



**ELEVENTH BIENNIAL CONVENTION
EVANGELICAL LUTHERAN CHURCH IN CANADA**

University of Manitoba, Winnipeg, MB
June 21-24, 2007

Information Letter #1

This letter provides information for delegates and visitors in making arrangements for travel to Winnipeg and their participation in the convention. If you have questions or concerns or need assistance in any way, please e-mail or call:

Barb Wiebe
Convention Registrar
302-393 Portage Avenue
Winnipeg MB R3B 3H6

Phone: 204-984-9177
Toll free: 1-888-786-6707 ext. 177
E-mail: bwiebe@elcic.ca

The convention will be held at the University of Manitoba, Fort Garry Campus, Winnipeg, Manitoba. Transportation from and to the airport will be provided to delegates staying on campus. If you are staying at one of the convention hotels, please check our accommodations list for the transportation services provided by the hotels. A map will be provided in our next mailing for those who will be driving or traveling from the train or bus station.

REGISTRATION

Delegates: The registration form is enclosed. **Please complete and return the form by March 15, 2007 with all available information and your payment.** Your arrival and departure times are important to the local committee arranging transportation from the Winnipeg Airport to the University.

The registration fee of **\$825** to be paid by your parish/congregation should be made out to the Evangelical Lutheran Church in Canada and enclosed with your registration form. **Note:** accommodations are not included in the registration fee.

Registration times at the University are from 4:00 p.m. to 8:00 p.m. on Wednesday, June 20th, 7:00 p.m. to 9:00 p.m. on Thursday, June 21st, and from 8:00 a.m. to 4:30 p.m. on Friday, June 22nd and Saturday, June 23rd.

Visitors: The registration form may also be used by visitors. A photocopy of the form will be accepted. A copy of the registration form will also be available at www.elcic.ca. The visitor registration fee schedule is as follows:

- a. \$240 with meals, no accommodations, a copy of the Bulletin of Reports, and refreshments which will be provided in the morning and the afternoon. The luncheon at the Convention Centre is included.
- b. \$140 **without** meals, no accommodations, a copy of the Bulletin of Reports, and refreshments which will be provided in the morning and the afternoon.
- c. \$24 for the luncheon at the Convention Centre. This is required for those visitors without meals who are attending the Joint Day with the Anglicans.

ACCOMMODATIONS

The registration fee does **not** include accommodation for registered delegates or visitors. All delegates and visitors are responsible for the booking and payment of their own accommodations. Accommodation expenses will not be reimbursed.

Accommodations are available on campus at the University of Manitoba or off campus at hotels located on Pembina Highway close to the University. Attached is a listing of all available accommodations. To register for on campus accommodations, complete the applicable accommodation form and forward by mail or fax to the Residence Office at the University. To register at an off campus hotel, contact Michelle Thorvaldson of Continental Travel Group.

TRAVEL

Delegate travel is to be arranged through Michelle Thorvaldson of Continental Travel Group. Visitors and spouses are also welcome to use this service. If you have an airline frequent flyer membership, you will be eligible to earn points with your booking.

The approved convention airfare for delegates is the least expensive applicable fare. If you are taking the train or bus, the most economical applicable fare will be reimbursed. Special requests for extensions or additions to your itinerary will be accommodated; however, any additional costs above the approved fare will be your responsibility. Delegate travel only will be billed directly to the convention account. Visitors or spouses are responsible for paying for their own travel expenses.

To book your travel please call **Michelle Thorvaldson** at toll free **1-800-665-2626** or in Winnipeg at **204-989-8581**. Alternately, your request may be faxed at **204-989-9323** or sent by e-mail to mtctg@mts.net. (Quote purchase order no. 69100). Michelle will respond to your e-mail or telephone message within one business day.

Please book your travel as early as possible to ensure that the schedule you require will be available at the lowest price. We recommend that all airline travel be booked by April 15, 2007.

Travel for the convention will be by electronic ticket (Michelle will ask you for an e-mail address). Rather than a paper ticket, Michelle will provide you with an itinerary complete with a confirmation number. On presentation of that confirmation number and photo identification at the airline counter, you will be issued a boarding pass for your flight. Advance seat selection, special meal requests and frequent flyer accrual will be handled in the normal manner.

