal Diocese of West Virginia will be held September 10-12, 2010 in Flatwoods, West Virginia at the Sutton/Flatwoods Days Hotel & Conference Center. Whether you are attending the Convention as a delegate, alternate, clergy, clergy spouse, exhibitor, or just an interested party or guest, please follow the instructions below. Every attendee is responsible for these procedures and deadlines, so please disseminate this information to your parishioners in announcements, bulletins, etc.

HOTEL REGISTRATION:

Registration for the Convention does not include overnight hotel accommodation at the Sutton/Flatwoods Days Hotel & Conference Center. These reservations must be made separately and directly with the Days Hotel. Do not call the Diocesan House or the meeting planner, as this process is separate from registration.

To make your hotel reservation:

Please call or email my secretary, Gwyn Wolfe, at 304-344-3597 (gwolfe@wvdiocese.org) with your decision regarding this behest.

- The Days Hotel at A credit card number is needed to reserve your room. You may cancel your reservation for no charge until 4:00 p.m. hotel time on the arrival date. Please note that the Days Hotel will assess a fee in the amount of one night's room and tax charges USD if you cancel after this deadline. If, in this case, you have made a prepayment, they will retain all of part of your prepayment. If a prepayment has not been received, and you cancel past the stated deadline, your credit card will be charged. Please note that a change in the length or dates of your reservation may result in a rate change.
- Via telephone: The direct reservations number is 1-304-765-5055. When you call, you should simply ask for the Episcopal Diocese Room Block and then give the dates that you wish to stay.
- The cut-off date is August 31, 2010 for making reservations at our special room rate of \$71.96 for a single, or \$80.96 for a double per night. Tax is not included in the lodging room price; it will be added at the time of payment.

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 each person attending must complete an individual form. Fees can be combined into one check (i.e. one check from a church to cover all members attending the Convention). Please make sure a form is filled out in its entirety for each registrant.

Registration fee is \$175.00 for full registration for the Convention. This fee includes all Convention materials, seven (7) meals and gratuities, entertainment, Convention favors, registration materials and entrance to all Convention functions and sessions. For those coming for one day only, meals may be purchased separately. There is no registration fee for children 15 and under.

Convention Registration Deadlines: All attendees to the Convention should be registered with the Diocesan office by August 27, 2010.

Substitutions: A church can substitute one registered attendee for another so long as the head count remains the same. Additional attendees registering are subject to the deadlines and prices set forth above. Furthermore, because of guarantee and financial commitments, there are NO REFUNDS permitted after September 3, 2010.

Example: St. S church registers five people (three delegates, one clergy and one alternate). Up to September 3 any changes can be made. After this date, one delegate is replaced by the alternate, so now only four are attending. No refunds are permitted. If a second alternate now decides to attend, he or she can be substituted for the other so the total attendees remain at five.

EXHIBITOR REGISTRATION:

Exhibitor registration is on a first-come-first-served basis. All fees must be paid with the registration in order to be complete. Please remember that all Diocesan-affiliated exhibitors will not be charged for a single booth. Exhibitors must register each year, regardless if they have had a booth in the past. If you are an exhibitor affiliated with the Diocese, you must contact the Diocesan office in advance to make sure that your fee is being waived. Space is limited, so please register your exhibit early!

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

C. Gwyn Wolfe
Episcopal Diocese of West Virginia
P. O. Box 5400
Charleston, WV 25361
(866) 549-8346 – toll free
(304) 344-3597 – local
(304) 343-3295 – facsimile
gwolfe@wvdiocese.org

Instructions, flyers and additional registration forms are available on the Diocesan website www.wvdiocese.org (Diocesan Convention).