



Eastern Synod Assembly
15th Biennial
International Plaza Hotel
Toronto, ON
June 26 – 29, 2014

REGISTRATION INFORMATION LETTER

March 2014

Welcome Delegates and Visitors! The 2014 Eastern Synod Assembly will be held at the International Plaza Hotel, Toronto, Ontario from June 26-29. The International Plaza is located at 655 Dixon Road in Toronto. As it is available, information will be posted to the Eastern Synod Website located at: www.easternsynod.org

All Assembly Sessions and Worship Services will be held at the International Plaza Hotel. The Assembly begins on Thursday, June 26th. This letter provides you with detailed information for delegates and visitors to make registration, travel and accommodation arrangements to attend the Assembly. For further inquiries, please email or call:

Rev. Jeffrey Smith, Convention Manager
Eastern Synod Office
74 Weber St W Kitchener ON N2H 3Z3
Toll free: 1-877-373-5242
Email: revjeffsmith@hotmail.com



ASSEMBLY CHECKLIST

- Please book your travel as early as possible and preferably before the Assembly registration deadline of May 1st to ensure that the travel schedule you want is available at the lowest rate. Those planning to travel by air, bus or train must receive prior approval from Rev. Guenter Dahle, Assistant Assembly Manager gdahle@elcic.ca.
- Book your accommodations at the International Plaza Hotel, Toronto, 1-800-668-3656.
- The registration form and credit card payment can be completed online at www.easternsynod.org. Don't forget to print a copy of your online registration form for your records. **We will advise by email when the online registration will open.**

REGISTRATION DEADLINE: May 1, 2014

Confirmation of Registration:

A statement acknowledging receipt of your registration form and payment will be emailed or mailed to you.

REGISTRATION

**Please note that “all ordained ministers serving under call” are required to attend the Synod Assembly 2014 unless excused. Requests to be excused should be directed to the Secretary of Synod as soon as possible. (*Eastern Synod Constitution, Article VII, Sec 10.*) You can contact the Rev. Wendell Grahlman either by email at wgrahlman@elcic.ca or through the Synod Office by phone at 1-877-373-5242.

ONLINE REGISTRATION

We will advise you by email when the online registration will open.

We encourage all delegates and visitors to use the online registration system. The registration form and credit card payment can be completed online at www.easternsynod.org. Don't forget to print a copy of your online registration form for your records.

If you do not pay online with a credit card, a cheque for the applicable delegate fees, payable to the Eastern Synod, should be mailed. Keep a copy of the registration form for your records.

All delegate registrations are to be submitted by May 1st. An acknowledgment of your registration and payment will be forwarded to you by email or mail.

CANCELLATIONS

Cancellations after June 1, 2014 will be refunded the amount paid less \$100.00 for administration costs. The Registration Fee is non-refundable after Sunday June 22, 2014, as we will have given attendance guarantees to the International Plaza Hotel.

ASSEMBLY FEES – please see attached sheet 2014 Assembly Fees.

ASSEMBLY EXPENSES

Parish Pastors, Interim Pastors, Ordinands and Accredited Lay Delegates – The Congregation pays the administration fee, accommodation, parking, meal allowance and Bulletin of Reports fee (if hard copy is requested).

Pastors under Call to Special Service – The employing agency to which they relate pays the administration fee, accommodation, parking, meal allowance and Bulletin of Reports fee (if applicable).

Retired Pastors (not serving as an Interim Minister) – Individuals pay only for the cost of their banquet ticket and administration fees. All other costs are reimbursed through the synodical budget upon submission of expense form.

Retired Pastors (serving in Interim Ministry) – The Congregation or the employing agency to which they relate pays the administration fees, accommodation, parking, meal allowances and Bulletin of Reports fee (if applicable).

Pastors On Leave From Call (not serving as an Interim Minister) – Individuals pay for their accommodation, parking and meals. The administration fee, Bulletin of Reports fee (if applicable) and banquet ticket is paid through the synodical budget.

Pastors On Leave From Call (serving in Interim Ministries) – The Congregation or the employing agency to which they relate pays full delegate fees, Bulletin of Reports fee (if applicable), accommodation, parking and meal allowances.

TRAVEL

TRAVEL BOOKING

Step 1:

Receive authorization from
Rev. Guenter Dahle,
Assistant Assembly Manager,
519-897-7273.

Step 2:

Once authorized, economy fare tickets
can be purchased as soon as possible.

Please contact:

Nellie Follings at Goliger's Travel,
1-800-465-4437 ext. 235.

