



ONLINE REGISTRATIONS FOR CLERGY CONFERENCE 2016 BEGIN NOW!

REGISTRATION DEADLINE:
Friday, September 16th

ALL CLERGY: Please follow the link below to register for the 2016 Clergy Conference. While at the conference, you will welcome our keynote speaker, **Dr. Valerie Batts**, and spend time communing with fellow clergy, Mother Nature and yourself!

Please note that the opening session with our speaker will once again begin at **4:00pm on Monday, Oct. 24** so please plan your travel accordingly.

And bring your dancin' shoes!! Tuesday night after dinner, Chuck Hatfield's classic rock band Walkin' the Boulevard will once again play an extended set of songs from the 60's, 70's and 80's (emphasis on the 70's!) for your dancing and listening pleasure!!

REGISTRATION LINK: <http://www.dioceseofnewark.org/form/registration-clergy-conference-2016>

THE REGISTRATION DEADLINE IS **SEPTEMBER 16** SO PLEASE ACT QUICKLY

Please note the following:

1. ONLINE REGISTRATIONS FOR CLERGY CONFERENCE 2016 BEGIN NOW! As always, all clergy are respectfully expected to attend the Conference and all attendees must submit a diocesan registration form (link in blue above).
2. OVERNIGHT ATTENDEES: All clergy staying at the Shawnee Inn will once again **make their own room reservations directly with the Inn (1-800-SHAWNEE)**. Please tell the clerk that you are with "the Episcopal Diocese of Newark" in order to receive the group rate. (Best not to register through a discount website – the fee is the fee no matter what! Please contact the hotel directly.) As usual, your payment at check-out on Wednesday covers hotel accommodations and your meals **so if you're registered at the Inn, there's no need to pay the fee for commuter meals.**
- ANNOUNCEMENT:** The Shawnee is offering discounted room rates for Sunday night Oct. 23rd and Wednesday night Oct. 26th, single or double occupancy, for those of you who would like to wrap-around an extra night or two. The rate is \$125 per night plus 9% tax. This is a new arrangement so if the person taking the reservation has any questions, that person can contact Randy Misko in sales.
3. **REMEMBER!** You must call the Shawnee and make your own room reservation. If you plan to stay at the hotel, pick up the phone and **call the Inn RIGHT NOW! 1-800-SHAWNEE**. You'll be glad you did! **Deadline is Friday, September 16th. Note that no checks (not even personal, not even from your church) are accepted at check-out (see #6).**

4. **IMPORTANT NOTE:** Once again, your conference package rates are substantially

subsidized, with the following results:

Single occupancy: contract price for 2 nights is \$448.00 per person; **you pay \$270**

Double occupancy: contract price for 2 nights is \$311.00 per person; **you pay \$195***

Commuter Package: contract price for 6 meals is \$165.00 per person; **you pay \$120**

*As in the past, if you are sharing a room, please inform the clerk when you make your reservation. Also, please note that if a double room suddenly becomes a single room, the remaining occupant will be charged the single occupancy rate. Please contact Kay Lark if this occurs. Also note that no package can be adjusted, shared, reduced or split.

5. For those of you who require further financial assistance, limited scholarship support will once again be available. Please send Kay Lark an email at klark@dioceseofnewark.org for details.

6. **Clergy who wish to pay their hotel bill by check should mail said check to The Shawnee Inn, ATTN: Group Sales, P.O. Box 67, Shawnee-on-Delaware, PA 18356 postmarked by September 16th .** Please include a note with name, "Episcopal Diocese of Newark", dates, etc. In this scenario, you'll pay the basic fee (see above) with the check, then settle up any additional charges (bar, etc.) with cash or a credit card when you check out on Wednesday. Also please drop me an email that you have paid by check and in what amount. Thanks!

7. Clergy who give a **debit card** number to the hotel: as explained to me twice, when a debit card is given to the hotel, even just to hold for additional charges (bar, etc.) which may or may not materialize, YOUR BANK (not the hotel) puts a hold on funds to cover potential hotel charges. Please take this into account when deciding which card to give the hotel as unintentional overdrafts could occur.

