

## Frequently Asked Questions about the 2020 Northeastern Minnesota Synod Assembly

### When/Where is the Synod Assembly?

Friday, May 1st, Saturday, May 2nd & Sunday, May 3rd, 2020 at the Duluth Entertainment Convention Center (DECC), in Duluth MN.

### How do I register for the Assembly?

- Register online at <https://nemnsynod-sa2020.eventbrite.com/>. If you don't have capabilities to register online, please find someone in your congregation that can assist you or register for you. You may also call Registrar Anne Laechel at 218.851.2214 for assistance.
- When registering for Synod Assembly, some congregation members are unsure what their voting status is. Congregation Members who are attending as voting members on behalf of their church should register as "Voting Member – Lay Female or Lay Male." "Lay" means someone who is not rostered, ordained or a member of the clergy.
- When registering a Pastor, please use the "Rev." Prefix field, rather than typing "Pastor" as part of their first name.

### Do I have to bring my printed ticket to the event?

No, you do not need to bring your printed ticket.

### Is it ok if the name on my ticket or registration doesn't match the person who attends?

We pre-print your nametag, so to reduce delays at check-in, please contact the Registrar if the name of the person who was registered is different from the person who will be attending.

### I will be paying by check. How do I note that on my registration, and where do I mail the check to?

The default payment method is "Pay by Debit/Credit Card". To change, click on the words "Pay by Debit/Credit Card" under Payment information, and change to "Pay by Check". Checks should be made payable to "NE MN Synod" and mailed to Northeastern Minnesota Synod, ELCA, 1105 E Superior St. Upper Suite, Duluth MN 55802

### What is included in my Registration Fee?

Your \$225 Registration fee pays for the Special Guests, activities and materials (handouts, nametags, audio/video, coffee break), and use of the Convention Center. For individuals attending the full Assembly, your registration fee also includes lunch on Saturday, and the Saturday evening dinner banquet. For non-voting members attending the Saturday keynote presentations and workshops, your \$50 registration fee includes lunch on Saturday.

### Why would additional non-voting members want to attend this Assembly?

This year we will be electing a new Bishop for the Northeastern Minnesota Synod. Our current Bishop, Rev. Thomas Aitken, is finishing his maximum terms of two six-year terms (12 years) and is not eligible for reelection.

### Where do I go to check in when I arrive for the Assembly?

Check in will be held in the Registration area outside of the Edmund Fitzgerald Exhibit Hall. Enter the City Side Convention Center through Entrance B, go down the ramp to the left toward the Exhibit Hall, and we'll be on the left. Assembly check-in starts on Friday at 2:00 pm. A map of the DECC site is included in the Registration mailing, or you can check it out here: <https://decc.org/wp-lib/wp-content/uploads/2015/11/decc-site-plan.pdf> A map of the interior of the DECC will be included in the Pre-Assembly packet.

### I need a place to stay while I'm in town for the Assembly. Any suggestions?

You are responsible for making your own housing arrangements. There are many lodging options in the Duluth area. Visit <https://www.visitduluth.com/lodging/hotels/> to see what is available. For your convenience, the NE MN Synod has contracted with the following hotels for a special group rate. **The prices listed are for one night only. Single or double occupancy.** Deadline to make your reservations at these rates is **April 1, 2020.**

- Comfort Suites Canal Park – 218-727-1378 – 408 Canal Park Drive, Duluth
  - Free Breakfast, Elevator, free parking (outdoor)
  - One King Bed, City View - \$159 plus tax
  - One King Bed, Lake View - \$179 plus tax
  - Two Queen Beds, City View - \$159 plus tax
  - Two Queen Beds, Lake View - \$179 plus tax

- Holiday Inn & Suites – 218-722-1202 – 200 W 1<sup>st</sup> St, Duluth
  - Restaurant on-site (no free breakfast), Elevator, free parking (ramp)
  - Standard Room - \$134 plus tax
  - King Suite, Two Bed Suite, Executive Level Room - \$184 plus tax
  - Additional rooms types are an additional cost.

