



Walking Toward Oneness 2011 Northwest District All Workers Conference October 18-21, 2011 -- Seaside, Oregon

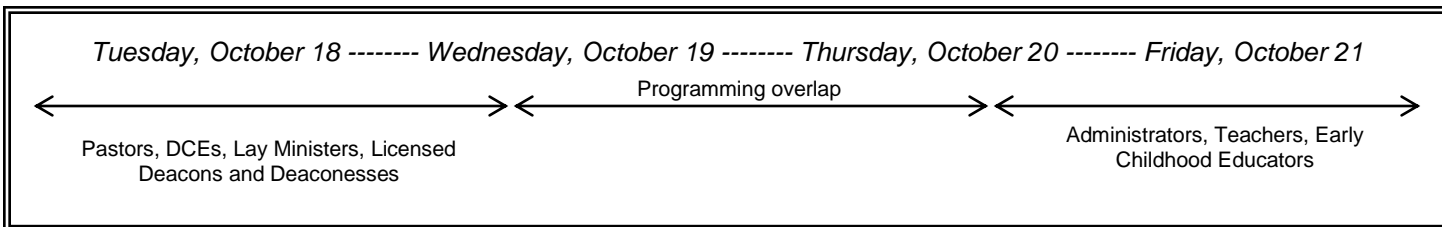
To all Northwest District Professional Church Workers:

Greetings to you on behalf of the Northwest District Lutheran Church-Missouri Synod! This is your invitation to and registration packet for the upcoming All Church Workers conference to be held at the Seaside Convention Center, Seaside, Oregon, October 18-21, 2011.

If you have any questions which this information does not cover, please visit the Northwest District website for a listing of Frequently Asked Questions. Email technical questions to vickik@nowlcms.org schools/educators laurieb@nowlcms.org churches/pastors/DCEs jennym@nowlcms.org other questions to admin@nowlcms.org or call the Northwest District Office at 503-288-8383 or toll-free at 888-693-5267.

General Conference Information:

This conference is intended for all Professional Church Workers of the Northwest District. Programming geared toward Pastors, DCEs, Lay Ministers, Licensed Deacons and Deaconesses will be held Tuesday, October 18, through Wednesday afternoon, October 19. Programming geared toward Administrators, Teachers and Early Childhood Educators will be held Thursday afternoon, October 20, through Friday, October 21. There will also be a special day of programming specifically for Early Childhood Directors on Wednesday, October 20 - Information and registration for this special day will be sent under separate cover. The groups will overlap in time and programming Wednesday evening, October 19, through Thursday morning, October 20. All professional church workers are invited to attend the entire week or any part of the week that sparks your interest.



Location:

Seaside is on the Oregon coast between Astoria to the north and Cannon Beach to the south. The closest major airport is Portland International (PDX). Seaside is about a 1 ½ hour drive from Portland, depending on traffic. The average October temperature in Seaside ranges from the low 40's to mid 60's with rainy and/or windy weather common, so please plan accordingly. You can read more about the Seaside Convention Center at <http://www.seasideconvention.com/>

How to register:

Registration will be online. You will receive a direct link to the online registration process by email. Please refer to the instructions included at the link. There is also a link on the District website. Workshop availability is on a first come, first served basis. We will make every attempt to fulfill your requests. Early registration and selection of second and third choices for workshops is highly recommended. Upon completion of online registration you will receive an email confirmation showing what you owe in fees. Please print a copy of this confirmation and attach your payment check prior to mailing them to the District Office. Make checks payable to **NOW District LCMS** and mail to **1700 NE Knott Street, Portland, OR 97212. Registration is not final until payment is received by the District Office.**

If you are unable to register online, you may complete the paper registration form and mail it along with your payment to the District Office. Registration is not final until payment is received by the District Office.

Registration rates and deadlines:

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| † Regular registration rate (postmarked BY or ON 9/09/11) | \$125.00 per attendee |
| † Late registration rate (postmarked AFTER 09/09/11) | \$160.00 per attendee |
| † Guest registration rate (received by 10/07/11) | \$35.00 per guest |
| † Emeritus registration rate (received by 10/07/11) | \$75.00 per attendee |

Registrations must be received by October 07, 2011. The late registration rate does not apply to Emeritus professional church workers or guests; however, these registrations must still be received by October 07, 2011.

Housing information:

Housing arrangement and payment is the responsibility of the congregation, school or attendee. A list of hotels used in the past along with the rates they are offering for the 2011 conference is included in this packet.

Guests:

Guests are encouraged to attend the Wednesday evening worship service. Those who wish to attend the large group sessions and the social hour after the worship service on Wednesday may register at the special guest rate. Nametags will be provided for these individuals. This guest rate does not include attending the Tuesday evening small group sessions, or the workshops on Wednesday and Thursday. Please note that nametags will be treated as your ticket for admission into the social hour and the Thursday box lunch.

Travel and meal expense reimbursement:

Reimbursement of round trip travel expenses shall be made to all professional church workers only if they have properly registered as a full or Emeritus participant and paid all registration and assessment fees. Guests will not have travel or meal expenses reimbursed. We ask that you schedule your transportation with good stewardship in mind. Carpooling is encouraged whenever possible. Groups whose travel includes both air and rental car are asked to schedule their travel so that mileage to/parking at the airport and rental cars to get to Seaside are kept to a minimum. Mileage will be reimbursed at the rate of \$.14 per mile (IRS charitable rate). If you rent a car, your car rental fee and gas cost will be reimbursed, not your mileage. Airfare will be reimbursed based on receipts provided to the District Office by the registered church worker. The airfare reimbursement may occur prior to the conference and need not wait until the conference is concluded. If you would like to be reimbursed for advance purchased airfare, an expense reimbursement form is available on the Northwest District website. Otherwise, expense reimbursement forms will be available in the registration folder you receive at the Conference.

As only one meal is provided for you during the conference (Thursday box lunch), "meals on your own" will be reimbursed for actual out-of-pocket costs not to exceed \$45 for the entire conference. Receipts are mandatory for reimbursement. Many of the hotels offer complimentary breakfast and Seaside has many affordable restaurants within walking distance of the convention center. A listing of these will be provided in your registration folder at the conference.

Cancellations and refunds:

Cancellations for full refunds will be accepted until Friday, October 7th. After this date, refunds cannot be guaranteed and will be determined on a case-by-case basis.