Travel costs associated with attending the Assembly are reimbursed by the synod to all rostered and accredited lay delegates upon submission of a *Delegate Travel Expense Form*. Prior to completing this form, please consult the enclosed *Assembly Travel Policy*.

TRAVEL BY AIR, BUS OR VIA RAIL

Delegate travel arrangements for air, bus and train must first be approved by **Rev. Guenter Dahle, Assistant Assembly Manager at 519-897-7273**. Once travel has been approved, arrangements can be made through **Nellie Follings at Goliger's Travel, toll free 1-800-465-4437 ext. 235**.

****Travel information is mandatory when completing the Registration Form therefore, please book your travel prior to registering.**

Visitors are welcome to use the services of Goliger's Travel but will be required to pay for their own travel arrangements.

FREE SHUTTLE SERVICE

Free Shuttle Service between the International Plaza Hotel and the Toronto International Airport is available.

Arriving at Terminal One – Delegates and Visitors should pick up luggage, then proceed to the Ground Level of the Terminal and wait outside by **Post S5** for the Shuttle to come.

Arriving at Terminal Three – Delegates and Visitors should pick up luggage, then proceed outside and wait by **Post C22** for the Shuttle.

***The hotel shuttle leaves the Airport Terminals hourly at 15 and 30 minutes past the hour.**

DEPARTURES

When flying out of Toronto International Airport, Delegates and Visitors who are staying at the International Plaza Hotel should make arrangements with the Hotel Front Desk for their free Shuttle from the Hotel to the Airport (times will be advised by the Front Desk).

NON-AIR TRAVEL & EXPENSES

To economize on travel expenses, those travelling by automobile are encouraged to make their own carpooling arrangements.

TRAVEL EXPENSES

The Synod Assembly Travel Policy is included in this package. A *Delegate Travel Expense Form* or a *Retired Clergy Expense Form* can be picked up at the Eastern Synod Check-In Desk at the Assembly. Please complete and return form to: The Treasurer, Eastern Synod, 74 Weber St W, Kitchener ON N2H 3Z3

ACCOMMODATIONS

International Plaza Hotel
1-800-668-3656 or 416-244-1711

Identify yourself as a member of the Eastern Synod Convention – Assembly 2014.

Make reservations before May 23, 2014.

If you plan to share a room, it is your responsibility to find a person willing to room with you.

All Delegates and Visitors are responsible for making their own reservations directly with the International Plaza Hotel, Toronto, Ontario. **If you plan to share a room, it is your responsibility to find a person willing to room with you.** You may want to check with other Delegates at your Conference Meeting for anyone willing to share a room.

It is very important that you make your hotel reservation prior to **May 23, 2014** as the Eastern Synod room rates will not be guaranteed after that date.

When you contact the International Plaza Hotel, identify yourself as a member of the Eastern Synod Convention – Assembly 2014. Reservations can be made directly with the Hotel by calling **416-244-1711** or toll free at **1-800-668-3656**.

A valid credit card will hold your reservation. The deposit fee is refundable if the hotel receives notice at least 24 hours prior to arrival and cancellation

number is obtained.

Please note that the recommended allowance paid by Congregations is set at double occupancy rates - \$241.86 per person including taxes for three nights.

Per Delegate cost at the International Plaza Hotel based on their rates are:

Single \$139.00 per night plus taxes (13% HST + 3% DMF –Destination Marketing Fee)

Double \$69.50 per night plus taxes (13% + 3% DMF)

Check in time is 3:00 pm (or earlier, if room is available).

Check out time is 12 noon.

PARKING



Parking is available at the International Hotel at a cost of \$42.00 for registered overnight guests staying from Thursday to Sunday.

If you are not a registered guest at the International Plaza Hotel, parking is \$18.00 per day.

MEALS



Delegates are on their own for meals.

Recommended per Delegate meal allowance paid by Congregations is \$152.00.

3 Breakfasts (Friday to Sunday) @ \$15.00 = \$45.00

4 Lunches (Thursday to Sunday) @ \$16.00 = \$64.00

2 Dinners (Thursday & Friday) @ \$21.50 = \$43.00

BANQUET

The Eastern Synod Assembly 2014 Banquet will be held at the International Plaza Hotel on Saturday, June 28th.

The scope and focus for the Assembly Banquet has been broadened to include the Eastern Synod Leadership Awards in addition to honouring those pastors who are celebrating ordination anniversaries of 25, 40, 50, 60 and 65 years of ordained ministry during 2013 and 2014. Those who are concluding terms of service on the Synod Council will also be recognized

The celebration will begin with a reception (cash bar) at 6:30 pm. Dinner will be served at 7:00 pm. Each registered Delegate and Visitor will receive **one** banquet ticket as part of their Registration Fee. Those wishing to purchase additional banquet tickets should indicate this on the Registration Form. While a firm count of those attending the banquet must be given prior to the Assembly, a few tickets may still be available – check at the *Eastern Synod Check-In Desk*.