8. **COMMUTING ATTENDEES:** For those who are not staying overnight at the Inn but desire to join colleagues for the six meals included in the Commuter meal plan, you'll see payment instructions on the diocesan registration page [please pay online or via a check mailed to me postmarked by Friday, September 16th]. No outside food is allowed into the Hotel.

9. Due to the subsidy of registrations fees this year, I need to receive your registrations pronto!! The deadline of **September 16th** is necessary as I must calculate and send a check to the Inn and they must then apply the funds to each and every registration, all before we arrive. This will obviously take time so please put your diocesan registration (AND hotel reservations or commuter payments) at the top of your To-Do List!

10. **ANOTHER IMPORTANT NOTE:** After you have reviewed your registration information on the online form, please be sure to press the "Submit" button because this action will complete your registration and will also trigger an email to be sent to THE EMAIL ADDRESS YOU ENTERED ON THE FORM. If you enter a little-used email address, please know to check that address for your confirmation email.

11. Need a roommate? Don't just write it on the registration form – this will likely have no result! Send a clergy-all email! Call someone!

12. Just another quick reminder that the traffic volume can really build up on I-80 near the

river so please arrive early and enjoy the tranquility of the Inn instead!! War stories abound (weather, accidents, etc.) – please leave yourself plenty of time!

13. **IMPORTANT NOTE ABOUT CHECK-IN AND CHECK-OUT, PLEASE READ:** Our check-in to our rooms begins officially at 4:00pm on Monday. Some rooms will be available earlier than that and some will not. This has been publicized every year but this year I've added all caps and red ink! Conference registration begins at 2:00pm every year as our programming begins at 4:00pm in order to have two sessions with our invited speaker(s). Should your room not be ready for check-in when you arrive, the hotel will check bags if necessary and check-in can be accomplished once the room is prepared for you. As has also been the case from the beginning, check-out on Wednesday is 11am. **PLEASE NOTE AS LATE CHECK-OUTS INCUR A \$50 FEE – TO YOU! No kidding!**

14. Hotel Information:

- All guests must check in at the Front Desk, even if sharing a room
- Please note that the Shawnee is a NON-SMOKING facility (with a smoking area on the Front Veranda)
- For those new to the Inn, the Delaware Lodge is a separate building, located on the Inn property, a brisk walk or short drive down the driveway. **Rooms in the Inn are allocated first unless the Lodge is requested.**
- There is wi-fi throughout the Inn, including the Delaware Lodge
- Please be aware that a dearth of cellphone towers and the sturdy structure of the Inn combine to make cellphone reception iffy in certain locations. Please make sure those at home have the 1-800-SHAWNEE number to call if they need you and can't reach you by cellphone.
- All local phone calls from your room are at no cost
- Again, no beverages or food of any kind will be permitted to be brought into the hotel (i.e. no bag lunches, etc.)

On-Line Registration and Hotel Reservation Deadline is Friday, September 16th.

15. Please bring your checkbook! Jane Jubilee will be there with the Book Nook -- always a popular feature! No IOU's y'all – please!!

16. Please bring some cash for the “Tip Envelope”. This free-will offering goes to the Inn staff as a thank you (you will tip your room maids directly).

17. The conference is casual dress, no clericals needed!

18. Please dress in layers – even though we'll do our best, you KNOW that room will be hot and cold in turns! We've had burning hot and we've had snow -- this is an old hotel, doing its best!

19. If you have a to-go coffee cup – you might want bring it.

20. **All Clergy Conference deadlines are Friday, September 16th**

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Thanks so much! I will see you on the banks of the Delaware if not before! Kay Lark

As the Clergy Conference Planning Committee, we bid you welcome!

**Anne Bolles-Beaven and Kathryn King, Co-Chairs, Mark Beckwith, Bob Browning, Greg Jacobs,
Jane Jubilee, Joyce McGirr, Erik Soldwedel and Kay Lark**