

African Methodist Episcopal Church
2ND EPISCOPAL DISTRICT LAY ORGANIZATION
2009 BIENNIAL REGISTRATION PROCESS



31st BIENNIAL SESSION
CONNECTIONAL LAY ORGANIZATION

Theme: "Refocusing Our Ministry to Serve This Present Age"
July 26 - 30, 2009

The Peabody Hotel ~ 3 Statehouse Plaza ~ Little Rock, AR ~

Ph. 1-(501) 906-4000

For registration information contact your Conference Lay Organization President:

BCLO – Steve Armstrong – steve.armstrong@verizonwireless.com ; (410) 488-6781

WCLO – Patricia Matthews - padima@msn.com; (301) 249-6294

VACLO – Ernest Godwin - (757) 238-2109

NCCLO – W. E. Davis - amewedavis@yahoo.com; (252) 527-8785

WNCCLO – Dwight Patterson – dmpque@aol.com; (704) 357-1347

African Methodist Episcopal Church
2nd Episcopal District

Connectional Lay Organization ~ 31st Biennial Session
2009 Registration Process

All Conferences should follow the registration instructions below.

2nd District Registration Goal: Register 400 persons.

- **Pre-Registration Fees: Delegates/Alternates = \$ 225**
 - **Observers (Youth and Adult) = \$ 100**
 - **Late Registration: = \$ 300**

 - **Pre-Registration Conference Deadline: April 6, 2009**
 - **Late Registration Period: April 7 – June 25, 2009**
1. **Each Conference should appoint a Registration Committee. The Conference Registration Committee should receive all 31st Biennial Registration Forms from their Conference Delegates, Alternates and Observers.**
 2. **All persons are required to register through their Conference Registration Committee. Personal checks will not be accepted.**
 3. **Each person planning to attend the Biennial Lay Convention should complete the Biennial Conference Registration Form and submit it to the Conference Registration Committee, along with the appropriate registration fee. The Conference Registration Committee should enter all information from the Biennial Conference Registration Form to the Biennial Registration Electronic Spreadsheet.**
 4. **Please be advised that for this Biennial Session the Connectional Lay Organization is requesting each person to select 3 workshops that they would like to attend at the time of registration. Workshops cannot be selected on-site. (See Workshop Titles Attached)**
 5. **Do not send checks to the Treasurer. The Conference Registration Committee must e-mail a copy of the Electronic Spreadsheet to SED Financial Secretary. The SED Financial Secretary must also receive via U.S. mail a hard copy of the Biennial Registration Electronic Spreadsheet, a SED Receipt Voucher and a Conference check to:**

Annie B. Smith, SED Financial Secretary

P.O. Box 1168

Burgaw, NC 28425

Candybar60@hotmail.com

6. Late registration deadline is June 25, 2009 (Fee \$300 per person). Use the same procedures as listed in # 4 above. After June 25, 2009, persons must register on-site (\$300.00). The Conference registration process should be used for late registration.
7. The Conference should make checks payable to SED Lay Organization. All other checks will be returned to the Conference.
8. The full registration fee includes a kit, souvenir journal, reports and a banquet ticket.
9. Observers may register for \$100.00 (early or onsite). Observers will receive an Observer Bag, a Badge and an Agenda.
10. Make hotel reservation immediately. Hotel rates are: \$ 139 single & double; \$104 - \$ 109 for triple plus 11.5% tax. Hotel information:

**The Peabody Hotel & Convention Center
3 Statehouse Plaza
Little Rock, AR 72201
Ph. (501) 906-4000**

If you have questions about completing your Biennial Session Electronic Registration Spreadsheet, please e-mail or telephone:

**Juanita Hartsfield Hazel, SED Treasurer at twohazels@verizon.net (301 350-3943)
or
Annie B. Smith Financial Secretary at candybar60@hotmail.com (910-259-9555).**

Attachment: Workshop Titles – 31st Biennial Session, Connectional Lay Organization, African Methodist Episcopal Church

