

2018 DELAWARE-MARYLAND SYNOD ASSEMBLY TIMELINE & DEADLINES

**Delta Hotels Baltimore Hunt Valley
245 Shawan Road, Hunt Valley, MD 21031**

Please post this timeline in a prominent place and adhere to the deadlines posted. Your cooperation enables us to make your assembly experience the best possible. Questions? Contact Cindy VanVliet, (410) 230-2860, CVanVliet@DeMdSynod.org.

- March 15** **Online registration opens** for voting members and visitors (be prepared to register for all meals and workshops when registering).
- April 15** **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 \$65.00 and fee for vendors is \$100.00. Request guidelines in advance from Andrea Fuller.
- April 15** **Deadline:** Reports for Bulletin of Reports (synod staff; conference deans; synod officers; mission teams; agencies; institutions and organizations; Nominating Report; Constitution/Bylaws Report) due – must be submitted through this link: <https://goo.gl/forms/tjUPcmOLmW1F2Kx1>.
- April 15** **Deadline:** Resolutions and memorials due to Justina Sergeant at jsergeon@demdsynod.org.
- April 15** **Deadline:** Any materials that are to be posted on the website by May 1 are due to Julie Stecker at jstecker@demdsynod.org. This includes all materials that voting members need to study prior to their vote at Synod Assembly.
- April 29** **Deadline:** Early Bird voting member and visitor online registration. See www.demdsynod.org under the Assembly tab (drop-down menu for 2018 Assembly).
- April 30** **Deadline:** Last day to reserve a room at Delta Hotels Baltimore Hunt Valley. (1-888-236-2427 or (410) 785-7000)
- May 1** **Deadline:** Notification of technological support needs for presentations with material to be displayed on screen in plenary. Please notify Pastor Ed Kay, Assembly Tech Chair, at ekay@stpaulslutherville.org.
- May 1** **Bulletin of Reports available** to read on synod website, www.demdsynod.org.
- May 1** **Deadline:** Requests for printed copies of the Bulletin of Reports, Cindy VanVliet, cvanvliet@demdsynod.org.
- May 15** **Deadline:** Regular Rate voting member and visitor registration.
- May 31–June 2** **SYNOD ASSEMBLY 2018**