

REGISTRATION

Registration (through June 30, 2008) Adult \$150 and Youth (5 – College) \$100

Late Registration (July 1 – Aug. 3, 2008) Adult \$175 and Youth \$115

Registration fees do not include A La Carte items

Convocation Banquet \$40

Six Flags Adults \$45 and Youth \$35

Exhibitor Fee: \$200 -- Vendor Fee: \$300 (sale of apparel, jewelry, fine art, etc.; no food, please)

All registrations must be received by July 15, 2008

ONLINE REGISTERING WITH CREDIT CARD

We are pleased to offer the option to register and pay via Internet. We encourage you to use this service, now available at blackministry.lcms.org.

REGISTERING BY MAIL

Please complete the enclosed registration form and mail it along with a check payable to The Lutheran Church—Missouri Synod, Black Ministry Family Convocation, 1333 S. Kirkwood Road, St. Louis, MO 63122-7295.

REGISTRATION CONFIRMATION

Upon receipt of your registration, a letter of confirmation will be sent. Included in that correspondence will be more detailed directions, local travel attractions, etc.

CANCELLATION POLICY

One half of fees are refundable up to June 30, 2008. After June 30, no refunds will be made. Plans are determined based on projected registration and registration received.

HOTEL ACCOMMODATIONS

All hotel reservations must be made by the participant calling the **Hyatt Regency Crystal City Hotel's Reservation Department** at (703) 418-1234 or Hyatt Central Reservations at (800) 233-1234. Guests should ask for the **2008 LCMS Black Ministry Family Convocation room block**.

ROOM RATES

Single Occupancy: \$135

Double Occupancy: \$135

Triple Occupancy: \$160

Quadruple Occupancy: \$185

Room rates are quoted exclusive of applicable state and local taxes (which are currently 10.25%) or applicable service, or hotel specific fees in effect at the hotel at the time of the meeting.

RESERVATIONS/CHECK-IN/CHECK-OUT TIMES

All reservations must be guaranteed at time of booking with either a first night's deposit or a major credit card. The hotel's check-in time is 3 p.m. The hotel's check-out time is noon. In order to cancel a reservation without penalty, it needs to be canceled 24 hours prior to the date of arrival by 4 p.m. Penalty is one night's room and tax.

EARLY DEPARTURE FEE/ROLLAWAY CHARGE/LATE CHECK-OUT FEES

Upon making a reservation and checking into the Hyatt Regency Crystal City, all guests are asked to confirm their date of departure. Should the departure date change, this information must be communicated to the Front Desk by the day prior to the new departure date. After this time, should the guest choose to depart earlier than the agreed upon departure date, an early checkout fee of a full night's room and tax will be charged to the guest. Guests that have a late check-out will be charged according to their departing time.

HOTEL CUT-OFF-DATE

The "cut-off date" is July 1, 2008. Reservation requests received after the cut-off date will be based on availability at the hotel's prevailing rates.

AIRPORT/SHUTTLE SERVICE

Hyatt Regency Crystal City Hotel only provides complimentary shuttle service from Ronald Reagan National Airport (DCA): Courtesy shuttle service to and from airport available 5:00 a.m.-midnight. The hotel shuttle does not run on demand. There are phones located at Ronald Reagan National Airport in the Baggage Claim area. Pickups are every 20 minutes at the top of the hour and every 20 minutes and 40 minutes past the hour. **The use of Ronald Reagan National Airport is strongly recommended!**

If you fly into **Dulles Airport (IAD)**, you will be responsible for your own shuttle services to Hyatt Regency Crystal City Hotel.

If you fly into **Baltimore Washington International Airport (BWI)**, you will be responsible for your own shuttle services to Hyatt Regency Crystal City Hotel.

PARKING

Indoor garage - Valet Only: Rate \$23 with unlimited access.