Please note that some airlines do not allow us to transfer a purchased airline ticket to another delegate. Therefore, if you book an air ticket, and later cannot attend the convention, you will be personally responsible for this ticket.

Transportation from and to Winnipeg airport will be provided. Car rental expenses will **not** be reimbursed.

Insurance:

1. Trip cancellation **will not** be reimbursed as a delegate expense.
2. The convention has an accident insurance policy to cover delegates and visitors while at the convention.

National Church Council and other committee meetings will occur prior to the convention. Please check with your council/committee contact prior to making your travel arrangements.

TRANSPORTATION TO AND FROM AIRPORT

Upon arrival in Winnipeg, transportation for delegates from the airport to the University will only be provided on Wednesday, June 20th. Visitors will be responsible for their own transportation.

After the closing worship on Sunday, June 24th, buses to the Winnipeg airport will leave from the University between 10:30 a.m. and 12:00 noon.

Please complete the travel section on the registration form so that transportation arrangements can be made by our Local Arrangements Committee.

CAR TRAVEL

Delegates choosing to travel by car will be reimbursed at a rate of 14 cents per km for one delegate, plus 2 cents per km for each additional delegate, up to the equivalent cost of an air ticket based on the excursion rate approved for the convention. If you are staying at the University, please note that parking is available as indicated below.

PARKING

Parking is included with the rooms at Arthur Mauro Residence but not with the Speechly Hall dormitory residence accommodation. Parking passes for delegates staying in dormitory residences are available at \$8.48 per day (GST included). Please indicate any parking requirements on your accommodation registration form and passes will be sold to you upon check-in.

For attendees not staying at the University, parking is available in the Parkade attached to the University Centre on a pay as you go basis. The Parkade takes cash or credit cards. Parking passes for the student lots can also be purchased from Parking Services located on the Main Floor of the University Centre for \$8.48 per day (GST included). Parking passes are required for the student lots on weekdays, weekends are free. Parking information and maps are available on the University of Manitoba Website at www.umanitoba.ca/campus/parking.

CONVENTION PARTICIPATION

Please plan to arrive on time to register for the convention on Wednesday, June 20th from 4:00 p.m. to 8:00 p.m. Your registration package will contain your meal card and your name tag which is required for all convention events.

Join us for breakfast on Thursday, June 21st at 7:00 a.m. in the Pembina Hall cafeteria. Buses to the Winnipeg Convention Centre for the Joint Day with the Anglicans will be leaving the University on Thursday morning starting at 8:00 a.m. Please indicate on the registration form if you will require transportation to this event and whether you are to be picked up on campus or at one of the three convention hotels.

The Joint Day with the Anglicans will take place downtown at the Winnipeg Convention Centre from 9:00 a.m. until 4:00 p.m. Buses back to the University will leave at 4:00 p.m. The first business session will start at 7:00 p.m. at the University Centre. An orientation session will be provided to all delegates at that time.

On Saturday evening from 7:00 p.m. to 9:00 p.m. an Evening of Thanks is planned. This social event will recognize contributions to this church by our retiring national bishop, retiring National Church Council members and a retiring long term missionary.

Early morning worship will occur at 7:00 a.m. on both Friday, June 22nd and Saturday, June 23rd. Evening prayer on both Friday and Saturday will occur at 9:30 p.m.

The Convention will end at 10:30 a.m. Sunday, June 24th after the Closing Worship Service. Buses to the Winnipeg Airport will leave between 10:30 a.m. and 12:00 noon on Sunday.

Attached is a 2007 National Convention Program at a Glance which summarizes convention events as of this letter.

JOINT DAY WITH ANGLICAN CHURCH OF CANADA

To celebrate six years in full communion, the National Convention of the ELCIC and the General Synod of the Anglican Church of Canada will spend the day together in the Winnipeg Convention Centre, beginning at 9:00 a.m. and ending by 4:00 p.m. on Thursday, June 21st. Structured as a Eucharistic service, the day will include gathering, Word, meal, and sending, with a featured speaker, joyful music, and much time for reflection and conversation. Each person will be assigned to a table group for the day, made up of both Anglicans and Lutherans, All will come together around the one Table of the Lord, and all are sent to go in peace and serve the Lord, together, a people called, in mission for others.

