

IMPORTANT REGISTRATION INFORMATION
PLEASE READ THIS DOCUMENT PRIOR TO REGISTERING

PSEC SPRING MEETING, 2016
June 10-12, 2016
West Chester University of Pennsylvania
700 S. High Street
West Chester, PA 19382

Registration Dates

On Time: April 1 – April 29

Registration is available at <https://spgmg2016.eventbrite.com>

LODGING: Please note that all participants lodging at the University must be registered. All weekend tickets are based on double occupancy which includes rooms with two twin beds and a bathroom or shared bathroom; some are clustered in Suites. Single occupancy rooms are available; choose your main ticket AND ticket 7 to upgrade to single occupancy. Linens, bath towels/wash cloths, blankets and pillows are supplied by the University.

MEALS: Meals will be held in the University Dining Hall and offerings will allow for vegetarian and gluten-free needs.

SUNDAY CELEBRATION WORSHIP: Entire congregations who wish to participate in Sunday Worship please register using tickets #15 (service) and #16 (if staying for lunch).

TICKET TYPE: Please read descriptions fully before registering to assure you register using the correct ticket. Choose any combination of tickets needed to complete the registration.

There are three categories of tickets:

- 1) Weekend Tickets – we hope that everyone will take advantage of the package pricing to enjoy a full weekend of meeting activities.
- 2) Commuter Tickets – for those who will be participating in the full weekend or selected days of the meeting but not lodging at the University.
- 3) Other Tickets – we have provided tickets 15 and 16 for folks (not registered for the meeting) to attend the Sunday Celebration Worship and/or Luncheon on Sunday. Ticket 17 is for people who have received an email indicating they have been invited as a “Guest of the Conference.”

WEEKEND TICKETS

1-Adult-Weekend (\$210.00)

For use by all adult participants (Ordained, Commissioned, Licensed, and Adult delegates and Visitors age 19+) attending the entire weekend. Includes registration, lodging (double occupancy) on Friday and Saturday, three meals each on Friday and Saturday and breakfast and lunch on Sunday.

2-Anniversary Pastors-Weekend (\$195.00)

For use by Pastors celebrating an Anniversary of Ordination in five year increments and having received an invitation from PSEC. Includes registration, lodging (double occupancy) on Friday and Saturday, three meals each on Friday and Saturday and breakfast and lunch on Sunday.

3-Retirees-Weekend (\$195.00)

For use by retired pastors. Includes registration, lodging (double occupancy) on Friday and Saturday, three meals each on Friday and Saturday and breakfast and lunch on Sunday.

4-Members in Discernment-Weekend (\$170.00)

For use by Members in Discernment. Includes registration, lodging (double occupancy) on Friday and Saturday, three meals each on Friday and Saturday and breakfast and lunch on Sunday.

5-Youth Delegate/Visitor-Weekend (\$100.00)

For use by youth delegates (13-18 yrs old) and youth visitors (11-18 years old). Includes registration, lodging (double occupancy) on Friday and Saturday, three meals each on Friday and Saturday and breakfast and lunch on Sunday.

6-Children 2-10 years old –Weekend (100.00)

For use in registering 2-10 year-old children who will be attending the event. Includes registration, lodging (double occupancy) on Friday and Saturday, three meals each on Friday and Saturday and breakfast and lunch on Sunday. You will have a chance to indicate the need for Childcare later in the registration questions.

7-Upgrade to single room (\$20.00)

If you would like to upgrade your room to single occupancy, choose this along with your main ticket type.

COMMUTER TICKETS

8-Adult Commuter-Weekend (\$135.00)

This ticket is for anyone (over 19 years old) who will be attending all three days of the meeting, but not making use of WCU lodging. This ticket includes registration, 3 meals on both Friday and Saturday, and breakfast and lunch on Sunday.

(Commuter tickets, continued)

9-Youth Delegate/Visitor-Commuter-Weekend (\$75.00)

For use by youth delegates (13-18 yrs old) and youth visitors (11-18 years old) who will be attending all three days of the meeting, but not making use of WCU lodging. Includes registration, three meals each on Friday and Saturday and breakfast and lunch on Sunday.

