October 2016 – Convocation Registration Instructions

REGISTRATION

Registration Link:
https://callutheran.az1.qualtrics.com/SE/?SID=SV_3KLqAu0qkc0ycEl

Meeting Materials Available here: Convocator Resource page
Password: martinluther95

Please register by Friday, September 9, 2016 so that we can make meeting arrangements for you. If you are unable to attend the fall meeting of the Convocation, please write a brief explanation on the registration form to be submitted with the roll call. Also, please note any changes/additions to your caucus directory on your registration form.

NAME TAGS

Please bring your nametag along with you. If you need a nametag, please let us know on the registration form.

TRAVEL ARRANGEMENTS BY CAR
If you plan to drive, you should know that Cal Lutheran's policy is to reimburse the cost of an air flight if that is less than the cost of round trip mileage. Remember that documentation for your travel is needed before the Business Office will provide reimbursement. If you drive, please attach a copy of your mileage to the travel reimbursement form found on the Convocator Resource page. Mileage will be reimbursed at the convocator rate of $0.30/mile.

TRAVEL ARRANGEMENTS BY AIR
As you make your travel plans, I ask that you make your airline reservations by **Friday, September 9, 2016** to capture the lowest fare. This helps us be good stewards of our budget. Please list your travel arrangements on the registration form. Once we have each Convocators air travel information, we will send out Airport and Flight information times to you in the hopes that we can encourage ride sharing. It may be helpful that people traveling on similar schedules can either shuttle together from the airport or share a rental car and drive to the university. This rental will be reimbursed by Cal Lutheran.

We ask that you fly into either Burbank or Los Angeles airport.

Super Shuttle at 800-554-3146

Road Runner Shuttle at 800-247-7919.

HOUSING ARRANGEMENTS

While this meeting is designed to be a two-day gathering, some Convocators traveling from afar may need hotel accommodations on Wednesday/Friday night. When you send in your registration, please let us know that you are needing hotel accommodations. If you have a preference in terms of sharing a room with a fellow Convocator, please identify this on the registration form. If you prefer to have a single room, we would ask that you cover the additional half of the room cost.

MEALS

If you would like to bring your spouse or a guest to lunch, we ask that you pay for their meal. The cost for lunch or dinner is $12. Make checks payable to Cal Lutheran or pay by cash.