The lunch for this joint day is included in the registration fee for delegates and visitors with meals. However, the visitors without meals who plan to attend this event are required to purchase a lunch ticket.

YOUTH ASSEMBLY PARTICIPANTS:

The date for the Youth Assembly is June 20-24, 2007. Youth Assembly participants will meet one day prior to the beginning of the convention, in order to begin to build community among themselves, to learn about convention procedures and to build connections with local youth. Youth Assembly participants are appointed by their synods. The registration fee is \$330 per participant.

Information for youth delegates will be provided in a separate Youth Assembly Information Letter. The ELCIC website is another source of information for Youth Assembly delegates. For further information regarding the Youth Assembly, contact Rev. Paul Gehrs, Assistant to the Bishop for Synodical Relations, pgehrs@elcic.ca or 204-984-9156.

MEALS

Meals are included in your delegate registration fee and available to visitors as per the fee schedule on page 1 of the information letter.

Breakfast	Thursday to Sunday
Lunch	Thursday to Saturday
Dinner	Thursday to Saturday

All meals at the University except the following will be available in the cafeteria. If you plan to attend any of the three special meal options, please check off the appropriate box on the registration form. Note that space is limited for these special meals. Delegates not selecting these special meal options will have breakfast and lunch in the cafeteria.

Mission in the World Lunch, Friday, June 22nd.
Women's Desk and ELW Breakfast, Saturday, June 23rd.
GHDA Lunch, Saturday, June 23rd.

Please note that if you eat elsewhere, receipts for meals eaten off campus will not be reimbursed.

Mission in the World Lunch: In Mission for Others in Peru. ELCIC Mission in the World will present a tribute to Rev Katharine Bergbusch on the occasion of her retirement. Katharine served as an ELCIC Long-term Missionary in Peru for 13 years. Special guest will be Rev. Pedro Bullón, President of the Peruvian Lutheran Evangelical Church.

Women's Desk and ELW Breakfast: Energized by the Word! Come for a *Walk Together In Mission* with a continental twist. All are welcome at the breakfast table. It will be hosted by Ruth Vince, Executive Director of Evangelical Lutheran Women (ELW) and Rev. Paul Gehrs, Assistant to the Bishop (responsible for ELCIC Women's Desk).

GHDA Lunch: - As member of the ELCIC, we are a people called to do justice. Come and hear about the future direction of our church's justice work. We will be sharing with you the future direction of the Global Hunger and Development Appeal (GHDA) and its *Signs of Hope, Practices of Love* campaign. Come and hear about the up coming KAIROS energy campaign, the Stewardship of Creation initiative and other work being done by the ELCIC in the area of public policy. Also come and share your perspective on where you believe our church is called in response to God's call to "Do justice and love tenderly".

DONATIONS

If you wish, you may donate some, or all, your expense reimbursements back to ELCIC. To do so, the Charities Directorate of the Canada Revenue Agency (CRA) dictates that donations must pass through the bank accounts of both the donor and the donee. Therefore, a separate cheque from you is required to be made payable to ELCIC.

ELCIC will forward our reimbursement cheque to you. You may either provide a cheque to ELCIC with your expense report, or you may wait for the reimbursement cheque and then issue a separate cheque back to ELCIC. A tax deductible charitable donation receipt will be issued for all donations to ELCIC.

VOLUNTEERS

The Local Arrangements Committee is recruiting volunteers to assist during the convention. If you are coming as a visitor and would like to be involved as a volunteer, please indicate this on the registration form and describe your area of interest.

Communion servers for the Joint Day with Anglicans, Thursday June 21st are required to attend a rehearsal to be instructed in where their communion station will be and other practical matters. You will need to be available on Wednesday afternoon. Please plan to arrive and be settled into the residence by noon so that you can attend the rehearsal. Full information on the time and place of the rehearsal will be given to you closer to the time of the convention. Indicate on the registration form whether you can attend the rehearsal.

CONFIRMATION OF REGISTRATION

An acknowledgement of receipt of your registration form and payment will be forwarded to you.

FURTHER INFORMATION

Our next mailing containing the Bulletin of Reports will occur at the beginning of May 2007.

Check our Website at www.elcic.ca for convention information as it becomes available. A copy of this Information Letter #1 can also be found there.