



# LET THERE BE GREENING

Eastern Synod Assembly 2024 - Toronto ON

## Eastern Synod 19<sup>th</sup> Triennial Assembly

Delta Hotels Toronto Airport & Conference Centre, Toronto, ON

June 20 – 22, 2024

### REGISTRATION INFORMATION LETTER

**Welcome Delegates and Visitors!** The 2024 Eastern Synod Assembly will be June 20-22 at the Delta Hotels by Marriott Toronto Airport & Conference Centre, located at 655 Dixon Road, Toronto, ON. As it is available, information will be posted to the Eastern Synod Website located at: [www.easternsynod.org](http://www.easternsynod.org)

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:

**Mandi Walker, Assembly Manager**

Toll free: 1-877-373-5242

Email: [mwalker@elcic.ca](mailto:mwalker@elcic.ca)

### ASSEMBLY CHECKLIST



- Please book your travel as early as possible and preferably before the early-bird Assembly registration deadline of April 30<sup>th</sup> 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 Mandi Walker, [mwalker@elcic.ca](mailto:mwalker@elcic.ca).
- Book your accommodations at the Delta Toronto Airport Hotel by calling the toll free Marriott reservations line (1-800-668-3656). Reference the Eastern Synod; you can use a 3-letter code which is ESE, that should be enough when you get to central reservations. You can also call the hotel directly at 416-244-1711. **\*Please note that you are responsible for finding your own roommate should you want one.**
- The registration form and credit card payment can be completed online at [www.easternsynod.org](http://www.easternsynod.org). **Online registration will open on March 1, 2024.**

**EARLY-BIRD REGISTRATION DEADLINE: April 30, 2024**

Eastern Synod of the Evangelical Lutheran Church in Canada

74 Weber St W, Kitchener, ON N2H 3Z3

Phone: 519-743-1461 ● Toll free: 1-877-373-5242 ● Website: [www.easternsynod.org](http://www.easternsynod.org)

## REGISTRATION

\*\*Please note that “all ordained ministers serving under call” are required to attend the Synod Assembly 2024 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 Caron Grahlman either by email at [wgrahlman@elcic.ca](mailto:wgrahlman@elcic.ca) or through the Synod Office by phone at 1-877-373-5242.

### ONLINE REGISTRATION

**Online registration will open on Friday, March 1<sup>st</sup>.**

The registration form and credit card payment can be completed online at [www.easternsynod.org](http://www.easternsynod.org).

If you do not pay online with a credit card, please forward a cheque for the applicable delegate fees, payable to the Eastern Synod, to the Eastern Synod Office. You will still need to fill out the registration form.

To ensure that congregations receive the early-bird registration fee of \$750, delegates are strongly encouraged to register by April 30<sup>th</sup>. (**After April 30<sup>th</sup>, the registration fee will increase to \$850.**) Cheques for early-bird registration must be postmarked no later than April 30<sup>th</sup>. **All cheques for registration must be received at synod office by June 7<sup>th</sup>.**

### CANCELLATIONS

Cancellations after June 1, 2024 will be refunded the amount paid less \$100.00 for administrative costs. The registration fee is fully non-refundable after Friday, June 7<sup>th</sup>, as we will have given attendance guarantees to the Delta Toronto Airport Hotel.

**ASSEMBLY FEES – please see attached sheet 2024 Assembly Fees.**

## ASSEMBLY EXPENSES

**Rostered Ministers Serving a Congregation, Interim Rostered Ministers, Ordinands and Accredited Lay Delegates** – The Congregation pays the registration fee, accommodation, parking and meal allowance.

**Rostered Ministers under Call to Special Service** – The employing agency to which they relate pays the registration fee, accommodation, parking and meal allowance.

**Rostered Ministers On Leave From Call (serving in Interim Ministries)** – The Congregation or the employing agency to which they relate pays full delegate fees, accommodation, parking and meal allowances.

## TRAVEL

### TRAVEL BOOKING

**Step 1:**

Receive authorization from  
Mandi Walker,  
[mwalker@elcic.ca](mailto:mwalker@elcic.ca)

**Step 2:**

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

Please contact:

Nellie Follings at DirectTravel,  
1-800-465-4437 ext. 3136 or  
[nfollings@dt.com](mailto:nfollings@dt.com)

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 Mandi Walker, [mwalker@elcic.ca](mailto:mwalker@elcic.ca). Once travel has been approved, arrangements can be made through **Nellie Follings at Direct Travel, toll free 1-800-465-4437 ext. 3136.**

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

## FREE SHUTTLE SERVICE

Free Shuttle Service between the Toronto International Airport and the Delta Toronto Airport Hotel 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 S1** for the Shuttle to come.

**Arriving at Terminal Three** – Delegates and Visitors should pick up luggage, then proceed outside and wait by **Post 41** for the Shuttle.

