

New Registration Process Summary

Greetings and Praise God from whom all blessings flow.

In preparation for the 35th Biennial Session of the Connectional Lay Organization (CLO), a new registration process has been approved. We pray that we are all prepared to work diligently toward having a successful meeting in Columbus, OH. In order to accomplish this we need the continued help of the District Presidents and/or your designated Registrar. Please adhere to the following guidelines:

1. ALL Registration fees include a 1 year subscription to **We Speak**. Late registration (\$350.00) begins June 1, 2017. All pre-registration reports are to be e-mailed to Ms. Faye E. Walker at CLORegStaff11@gmail.com as soon as you complete it, but not later than June 30, 2017. After that time and all Onsite Registrations will be \$350.00. Please DO NOT MAIL or email any registrations after June 30, 2017. All others will be processed on site.
2. You will note that the registration form does not contain the list of Committees for this Biennial session, the Committee process instructions will be handled separately from registration.
3. One Day Pass will be available for \$50 a day. This type of Registration will receive a dated wristband and agenda only.
4. Observers who want the full registration package can pre-pay \$250 instead of the normal \$150 fee.
5. On-site changes will be made as in the past by the District President or a person designated by the District President only. Changes in the interim of the Biennial can be made on a separate registration form and submitted through the District President/Designee to Darwin Eldridge with the appropriate fees and a copy to the Registration Staff at CLORegStaff11@gmail.com. We will add them to our computerized composite registration to generate nametags for distribution with the kits.
6. Only the District President or Designee can pick up someone else's registration materials.
7. There will be Registration Counters this year labeled DELEGATES, ALTERNATES, OBSERVERS, NO BAR CODE, and LEADERSHIP/VIP. Each registered person will receive an email with your unique Registration Bar Code. Please bring this email to the Biennial with you. This will make your registration fast and efficient. If you do not have your Registration Bar Code with you, your check in process will take much longer.
8. This and Additional Registration information will be posted on the CLO website, as well as emailed to each registered person with a valid email.

If you have any questions about the registration procedures, please email the Registration Staff at CLORegStaff11@gmail.com, which is the preferred method for tracking purposes. Any calls should be directed to the Chief Registrar, Faye Walker at (615) 429-6241 or Darwin Eldridge at (931) 648-4720.