# Registration form instructions

## How do I register?

**Online:** Register and pay (credit card or check) at [convention151.eventbrite.com](https://convention151.eventbrite.com/). Parishes may register groups online.

**By mail:** You may print and mail the attached paper registration form and a check. Parishes registering groups by mail must complete a separate paper registration form for each individual.

## What are the registration fees?

The registration fee for clergy, delegates and guests is $65 per person. Retired clergy and their spouses receive a reduced rate of $35 per person. Guests attending only the Saturday morning keynote address and/or worship may attend for free, but they must register. Youth representatives also attend Convention for free, but they must register.

A $10 late fee applies for all registrations made after October 1st.

Registration fees include all Convention activities and meals. Lodging is not included.

## Who should register?

Each individual attending Convention, including volunteers, must register. Diocesan staff will register some volunteers; these volunteers will be notified.

## Can parish staff register clergy and delegates online?

Parish staff may register a group online and pay by credit card or check.

## What if I need to change or cancel my registration?

To cancel or change a registration, notify the diocesan office as soon as possible at (315) 474-6596 or office@cnyepiscopal.org.

Registration changes after November 1st must be completed in person at Convention. The check-in desk will be open at 1:00 p.m. on Friday, November 8th.

Full refunds are available to those who cancel by November 1st; no refunds will be given for cancellations made after November 1st.

## What if an alternate delegate is replacing a lay delegate?

Alternate delegates who will replace certified lay delegates should notify the diocesan office as soon as possible by emailing office@cnyepiscopal.org or calling (315) 474-6596.

## Are clergypersons required to attend Convention?

Active clergy unable to attend Convention should notify the bishop in writing as soon as possible. Retired clergy are not required to be excused from Convention.

## What is the registration deadline?

Registrations and payment are due on Tuesday, October 1st. After the deadline, a $10 late fee applies. If you have not registered by November 1st, you will have to register and pay the registration fee, plus the $10 late fee, in person at Convention on Friday, November 8th. The check-in desk will be open at 1:00 p.m.

# Registration Form

**151st Diocesan Convention: *On the Way of Love***

You may also register and pay online by credit card or check at [convention151.eventbrite.com](https://convention151.eventbrite.com/).

**Mail this form with payment to** Diocese of CNY–Convention Registration  
1020 7th North Street, Suite 200  
Liverpool, NY 13088

**Contact information**

|  |  |
| --- | --- |
| Name |  |
| Parish and city |  |
| Phone |  |
| Email |  |

**Registration type** *(please mark only one)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Clergy ($65) |  | Spouse of clergy ($65) |
|  | Retired clergy ($35) |  | Spouse of retired clergy ($35) |
|  | Lay delegate ($65) |  | Guest with meals ($65) |
|  | Alternate delegate ($65) |  | Guest without meals (FREE) |
|  | Lay representative ($65) |  | Exhibitor ($65) |
|  | Youth representative (FREE) |  |  |

**Meals** *(please mark all meals you will attend)*

|  |  |  |
| --- | --- | --- |
|  | Friday dinner buffet | |
|  | Saturday breakfast buffet | |
|  | Saturday lunch buffet | |
| **Please indicate any dietary restrictions:** | |  |

|  |  |
| --- | --- |
| **Please indicate requirements for mobility/accessibility:** |  |

**Do you need printed copies of Convention materials?** Yes No  
*We aim for a “paperless” Convention by 2021 to be good stewards of our environmental and financial resources.*

|  |  |  |  |
| --- | --- | --- | --- |
| Convention registration |  |  | *See fee schedule above.*  *Forms and fees are due Tuesday, October 1st.*  *No refunds after November 1st.* |
| Late fee (**$10 if after 10/1**) |  |  |
| **TOTAL ENCLOSED** |  |  |

**Registration fees enclosed:**

*Please make checks payable to Diocese of CNY with “Convention” in the memo.*