

Conference Secretary Letter and General Information

Dear Annual Conference Lay and Clergy Members:

Welcome to the 2016 Greater New Jersey Annual Conference!

The conference begins on Sunday, May 22, 2016 with registration starting at 9:00 a.m. at the Wildwoods Convention Center, Wildwood, NJ. Please see the full agenda for Annual Conference on page 6 of this book.

Please read the information in the Pre-Conference Journal and Handbook carefully and refer to the **Table of Contents** for detailed information. This handbook is an important resource for you to use as an effective member of the 2016 Annual Conference Session. Please be sure to bring it with you to Conference – there is a charge for additional books.

- Offerings:** There will be one offering taken at the Conference during the Leadership Report; see the Bishop’s letter in this booklet. Come prepared to witness through your giving.
- Attendance and Name Badges:** All members arriving on Saturday or Sunday are required to register for Annual Conference beginning at 9:00 a.m. on Sunday, May 22nd in the Main Lobby of the Convention Center. Name badges will be given out at the attendance/registration desk and will serve as your meal ticket for dinner on Sunday and lunch on Monday.
- Late Registration for Annual Conference:** Members who are not registered online by the **May 6th** registration deadline may register at the Wildwoods Convention Center on Sunday, May 22nd at the Late Registration desk. ***Late registrants are responsible for obtaining, and paying for, their own hotel room.***
- Mission Project** The *Stop Hunger Now* mission project will take place in the East Hall on Monday, May 23 beginning at 3:45 p.m. Sign-up when you register for the Annual Conference.
- Workshops** A selection of six workshops of interest to both clergy and laity will be offered on Monday, May 23 starting at 3:45 p.m. Sign-up for the workshop of your choice when you register for the Annual Conference – pre-registration is required! See a description of the workshops and presenters in this booklet.
- Service of Remembrance:** The Service of Remembrance will be held on Monday, May 23 at 10:30 a.m. It will be followed by a luncheon at 11:30 a.m. with the Bishop in Ballroom Room “C” for the families of those honored.
- Reports and Resolutions:** Although reports and resolutions may be amended on the floor of Annual Conference, we urge those wishing to amend a resolution to contact the chairperson/originator of the report/resolution prior to the beginning of Annual Conference to work out a mutually agreeable revision. *For the sake of time management, we encourage you to give your attention to this important detail.*

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- Elected Lay Members Unable to Attend All Sessions:** If for any reason the elected Lay Member can no longer be seated at the Annual Conference, s/he is responsible for passing on the *Pre-Conference Journal and Handbook* and any other program materials to the elected Alternate (Reserve) Lay Member. Before leaving the hotel to return home, s/he are asked to return the packet of materials and name badge to the Registration Table at the Convention Center. The Alternate (Reserve) Lay Member can proceed to the Registration Table, identify him/herself, and obtain the necessary credentials to use while serving as the Lay Member.
- Parking:** Parking is conveniently located on the grounds of the Convention Center. An area for those with handicap license plates and placards is clearly marked. Golf carts will be available to take those with mobility issues to the entrance.
- Childcare:** Childcare will be offered at the Convention Center during plenary sessions and on Monday afternoon during the workshops and mission project. Additional information regarding childcare will be sent directly to parents who register their children by **May 6th**. No walk-ins will be allowed due to Safe Sanctuary guidelines.
- Trolley to and from hotels:** Free transportation is available between all hotels and the Convention Center via trolley car from noon to 11 p.m. on Sunday; 7 a.m. to 8 p.m. on Monday; 7 a.m. to 3 p.m. on Tuesday.
- Emergency Phone:** Should an Annual Conference participant need to be contacted in case of emergency, call Jay Kim, 201-463-7320.
- Hotels:** You will received a confirmation email once you register. Information on hotels will be linked to this email. ***Conference members and visitors who register after May 6th, are responsible for obtaining their own hotel room.***
- Meals:**
- Breakfast is not provided; there are numerous restaurants, coffee shops and diners nearby and on the boardwalk.
 - **Dinner on Sunday, May 22** – Elected Lay Members will meet at 5 p.m. in the East Hall. . Clergy will meet at 5 p.m. in the Ballrooms.
 - **Lunch on Monday, May 23** – Elected Lay Members and Clergy will meet at 11:30 a.m. in East Hall and the adjacent deck.
 - The **Extension Ministry lunch scheduled for Sunday at noon** is for those clergy appointed to an extension ministry. Pre-registration is required; there is no fee. You may register for this dinner when you register for the Annual Conference online.
 - **Dinner for Visitors on Sunday, May 22nd and lunch on Monday, May 23** – Visitors to the Annual Conference may join members for dinner and/or lunch if pre-registered and paid for in advance. ***Pre-payment and reservation is required.***
- Exhibits:** Information booths for associated organizations and agencies will be located in the Main Lobby of Convention Center. Cokesbury Bookstore will be in Meeting Room 3 off the main lobby.
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