

# Hospitality

The Tolland Association is hosting this Annual Meeting at the beautiful new Tolland High School in the "Quiet Corner" of Connecticut. The Annual Meeting continues to be an opportunity for members of congregations who would not have had an opportunity otherwise (because they come from churches whose buildings are too small to host an Annual Meeting) to participate in the local arrangements. Please carefully read the items below as several changes have been made for this fall's meeting.

## LOCATION OF EVENTS

All plenary sessions, meals (Friday night dinner and Saturday lunch), parking, displays/exhibits, and the Prayer Room for the weekend will take place at Tolland High School (directions enclosed in this mailing). The Authorized Ministers' Lunch and Program on Friday will be held at the United Congregational Church of Tolland (directions enclosed in this mailing)

## REGISTRATION

The Registration/Meal Reservation form is enclosed. Please use *one form per person*. If additional forms are needed, please copy the form, download it from our website, or ask for additional forms by calling the Conference Office (860-233-5564 or toll free: 866-367-2822). You may register 1) online at our website ([www.ctucc.org](http://www.ctucc.org)) using a credit card or electronic check, or 2) by mail with a check. **To encourage you to register online, there is no handling fee for online registrations.**

Please register and pay by October 14, 2007. **Online registrations and meal reservations WILL NOT be accepted after that date.** Please note that the high school does not allow us to bring food into the classrooms or auditorium. There will be a snack bar staffed and operated by local Youth Fellowships available with lunch and snack items. Even if you choose not to register for meals at the meeting, or if it is after the cut-off date, please send in your registration form and check, so that we may appropriately plan for your attendance.

If the Administrative Fee presents a financial hardship to retired clergy and spouses, please contact the Rev. Ron Brown, Associate Conference Minister for Clergy Concerns (860-761-7107 or [ronb@ctucc.org](mailto:ronb@ctucc.org)), for information about financial support. If the Administrative Fee presents a financial hardship to youth visitors (not delegates), please contact Jane Fawcett, Director of Finance and Budget (860-761-7119 or [JaneF@ctucc.org](mailto:JaneF@ctucc.org)), for information about financial support.

You may also register when you arrive at the high school. The registration table will be in front of the auditorium. Since we cannot prorate the fee, please plan on attending many of the sessions and events!

People attending the Authorized Ministers' event will be able to register before the event on Friday at noon at the United Congregational Church of Tolland, or may wait until 3:30 when general registration opens.

## HOUSING IN PRIVATE HOMES

Housing in private homes (Bed & Breakfast form, found on our website at [www.ctucc.org](http://www.ctucc.org)) of members of Tolland area churches will be furnished without charge to delegates who make advance reservations for them. Such reservations must be in the hands of the Reservation Committee no later than October 6, 2007. Prior to the day of the meeting, please call the person on the form if you need to cancel private home accommodations that are reserved for you.

## HOTEL ACCOMMODATIONS

A list of hotels available at a reduced rate is included in this mailing.

## **MEALS**

Reservations are required for each meal and must be made **by October 14**. Meals require meal tickets, which will be in the registration packets when you arrive at Annual Meeting. Vegetarian meals will be provided at no additional cost by the school. We reserve the right to sell unclaimed meal tickets if not picked up two hours before the meal involved. All meals will be served in the school cafeteria (except for the Authorized Ministers' Lunch on Friday, which will be served at United Congregational Church of Tolland).

If for some reason you are unable to send in your meal reservations by the stated date, please plan to attend the sessions and worship.

## **SMALL GROUP SESSIONS**

There will be small group sessions immediately following lunch on Saturday in various rooms near the main registration area. Your name tag will indicate the number of the session you have been assigned to.

## **DRESS COMFORTABLY**

We suggest that you dress comfortably.

## **DISPLAYS/EXHIBITS**

There will be a significant number of displays in the gymnasium for this meeting.

Hartford Seminary Bookstore will have a display with items available for purchase.

## **CHILDCARE**

Childcare will be available on site at the high school for the meeting. Please use the childcare form on our website ([www.ct.ucc.org](http://www.ct.ucc.org)) to sign your children up for this free-of-charge service provided by members of our church in the Tolland area.

## **SPECIAL NEEDS**

Every attempt is being made to accommodate special needs. Sessions will be interpreted for the hearing impaired, if requested by October 6. A forum will be interpreted by special request. Please see the form **on our website** ([www.ctucc.org](http://www.ctucc.org)) or call the Conference office for the form.

## **DRIVING TO TOLLAND HIGH SCHOOL AND UNITED CONGREGATIONAL CHURCH OF TOLLAND**

Driving directions to Tolland High School and United Congregational Church of Tolland are included in this mailing. There are ample parking spaces and handicapped parking is available.