## DEPARTURES

When flying out of Toronto International Airport, Delegates and Visitors who are staying at the Delta Toronto Airport 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* can be picked up at the Eastern Synod Check-In Desk at the Assembly. Please complete and return form to:

Mandi Walker, Eastern Synod  
74 Weber St W  
Kitchener ON N2H 3Z3  
<mailto:mwalker@elcic.ca>

## ACCOMMODATIONS

**Delta Toronto Airport Hotel  
1-800-668-3656 for central  
reservations or call the hotel  
directly at 416-244-1711.**

**Identify yourself as a member of  
the Eastern Synod; use code ESE.**

**Make reservations before  
May 29, 2024.**

**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 Delta Toronto Airport Hotel, Toronto, Ontario. **If you plan to share a room, it is your responsibility to find a person willing to room with you.**

It is very important that you make your hotel reservation prior to **May 29, 2024** as the Eastern Synod room rates will not be guaranteed after that date.

When you contact the Delta Toronto Airport Hotel, identify yourself as a member of the Eastern Synod; use code ESE. Reservations can be made directly with the Hotel by calling toll free at **1-800-668-3656 or 416-244-1711.**

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 the recommended allowance paid by Congregations is set based on double occupancy (i.e sharing a room and splitting the nightly room rate of \$166. plus tax). This works out to a **total allowance of \$198.83 per person (including taxes) for two nights.** Remember, if you plan to share a room, it is your responsibility to find a person willing to room with you.

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 \$50.00 for registered overnight guests staying from Thursday to Saturday.

If you are not a registered guest at the Delta Toronto Airport Hotel, parking from Thursday to Saturday will cost \$75.00.

## MEALS



**The synod will provide dinner on Thursday, lunch on Friday and of course the banquet on Friday evening. Delegates are on their own for all other meals.**

Recommended per Delegate meal allowance paid by Congregations is \$88.00.

**2 Breakfasts** (Friday to Saturday) @ \$20.00 = \$40.00

**2 Lunches** (Thursday & Saturday) @ \$24.00 = \$48.00

## BANQUET

The Eastern Synod Leadership Banquet will be held at the Delta Toronto Airport Hotel on Friday, June 21<sup>st</sup> at 6:30 pm.

The scope and focus for the Assembly Banquet includes honouring those Rostered Ministers who are celebrating Ordination and Consecration anniversaries of 25, 40, 50, 60 and 70 years of ministry during 2022, 2023 and 2024. 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 online 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 for \$90 each – check at the *Eastern Synod Check-In Desk*.

Please indicate any food allergies or special requirements for the Eastern Synod Leadership Banquet on your online registration form.

## ADDITIONAL INFORMATION

**Eastern Synod Check-In Desk:** Assembly check-in will take place at the Delta Toronto Airport Hotel – South Entrance, 1<sup>st</sup> Floor. The Eastern Synod Check-In Desk will be open on Thursday, June 21<sup>st</sup> from 9:00 am to 5:00 pm.

**Hospitality/Information Desk:** This desk will be located on the 2<sup>nd</sup> floor foyer of the Delta Toronto Airport Hotel.

**New Delegate Orientation:** An orientation session for new delegates will take place from 11:00 am to 12:00 noon on Thursday, June 21<sup>st</sup> at the Delta Toronto Airport Hotel – Mississauga “A” (1<sup>st</sup> Floor)

**Bulletin of Reports:** The *Bulletin of Reports* will be available for downloading, free of charge, on the Eastern Synod website [www.easternsynod.org](http://www.easternsynod.org) one month prior to the 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 Delta Toronto Airport Hotel in Plaza A (2<sup>nd</sup> Floor)

**Opening Service with Holy Communion** – Thursday, June 20<sup>th</sup> at 1:30 pm

**Closing Service with Holy Communion** – Saturday, June 22<sup>nd</sup> at 11:00 am

\*\*Please visit [www.easternsynod.org](http://www.easternsynod.org) and click on the Assembly 2024 link for news updates prior to Assembly.

**Offerings:** Please note that offerings will be collected during worship at Assembly; further details as to the specific recipient ministries/agencies will be available at that time.

**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 Bishop and other officers, Delegates to the 2025 National Convention, 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:** We have arranged to 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.

**Childcare:** Childcare **will not be provided** at the Assembly. A 75.00 per child, per day subsidy can, however, be claimed by synod assembly delegates requiring childcare.

**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 Delta Toronto Airport Hotel during the day will be passed along to delegates. The number will be posted on the Eastern Synod website.

**Suggested Dress for Assembly:** Dress for Assembly worship and business sessions is informal; however, participants often dress up a bit for the Friday evening Leadership Banquet. We do recommend having a jacket or sweater with you for all sessions (hotel meeting rooms can be chilly!), and packing a raincoat/umbrella just in case (many breakfast and lunch options will involve a 5-10 minute outdoor walk).

**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 2024.  
May you have a safe and enjoyable journey to Toronto!**