



Lutheran Church–Canada
2014 LCC Convention

Online Registration Instructions

The online registration for the 2014 LCC National Convention is now open.

- **Please read the following information before registering.**
- To download a PDF of these instructions [CLICK HERE](#)
- Registration closes April 30, 2014.
- The convention schedule is [HERE](#)
- If you have any questions, please call Iris Barta, 1-800-588-4226 ext. 2210.
E-mail: convention@lutheranchurch.ca

Headings in this email correspond to those on the registration site.

1) START YOUR REGISTRATION

After you enter and re-enter your email address, choose the convention status under which you are attending.

2) PERSONAL INFO

In addition to your name, location etc. you are asked to provide emergency contact information, LCC District and note any special dietary needs.

3) OPTIONS AND SCHEDULE

Workshops are scheduled for Saturday, June 7 at 1:30 – 3 p.m.

Please choose ONE:

- 1. Keeping it Straight: the CTCR reports**
LCC's Commission on Theology and Church Relations has had a busy triennium. Discover how they have served God's people as they provide guidance in matters of theology and relationships with other church bodies
- 2. Prayer: "Come to Him who answers prayer."**
The Lord taught us how to pray. How do we put His teaching into practice?
- 3. Bible reading: It's a matter of life**
Being immersed in God's Word is being immersed in His grace. Daily Bible reading can change your life!
- 4. Intercultural Ministry: Connecting for Christ across cultures**
Sharing the Good News of Jesus Christ with those who are new to Canada is a continuing challenge. Learn ways to connect with new (and old) Canadians from different cultures.
- 5. God's mission around the world.**
LCC has a part in God's mission to "make disciples of all nations." Find out how our role is expanding by God's grace.

6. Finding and sustaining the funding

Lutheran Foundation Canada presents ideas on short-term and long-term congregational funding and financial stewardship

7. Congregational Outreach: It's a different world but the same message

Do you need an "evangelism committee" or simply find ways to engage with your community?

4) LODGING AND TRAVEL

Accommodation Registration

Convention accommodation is Gage Towers student residence at UBC. Lutheran Church—Canada will register you based on the information received from your online registration.

The standard accommodation is four delegates per suite, each with their own single-bed room, sharing a common living room, kitchen and bathroom with two showers.

If you desire single accommodation or are bringing a spouse, a limited number of studio apartments are available at a cost of \$72/per night (plus taxes) on a first-come, first-served basis. The studio apartment includes a sitting area, kitchen and double bed.

Accommodation at convention rates is available from June 2-13 should you wish to extend your stay at your own expense. LCC will cover delegate accommodation costs for June 6-9 only.

- When you choose "I need accommodation" an additional menu will appear.
- The check-in/check-out dates are in the shaded areas.
- LCC will only pay for three nights: Friday, Saturday and Sunday
- The convention rate is available for three days before and three days following the convention and is payable to UBC upon check-out.
- Pre/post-convention rates:
 - Single-bed room suite: \$57/night plus taxes
 - Studio apartment with double bed: \$129 plus taxes
- NOTE: The single-bed room suite before and after the convention will NOT be the same room you will be assigned for the convention. You will need to change rooms and check-in/out again.

Room type allows you to choose your accommodation. If you choose to not share a suite the additional cost for a single room is \$72 per night (taxes extra). This amount is pre-paid and will appear on the final screen of online registration when you "check out."

You have the option of suggesting a suite-mate. LCC assigns delegates to rooms and will make every effort to fulfill requests for specific suite-mates.

Travel

Plan to be on site between 1 p.m. and 3 p.m. on Friday, June 6. Resolution Committee meetings begin at 1 p.m. The first business session begins at 4 p.m.

If you are flying, you are encouraged to book a flight that will arrive by 1 p.m. Friday, June 6. The drive from the airport to UBC is about 25 minutes.

The convention will conclude by noon, Monday, June 9. Therefore your return flight should depart no earlier than 2 p.m.

The convention will provide and pay for transportation from and to the airport Friday, June 6 to Monday, June 9.

LCC has arranged discount flight codes with Air Canada and WestJet. The discount is only available on full fares and does not apply to seat sales.

- Ensure you secure the lowest rate. **Watch for seat sales.**
- Do not purchase trip cancellation insurance as we are self-insured.
- Please pay your airline directly. If you would like to be reimbursed for your airfare before the convention, please forward a copy of the airfare receipt with the pre-convention expense voucher ([AVAILABLE HERE](#)) and we will reimburse you promptly. Otherwise all eligible expenses can be claimed at the end of the convention.
- LCC will not reimburse the cost for seat assignments or extra baggage.

WestJet Discount (Telephone only)

- Go to www.westjet.com and check the available flights
- Call Westjet Groups Department at 1-888-493-7853 to book your flight.
- The convention code **CC7733** must be quoted at the time of booking
- Discounted rates are available for travel up to 3 days prior and 3 days after the event
- You will receive an email confirmation from WestJet.

Air Canada (online)

- The discount code for online bookings on Air Canada (www.aircanada.ca) is **EZ448AN1**
- Place this code in the "Promotion Code" window on the first booking screen. Please use the code whether the fare you choose is eligible or not as it enables Air Canada and LCC to track its use.
- The discount is available for travel up to 7 days before and 7 days after the event. Please use the code whether the fare you choose is eligible or not as it enables Air Canada and LCC to track its use.

Details regarding transportation to/from Vancouver airport and UBC will be forwarded prior to the convention.

Driving

- Check the driving box if you are driving to Vancouver
- Passengers in a car pool should note the name of the person with whom they are driving

- When using your own car driving from home to the convention or airport and return, you will be allowed \$.28 per km plus \$.05/km per convention passenger, the maximum not to exceed discount airfare.
- Lutheran Church–Canada will assume *no responsibility* if you borrow or rent a car.

5) REGISTRATION CHECKOUT

When you have completed your registration you will land at a “check out” screen. This screen collects all the information which requires payment.

- You can pay for these items through the secure server with Visa or MasterCard
- You have the option of mailing a cheque to synod office.

If you are paying by cheque

- Print out your online registration confirmation email
- Send your cheque and a printed copy of the check-out screen to:

Lutheran Church–Canada,
Att: Rose
3074 Portage Ave,
Winnipeg, MB R3K0Y2

- The payment cheque should arrive in Winnipeg by the April 30 registration cut-off date.

6) SPOUSE

If you are registering a SPOUSE, you can click the “Add Another Person” and begin a second registration. Under OPTIONS AND SCHEDULE you can:

- choose convention workshops
- Choose to participate in a spouse’s breakout on Saturday morning:
 - *Project Elizabeth—what is it?* Join the Ministry Wives Committee of the ABC District to find out what we are doing to connect with and care for, support and encourage ministry wives in the district)
- Purchase a meal package.

You will be charged for the meal package at the online registration “check out”.

When you register a spouse and you have already booked a Studio Suite (double bed) you do not need to rebook accommodation. Choose “I do not need accommodation”. If you choose accommodation you will be charged twice for the room.

7) CONFIRMATION

The online registration system will send you a confirmation email. If you need to change or update your

information, you can return to the registration site and use your email address and password to re-enter the site.

If you paid for any items, for security purposes and to ensure the person making changes is the same person who registered, the online system may ask you to re-enter your credit card information. This is strictly a security measure. Your card WILL NOT be re-charged.

Register now

- You may want to print out these instructions or download a copy from [HERE](#)
- To register, click on this link: <https://www.regonline.com/LCC2014Convention>
- Note that fields marked with a red asterisk * are required information. You cannot continue without completing those fields.

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