

DEADLINE INFORMATION FOR ANNUAL CONFERENCE 2016
JUNE 16-18, 2016

LANCASTER MARRIOTT AT PENN SQUARE
25 South Queen Street
Lancaster, PA 17603

ANNUAL CONFERENCE REGISTRATION

- Clergy, Lay and Equalizing Delegates are encouraged to register on-line beginning the week of March 7, 2016, via the link on our web-site <https://www.epaumc.org/2016-annual-conference/> The deadline to register is **MAY 13, 2016**. Registrations received after May 13, 2016 will be considered walk-ins with no guaranteed meals and will incur a \$50 late fee.
- If you mail your registration (with payment), it must be postmarked by **May 13, 2016**.
- Contact Gloria Knoeller at gknoeller@epaumc.org or 800-828-9093 ext. 7002 with questions regarding registration.

EXHIBIT TABLES

- Space is limited and all requests will be filled on a first come first served basis.
- You will be able to reserve a display table, and pay by credit card, online, via our web-site <https://www.epaumc.org/2016-annual-conference/>
- Mailed submissions must be mailed to Lori Henning, 212 W Springfield Road, Springfield, PA 19064
- Contact Lori Henning (610) 544-1400 or e-mail exhibitcoordinator@epaumc.org. The Annual Conference Office will **not** be taking any reservations for exhibit tables.
- Vendor reservations for display tables must be submitted and payment received at the time of submission.
- All requests received after table space has been exhausted or after Friday, May 13, 2016, will be placed on a wait list in the event that a group cancels their reservation.
- Table reservations are mandatory -- we will not be able to accommodate you without a reservation.

RESOLUTIONS FOR ANNUAL CONFERENCE 2016

- **Deadline: May 13, 2016**
- Resolutions are to be submitted to the Conference Secretary: The Rev. Dr. Lloyd Speer.
- Direct your questions to (O) (215) 943-2343; e-mail: conferencesecretary@epaumc.org

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● Resolutions, in portrait format, must be emailed in Microsoft Word 97-2003. The name of the actual presenter **must** accompany each resolution OR it will be sent back. If the resolution requires the Secretary to contact any people or agencies, names and addresses must be supplied.

FORMAT FOR SETTING UP YOUR DOCUMENT

Please use Microsoft Word (97-2003) and e-mail your resolution referring to the word processing format guide (below).

- Paper size: 8.5" by 11"
- Font: Arial 12 pt.
- Left/Right Margins: 1"/1", Top/Bottom Margins: 1"/1"
- Portrait

SAMPLE RESOLUTION FORMAT

RESOLUTION # (We will fill in the number)

RESOLUTION TO 2016 ANNUAL CONFERENCE SESSION

Resolution Relating to Housing Allowance for Retired Clergy (Title)

Presented by The Board of Pension and Health Benefits (Organization/Group/Agency)

WHEREAS, the religious denomination known as The United Methodist Church has and functions through Ministers of the Gospel who are duly ordained or licensed; and

WHEREAS, the practice of The United Methodist Church is to provide a parsonage or a rental allowance as part of the gross compensation for each of its active ordained or licensed ministers; and

WHEREAS, the Internal Revenue Service has recognized that the Eastern Pennsylvania Annual Conference is the appropriate organization to designate a housing/rental allowance for retired and disabled ordained or licensed ministers who are members of this Conference:

THEREFORE BE IT RESOLVED, etc., etc., etc.

Person Responsible for Presenting Resolution: (Must have)