

## Instructions for completing the 45<sup>th</sup> Annual Convention Registration Form

In order to provide a user-friendly registration process for the 2009 Diocesan Convention, registrants may now download and print a registration form from the diocesan web site.

The Convention registration form is divided into seven sections. The first column (below left) corresponds to the sections of the registration form. The second column provides a brief description of the information being requested.

Section	Information Required
➤ <b>Individual Information</b>	Enter the basic information being requested. <b><i>PLEASE SUBMIT ONE FORM FOR EACH REGISTRANT.</i></b>
➤ <b>Convention Role</b>	Enter your "attending title," i.e., delegate, visitor.
➤ <b>Hotels</b>	You are responsible for making your own lodging reservations (For reservations at the Red Lion, call the hotel at 208-799-1000 no later than September 14, 2009). Tell the reservation clerk you are reserving a room for the Episcopal Convention and request the group rate of \$84 (plus tax).
➤ <b>Meals</b>	Select one of the three (3) meal options listed and be sure to include the total of all meals in the payment information section.
➤ <b>Special Needs</b>	Provide any dietary and or disability requirements you may require.
➤ <b>Volunteer Info</b>	If you would like to volunteer, please check the box and indicate your area of interest.
➤ <b>Payment Information</b>	<p>Check one of the following options:</p> <ul style="list-style-type: none"> <li>▪ Congregation will pay (list the congregational sponsor)</li> <li>▪ Payment by check (include the check)</li> <li>▪ Payment by Credit Card (Complete the information inside the shaded area.)</li> </ul> <p><i>Note: If several members of your family are attending, you may pay with one check or credit card number; simply total the amounts of each registration form for one payment (check or credit card) and mail or FAX together.</i></p>

Once the form is completed, you may submit your registration and payment by using one of the two following options:

1. Registration and credit card information by FAX to: 509.747.0049
2. Registration and check or credit card information by mail to:
 

Episcopal Diocese of Spokane  
 Attn: 2009 Convention Registrar  
 245 East 13<sup>th</sup> Avenue  
 Spokane, WA 99202-1114

Thank you for your registration. Please be sure to visit our website frequently for up-to-the-minute news, and information concerning the Convention! For questions regarding registration please contact [jeffreyn@spokanediocese.org](mailto:jeffreyn@spokanediocese.org) or call The Rev. Jeffrey Neuberger at 509-624-3191.