### **Parking**

Parking at the DECC is \$5, paid daily upon arrival. You will receive a ticket for re-entry that's valid until midnight of that day. Purchase your ticket at the Parking Booth on your way in. Accessible parking spaces are available on the surface lot near Entrance B (City Side Convention Center) and Entrance E (AMSOIL Arena). Additional accessible spaces are available in the ramp on all levels. The elevator is located in the northeast corner of the ramp. The elevator transports guests to the ground floor or to the skywalk level (3rd level) of the ramp that connects directly to the DECC and Marcus Duluth Theatre. Guests are encouraged to drop off individuals with accessibility needs at their event entrance and then park. Elevators are located at entrances B, E & F.

### **I'd rather not pay for parking. Is there a shuttle bus?**

Some of the local hotels do offer a shuttle service between the hotel and the DECC. Please contact the hotel to ask if they offer that service and the times it is running.

### **Will the Camps be hosting a Camp Café?**

Catering restrictions at the DECC mean that the Camps will not be hosting their Camp Café. Regular and decaf coffee and water will be available outside the Lake Superior Ballroom/Plenary Hall during the entire Assembly. Vending machines are available throughout the DECC.

### **I'd like to have a table in the Display area. Who should I contact?**

Pr. Kimberly Sturtz is the Display coordinator. She can be reached at [pastorsturtzge@gmail.com](mailto:pastorsturtzge@gmail.com). Fee for table rental is: For-profits - \$100; ELCA Associated Ministries - \$75; NE MN Synod ELCA Partners - \$50. This fee is in addition to registration and hotel fees. Please make payment to NE MN Synod, and mail to the Synod Office with "Display Registration Fee" in the memo line. Please also notify Pr. Sturtz if you need chair(s) and/or an electrical outlet. This year, Displays will be on the Skywalk level of the DECC, across the hallway from the Marketplace.

### **What about kids? Can I bring my children with?**

Yes! Child care will not be provided, but we will have a child friendly area with some toys and comfortable chairs in the back of the Plenary Hall. You are welcome to bring your child's favorite quiet toy(s) with as well.

### **The Quilt Auction/Marketplace are my favorite parts of the Assembly. Where will they be?**

The Quilts will be displayed in the City Side Convention Center Lobby, many of them over the handrails overlooking the Lobby. It is quite the sight. The Marketplace will be held in the French River Rooms, at the top of the escalators, across from the Lake Superior Ballroom/Plenary Hall.

### **Anything else I should know?**

- The DECC is committed to environmental stewardship, so they have bins available for paper, plastic and other recyclables. To help reduce paper waste, please plan to bring a travel coffee mug or water bottle with you to the Assembly. Special water fountains are available for you to refill a water bottle.
- The Prayer Room, a quiet space for prayer and contemplation, will be in the St. Louis River Room.
- If you're a first-time attendee (or just want a refresher course), our Parliamentarian will be holding a voting member orientation on Friday, May 1st before the start of the Assembly. Time to be announced.
- Seating in the Plenary Hall will be separated by Conference. Please look for the tables marked with your Conference name (Your conference will be printed on your nametag).
- Due to the Bishop's Election, a credentials report detailing the number of eligible voters will be made at the beginning of each plenary session. Please notify the Registrar (in the on-site Office during all plenary sessions) if you will be leaving Assembly early.
- Rostered Leaders must notify Bishop Aitken in advance if they are unable to attend the Assembly.

### **Who can I contact if I have additional questions?**

Contact Registrar Anne Laechel at [anne.laechel@gmail.com](mailto:anne.laechel@gmail.com) or 218-851-2214 (please leave a message), or Kathy Wimer in the Synod Office at [kathy.wimer@nemnsynod.org](mailto:kathy.wimer@nemnsynod.org) or 218-724-4424 ext 126.