

DATE: *March 1, 2017*

TO: *Ministry Partners of the Eastern Washington-Idaho Synod*

FROM: *2017 Assembly Planning Committee*

SUBJECT: *Displays and Written Reports for the 2017 Synod Assembly*



The 2017 Synod Assembly will be held May 19-21 at The Doubletree by Hilton, Spokane City Center at 322 North Spokane Falls Court, Spokane, Washington.

This year's theme is "Grace leads us in, Grace sends us out." This letter gives you specific information about displays, breakfast table talks and written reports. The enclosed form will reserve your space at the assembly and/or send a digital file of your Partner report. If you need housing and meals, please use the Registration form found at www.ewaidsynod.org.

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: We will provide an opportunity for attendees to have conversations about a variety of topics during breakfast on Saturday. The topics are posted on a standard at each table and attendees are invited to bring their breakfast and take part in the discussion.

DISPLAYS: Ministry Partners Displays will be located adjacent to the ballroom used for the Assembly and meals. This will give you high visibility and you will be able to participate fully in the plenary sessions of the Assembly. The Synod display policy is enclosed for your information.

Schedule for Ministry Partners:

<i>Friday, May 19</i>	<i>Set up for displays</i>	<i>9 AM – 11 AM</i>
	<i>Displays Open</i>	<i>12 NOON – 9 PM</i>
<i>Saturday, May 20</i>	<i>Displays Open</i>	<i>8 AM – 9 PM</i>
<i>Sunday, May 21</i>	<i>Displays Open</i>	<i>8 AM – 10:30 AM</i>
	<i>Displays taken down</i>	<i>11AM - 2 PM</i>

(over)

Recommendations for success

- ***Displays should be engaging and interactive. Consider including a small takeaway (pen, candy, etc).***
- ***Please staff your display during open hours***
- ***We ask that you provide one or more items to be given out as drawing prizes over the course of the Assembly. These may be shipped (see address below) or brought to the Assembly.***
- ***We ask that you DO NOT hold your own drawing or raffle.***
- ***Tables are six (6) ft. in length and will be skirted. Cost is \$35.***
- ***Cost for meals only is \$150 (Friday dinner; Saturday breakfast, lunch, and dinner; Sunday breakfast)***

REPORTS:

To steward our resources responsibly, the Assembly will be using “Guidebook” (an on-line application for registration materials, ministry partner reports, maps, local attractions, etc.) putting as many Partner reports as possible on digital media this year. We encourage you to consider emailing your high-resolution report file in PDF format by April 15 to:

office@ewaidsynod.org

If you have questions concerning registration or housing, please contact:

***Diana Abken, Assembly Registrar
registrar@ewaidsynod.org
208-755-3343***

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

***Julia Bennett, Assembly Manager
assembly@ewaidsynod.org
208-867-1217***