

## 2019 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](mailto:CVanVliet@DeMdSynod.org).

**March 20:** 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](mailto: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 1 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](#).

**April 15 Deadline:** Resolutions and memorials due to Justina Sergeant at [jsergeon@demdsynod.org](mailto: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](mailto: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](http://www.demdsynod.org) under the Assembly tab (drop-down menu for 2019 Assembly).

**April 30 Deadline:** Last day to reserve a room at Delta Hotels Baltimore Hunt Valley.

**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](mailto:ekay@stpaulslutherville.org).

**May 1** Bulletin of Reports available to read on synod website, [www.demdsynod.org](http://www.demdsynod.org).

**May 1 Deadline:** Requests for printed copies of the Bulletin of Reports, Cindy VanVliet, [cvanvliet@demdsynod.org](mailto:cvanvliet@demdsynod.org).

**May 15 Deadline:** Regular Rate voting member and visitor registration.

**May 30 – June 1 SYNOD ASSEMBLY 2019**