

Specific Instructions While Registering

All items marked with a * on the form must be completed and include the following:

- **Name, email address, postal address, and daytime telephone contact numbers**- We would like at least two phone numbers where we might be able to reach you during the day if there are questions regarding your registration.
- **Gender, ethnicity, and age**- These are necessary demographics used to help evaluate and describe our Annual Conference.
- **Church and District**- Please indicate the church to which you are appointed as clergy or at which you attend as laity. If, as clergy, you are appointed to more than one church, please identify just one of the churches. Visitors, please identify your church, if applicable. Please select your District from the list provided.
- **Registration fee section**- You must select one category which reflects your relationship to the Annual Conference. The individuals that should be using this form are clergy, lay members to Conference, equalization members, retirees, visitors, Cabinet, staff, and Sessions Team. If you are uncertain as to your status and relationship to the Conference, you should contact your District Superintendent, or you may seek assistance from Betsy O'Flynn at (585) 340-9525.
 - **Clergy** - Includes active elders, provisional and associate members, deacons, and licensed local pastors.
 - **Clergy - Retired and Clergy on Medical Leave**: Please identify if this category applies to you.
 - **Visitor** - To obtain registration materials and to sit in the Annual Conference sessions as an observer requires registration as a visitor. Individuals coming to Annual Conference with no assigned role have no voting privileges.
 - **Vendor** - For those requesting display tables who are not members of the Upper New York Annual Conference.
 - **Clergy Spouse** - Spouse of a clergy person attending Annual Conference.
 - **Lay Member** - Lay person chosen by your charge/church conference as the church member to Annual Conference.
 - **Equalization member – Conference Position**: Lay persons serving on certain Conference committees, boards, agencies, teams, and task forces are eligible to serve as ex-officio equalization members. Only those individuals contacted by the Conference Secretary are eligible to serve in this capacity. A list of all ex-officio equalization members will be kept in the Conference Office to verify appropriate registration.
 - **Equalization member – at-Large**: Lay persons invited by their District Lay Leader and District Superintendent may serve as at-large equalization members to Annual Conference in the current year. An attempt is made for no more than one at-large equalization member from each charge.

- **Clergy/Laity Sessions-** Please let us know if you plan to attend:
 - **Clergy Session:** Thursday, June 1, 1:30 p.m.
 - **Laity Session:** Thursday, June 1, 1:30 p.m.
- **Memorial Luncheon-** Friday, June 2, 12 p.m. Attendance is by invitation only.
- **Retirement and Ordination Dinner-** Thursday, June 1, 5:30 p.m. Attendance is by invitation only. Details will be included in the invitations.
- **Dietary Restrictions-** Please review the [menu](#). We hope that you will be able to choose meals that meet your dietary restrictions. We have consulted with a chef/clergy person to design menus, within our financial constraints, to address gluten-free, vegetarian, and Vegan. For Heart Healthy, Allergy or Diabetic Diets, the SRC Arena will be meeting those needs also. Indicate in this area either general or specific dietary needs that need to be communicated to kitchen staff.
- **Childcare-** If you are registering for Annual Conference and have children (ages up to 12 years) for whom you need childcare during any of the time of the Annual Conference, please indicate the need on your registration form. Please be specific with your request, including number of children in each age category and periods of time needed. **Due to space restrictions, there are a limited number of spots for childcare available.** Spots will be filled on a first-come, first-serve basis. A confirmation email will be sent to you if we are unable to accommodate your childcare request. There is no charge for childcare, but your Annual Conference registration must be submitted **and** paid in full to complete your registration for childcare. After registration, an emergency and medical information form will be sent to you to be completed and submitted to the childcare worker when you first drop your child(ren) off. You will not be able to leave your child(ren) without submitting a completed form(s).
 - Childcare will be available at the SRC Arena in meeting room 205.
 - Care is provided during these general times. Times slots will be listed on the registration. **Please note: childcare is not provided during scheduled meals:**
 - Thursday, June 1, 2023: morning, afternoon until 5:30 p.m.
 - Friday, June 2, 2023: morning, afternoon until 5:30 p.m.
 - Saturday, June 3, 2023: morning until 1:00 p.m.
 - Contact Kristina Clark at kristinaclark@unyumc.org for any additional childcare information.
- **Special Needs or Requests-** In this section of the form, please list any special requests you have including wheelchair use, other handicapping, or medical conditions of which you want us to be aware.