

Timeline for the 2012 Synod Assembly

Please post this timeline in a prominent place and adhere to the deadlines it contains. Your cooperation enables us to make your assembly experience the best possible. Questions? Contact Cindy VanVliet, (410)230-2861, (800)869-5492, CVanVliet@DeMdSynod.org.

Delaware-Maryland Synod Assembly **Thursday, May 31-Friday, June 1, 2012** **The Roland E. Powell Convention Center, Ocean City, MD.**

- Jan. 3, 2012 First mailing (containing registration & delegate info) sent to all rostered leaders and congregations.
- Jan. 10, 2012 Online registration opens for voting members and visitors. (To register online, be prepared to register for meals at the same time.)
- Mar. 1, 2012 **Deadline:** Requests for display, exhibit and vendor space* due to Andrea Fuller, ek77ivy@aol.com.
Display space is free for synod mission teams and mission forces. Fee for exhibits is \$50.00 and fee for vendors is \$100.00. Request guidelines in advance from Andrea Fuller.
- April. 1, 2012 **Deadline:** Resolutions and memorials due to Pat Walton at PWalton@DeMdSynod.org.
- April 15, 2012 **Deadline:** Reports for Bulletin of Reports (synod staff; conference deans; synod officers; mission teams; agencies; institutions and organizations; Nominating Report; Constitution/Bylaws Report) due to Michelle Miller at splcoc@verizon.net.
- April 15, 2012 **Deadline:** Voting member and visitor registration; meal registration; childcare registration
- April 20, 2012 "40 Days of Prayer" begins in preparation for the Assembly.
- April 23, 2012 **Deadline:** Any Synod Assembly materials that are to be posted on the website by April 30 are due. **This includes all materials that voting members need to study prior to their vote at Synod Assembly.**
- April 29, 2012 **Deadline:** Housing reservations due to hotels of your choice.
The Grand Hotel (410) 289-6191-or- Comfort Inn Gold Coast (410) 524-3010
- April 30, 2012 **Deadline:** Any materials to be included in the Synod Assembly packet that is handed out at registration to ALL ASSEMBLY ATTENDEES due to Synod Office.
- April 30, 2012 **Deadline:** Notification of Technological Support Needs during assembly. If you think you will need technology for a presentation, workshop, worship, report, Bible study, etc. please notify Jennifer Baxter by this date. JBaxter@DeMdSynod.org or 410-230-2870.
- May 1, 2012 Bulletin of Reports available to read on synod website. www.DeMdSynod.org
- May 21, 2012 **Deadline:** Tech support needs during assembly. Final equipment requests are due. Anything to be displayed on screen in the plenary hall is also due at this time.
- May 31, 2011**
- June 1, 2012 2012 SYNOD ASSEMBLY