10-Children 2-10 years old –Commuter-Weekend (\$65.00)

For use in registering 2-10 year-old children who will be attending all three days of the meeting, but not making use of WCU lodging. This ticket includes registration, 3 meals on both Friday and Saturday and breakfast and lunch on Sunday. You will have a chance to indicate the need for Childcare later in the registration questions.

11-Commuter –Friday (\$90.00)

This ticket is for anyone (11 yrs -65+yrs) who will be attending Friday only and not making use of WCU lodging. This ticket includes registration and breakfast, lunch and dinner on Friday.

12-Children 2-10 years old –Commuter-Friday (\$45.00)

For use in registering 2-10 year-old children who will be attending the event on Friday and not making use of WCU lodging. This ticket includes registration and breakfast, lunch and dinner on Friday. You will have a chance to indicate the need for Childcare later in the registration questions.

13-Commuter –Saturday (\$90.00)

This ticket is for anyone (11 yrs -65+yrs) who will be attending Saturday only and not making use of WCU lodging. This ticket includes registration and breakfast, lunch and dinner on Saturday.

14-Children 2-10 years old –Commuter-Saturday (\$45.00)

For use in registering 2-10 year-old children who will be attending the event on Saturday and not making use of WCU lodging. This ticket includes registration and breakfast, lunch and dinner on Saturday. You will have a chance to indicate the need for Childcare later in the registration questions.

OTHER TICKETS

15-Sunday Celebration Worship (No cost)

This ticket is for anyone who is NOT REGISTERED under tickets 1-14 but would like to attend the Sunday Celebration Worship service.

16-Sunday Lunch (\$12.00)

This ticket is for anyone who is NOT REGISTERED under tickets 1-14 but would like to attend the lunch following the Sunday Celebration Worship service.

(Other tickets, continued)

17-Guest of the Conference (No cost-by invitation)

An email with specific directions for using this selection should have been received. If you have not received one of these emails, please register by using one of the other ticket selections.

18- Recognition only (No cost-by invitation)

This ticket is for only those people who have received an email from the Conference regarding their involvement in a recognition during the Friday evening worship service and who will ONLY be attending the Friday evening worship.

19- Pool (Free)

Use this ticket to indicate your “reservation” to use the pool.

West Chester needs to know the number of people PRIOR to arrival who will use the pool.

The pool will be available on Friday and Saturday from 3:30 to 4:45 pm. The pool is located in Hollinger Field House, close to the Brandywine Hall (residence for the weekend).

20- Recreation Center (\$5.00/pp)

Use this ticket to indicate your "reservation" to use the Recreation Center which includes workout equipment, an indoor track and a climbing wall. Please note: those under 17 are not able to use this facility.

WALK-IN REGISTRATION (per day)

Lodging and meals will not be available to walk-in registrants.

All attendees 11yrs – 65+ years: \$75.00

Children 2-10 yrs. old: \$30.00

WORKSHOPS: Workshops will be held Saturday from 1:30-3:30 pm. Several workshops will run for the entire 2-hour time frame; some will run for 50 minute sessions. You will be choosing one 2-hour session or two 50 minute sessions. Please refer to the **Workshop Description document** posted with the Spring Meeting materials on the PSEC website to learn more about the workshops and the presenters.

ON-LINE REGISTRATION INFORMATION

A. To register using **CREDIT CARD** choose ticket type(s)/# of tickets and scroll down to click on the “Order Now” box.

B. To register and **PAY BY CHECK**, choose your ticket type(s)/# of tickets then scroll down to the bottom of the ticket window until you see the “Order Now” box. Click the **RED** print - “Show other payment options” - under the "Order Now" box to pay by check.

C. Church secretary or other church leader registering all participants from your church: be sure to use each individual’s full home address and email address as they are required on the registration form. NOTE: Please make sure your participants receive the link to the meeting materials.

D. Guest of Conference - Those using this ticket selection will have received a communication from the Conference.

E. Anniversary Pastors - Those who using this ticket selection will have received a communication from the Conference.

F. A **Child Care Medical Release Form** is required for each child in care and is available on the website with the other meeting materials. **Please mail your completed form to: Donna Tomlinson, 1441 Laura Lane, Pottstown, PA 19464 no later than Friday, May 6, 2016.**

Meeting materials are available at: <http://psec.org/calendarevents/events/2016-psec-spring-meeting/>.