



DATE: January 20, 2010

TO: Ministry Partners of the Eastern Washington-Idaho Synod

FROM: 2010 Assembly Planning Committee

SUBJECT: Displays and Written Reports for the 2010 Synod Assembly

The 2010 Synod Assembly will be held April 23-25 in Boise. The Doubletree Hotel – Boise Riverside has plenty of space for displays in their Ballroom Fireplace Foyer and Ballroom Lobby. Additionally this year, we will be having a Global Mission Center set up in the Northstar Room. This area will host Bishop Mtenji and his wife, Global Mission Committee, Companion Synod, Lutheran World Relief and other related booths.

This letter gives you information specific to displays, breakfast table talks and written reports. The enclosed form will reserve your space at the assembly and/or let us know you plan to send something to go in the packets. You should have or soon will also receive a general registration packet for the assembly.

Breakfast Table Talks, Displays and Reports will be your primary means to get information to the attendees about your organization/group. There will be minimal opportunity for Ministry Partners to address the assembly.

BREAKFAST TABLE TALKS: Again this year we will be giving opportunities for folks to have conversations about a variety of topics during breakfast. We put the topic up on a standard at a table and folks are invited to sit there with their breakfast and take part in the discussion. You may sign up for Saturday, Sunday or both days – with the same or different topics.

DISPLAYS: Ministry Partners Displays will be located in the two display areas just outside the Ballroom that will be used for the assembly and meals and in the Northstar Room which is a meeting room just upstairs from the Ballroom. The synod display policy is enclosed for your information.

Here is the schedule for this area:

Friday, April 23	Set up for displays	8 AM – 11 AM
	Displays Open	12 NOON – 9 PM
Saturday, April 24	Displays Open	8 AM – 9 PM
Sunday, April 25	Displays Open	8 AM – 11 AM
	Displays must be taken down by 2 PM	

(over)

- Displays should be fun, interactive, and interesting!
- We would ask that your table be staffed when the displays are open!
- We will once again be doing door prizes so would ask that you provide one or more items to be given out over the course of the assembly. We ask that you **DO NOT** hold your own drawing or raffle.
- Tables will be 6 ft in length and will be skirted and will cost \$35.
- Cost for meals only is \$150 (Friday dinner; Saturday breakfast, lunch, and dinner; Sunday breakfast)

REPORTS: This year our Ministry Partners reports will again not be going in a three ring binder, but will be put in a large envelope (so they will not need to be three hole punched). We would ask that you have **400 copies** to the synod office by **April 1:**

Eastern Washington-Idaho Synod
314 South Spruce Street, Suite A
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If you have questions concerning registration or housing, please contact

Diana Abken, Assembly Registrar
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208-755-3343

If you have questions concerning other aspects of the assembly, please contact:

Karla Olson, Assembly Manager
assembly@nctv.com
208-263-3050