



NEBRASKA DISTRICT - LCMS

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MEMO

TO: STRUCTURE AND GOVERNANCE GATHERING ATTENDEES
FROM: NICHOLE HETZ
SUBJECT: IMPORTANT REGISTRATION AND TRAVEL INFORMATION
DATE: 9/25/2009

Congratulations! You have been chosen to attend the 2010 LCMS Convention. You are also invited to represent your circuit at one of several Structure and Governance Gatherings prior to the Convention. The Nebraska District delegates will be attending the Gathering in Denver on **December 4-5**. Included with this memo is a registration form for this Gathering, which is due back to the District Office **no later than FRIDAY, OCTOBER 16**. Following is the information you need to know about travel and lodging as you make your arrangements.

Conference: The Gathering will begin at 11:00 a.m. on Friday, December 4, with registration. The meeting will begin at 1:00 p.m. and run until 12:00 noon on Saturday, December 5.

Hotel Accommodations: The Gathering will be held at the **Grand Hyatt Denver**, 1750 Welton Street, Denver, Colorado, 80202. The hotel telephone number is 303-295-1234 and the website is www.granddenver.hyatt.com. **The Nebraska District will make all lodging arrangements** based on the information you provide on the enclosed form. Hotel check-in time is 3:00 p.m. and check-out time is 12:00 noon. The hotel would be willing to accommodate requests for early arrival or late departure based on availability.

All attendees are expected to share a room, and there will be no charge to you for your room at the Hyatt Friday night, December 4.

- If you choose to arrive on December 3 or leave on December 5 you will be responsible for the cost of the extra nights at \$104 each. Be sure to indicate this on your form so you are included in our block and reserve the reduced negotiated cost for these nights.
- If you wish to have a private room the night of December 4, you must include a check for \$52 made out to the Nebraska District with your form. Requests for private rooms not accompanied by a check will not be honored.

Expenses: Delegate costs will be reimbursed up to \$360 for all expenses turned in according to the reimbursement policy as described below. Each delegate is asked to turn in only his or her own costs. The driver of each car may submit mileage and indicate the delegates who rode with him or her. Each passenger should submit any other receipts for expenses individually.

Meals: Dinner Friday evening, December 4, and breakfast Saturday morning, December 5, will be provided for delegates. Meals for delegates during travel to and from Denver will be covered with substantiation up to the reimbursable limit.

Transportation: Delegates are responsible for making their own travel arrangements to and from Denver, including transportation to the hotel. Please make travel arrangements prior to returning your registration form by October 16 so the information can be included on the form.

- Airport shuttle – Grand Hyatt Denver is accessible from Denver International Airport via Super Shuttle:
 - Cost is \$21 per person each way, \$38 round trip
 - Shuttles run 5:00 a.m. to 5:15 p.m., approximately every 20 minutes
 - Shuttle ticket counters are located on Terminal Level 5, across from the rental car agencies. Reservations are not required.
 - For ticket information, call 800 258 3826 or 303 316 3865
 - Super Shuttle features blue vans with SUPER SHUTTLE printed on the side

Mileage will be reimbursed to the driver at \$.20/mile, plus \$.04/mile for each additional delegate passenger.

Spouses: All expenses associated with a spouse who comes along are the responsibility of the delegate, and these expenses will not be covered or reimbursed by the Nebraska District.

Reimbursement Policy: Only reimbursement requests accompanied by original receipts for expenses will be honored. All expenses must be directly related to the travel or meal arrangements described above. The Nebraska District does not reimburse for alcohol. All reimbursement requests must be received by the Nebraska District no later than 60 days following the Gathering, that is by Wednesday, February 3, to be reimbursed.

Questions? Contact Nichole Hetz at the District Office, 888-643-2961 or nicholeh@ndlcms.org, for more information.