Please indicate any food allergies or special food requirements for the Banquet, on your Registration Form.

ADDITIONAL INFORMATION

Eastern Synod Check-In Desk: Assembly check-in will take place at the International Plaza Hotel – 1st Floor. The Eastern Synod Check-In Desk will be open Thursday, June 26th from 9:00 am to 9:00 pm.

Hospitality/Information Desk: This desk will be located on the 2nd floor foyer of the International Plaza Hotel.

New Delegate Orientation: An orientation session for new Delegates will take place from 11:00 am to 12:00 noon on Thursday, June 26th at the International Plaza Hotel – New York (1st Floor)

Bulletin of Reports: The *Bulletin of Reports* will be available for downloading, free of charge, on the Eastern Synod website www.easternsynod.org one month prior to the Assembly. Printed copies will be available at a cost of \$15.00. You will need to indicate on your Registration Form whether you will be downloading an electronic copy or require a hard copy to be mailed at a cost of \$15.00. The printed copy, if requested will be mailed out prior to Assembly. Supplements will be distributed throughout the Assembly.

Assembly Committees: Some delegates will be appointed to various Assembly Committees. Delegates will be advised of such appointments prior to the Assembly. The chair will introduce these committees at the first business session.

Worship: All Worship Services will be held at the International Plaza Hotel in Plaza A (2nd Floor).

Opening Service with Holy Communion – Thursday, June 26th at 1:30 pm

Worship Services – will be celebrated each morning (Friday and Saturday) at 8:30 am. The Saturday morning service will include a memorial rite for congregations that have closed and for pastors and pastors' spouses who have died during the past biennium.

Closing Service with Holy Communion – Sunday, June 29th at 10:00 am

**Please check out www.easternsynod.org under Assembly 2014 for Worship News up-dates leading up to the Assembly.

Offerings:

Offerings from the Assembly Worship Services will be divided equally as follows:

ELCIC Praise Appeal
Canadian Lutheran World Relief
Waterloo Lutheran Seminary
Eastern Synod of the ELCIC

Bishop's Reception for Retired Pastors & Spouses, Widows, and Widowers: Bishop Michael Pryse will host a reception for retired pastors and their spouses, widows, and widowers. It will take place on Thursday, June 26th beginning at 9:00 pm. Please indicate your intention to attend on the Online Registration Form.

Delegate Seating: All delegates will be assigned a table at which they will be required to sit while the Assembly is in session. Seating at designated tables is assigned so that the stewards will be able to find delegates during sessions.

Elections: Balloting will take place for the Bishop, Secretary of Synod, Vice-Chair, Treasurer and vacant positions on Synod Council. Delegates must be at their seats to vote.

No Scents makes Good Sense: Many people today suffer from hypersensitivity to various chemicals in our environment. On the evaluation forms from previous Assemblies, several delegates have indicated that they suffer discomfort from allergic reactions to perfumes, hairspray, colognes and after-shave lotion. You can assist these people by refraining from using these products.

Coffee Breaks: Assembly evaluations have indicated that delegates would like to have a selection of fresh fruit in the morning and afternoon breaks. Having these served by the caterer (whom we must use for any food we offer onsite) is very costly. We have arranged to only have coffee/tea and water during the designated breaks. These will be available at the back of the meeting area. If you desire a snack during the day, we encourage you to bring something with you each day.

Augsburg Fortress Book Store: Augsburg Fortress Publishing will provide a bookstore during the Assembly.

Day Care: Child care **will not be provided** at the Assembly.

Mobility Assistance: Individuals with mobility issues are required to bring their own wheelchairs and walkers, if needed. Delegates and visitors should bring along a support person to assist them, if needed.

Telephone Messages: Messages that are left at the on-site Synod Office at the International Plaza Hotel during the day will be passed along to delegates. The number is 416-244-1711 ext. 4320. For **emergency purposes only**, (24 hours a day) messages can be left with Rev. Guenter Dahle at 519-897-7273.

PACKING TIP: Don't Forget bring a sweater and an umbrella.

Attention Parish Pastors: Bishop Michael Pryse will prepare a sermon for use in your congregation on Sunday June 29th. It will be distributed via email to pastors by the middle of June.

Please remember to pray that God might lead and guide us in our meetings and deliberations, our worship and growth times, and our fun and fellowship at Assembly 2014.

May you have a safe and enjoyable journey to Toronto!