

From Binders to Bytes II

About the 2009 Bulletin of Reports and Assembly Registration

The 2009 Synod Assembly continues two significant practices that were established in 2008:

- Registration for the assembly will be done electronically via the World Wide Web.
- The Bulletin of Reports, which contains documents relevant to the synod assembly, will be issued in digital form on CD-ROM disks. CD-ROMs are round, shiny portable disks that look like musical CDs and store large amounts of software and information. CD-ROM stands for Compact Disk - Read Only Memory.

There are three primary reasons for these changes:

- To deepen the faithful financial stewardship of the synod's resources;
- To provide more efficient stewardship of synod staff time;
- To take a small step toward using less paper and, thereby, shrinking the impact of the assembly on the environment.

Bulletin of Reports

- In order to provide uniformity of appearance, formatting and pagination, the documents will be on the CD-ROM in PDF format. This format also makes it easy to search the documents by key words and to quickly find what you need. You will need Adobe Reader, a software program that can be downloaded for free (www.adobe.com), to open the documents.
- The CD will be accompanied by printed instructions and suggestions regarding which documents will be most important to print and bring along to the assembly. Please work with your congregation's leadership to print out the materials; your congregation may be able to provide printed copies of necessary documents.
- At the assembly, pertinent documents will be projected on the large screens as necessary. Nevertheless, it is essential for voting members to become familiar with all the contents of the Bulletin of Reports before arriving at the assembly.
- Of course, assembly participants may bring a laptop computer or other digital reader to the synod assembly in order to access and view the Bulletin of Reports on site; please keep in mind that access to electrical outlets will be limited in the plenary hall.
- A limited number of hard copies of select documents will also be available on site at the assembly. Necessary materials developed after distribution of the CDs will also be provided in hard copy at the assembly (and projected as necessary).
- Of course, all materials in the Bulletin of Reports, including those added after distribution of the CDs, will also be available online on the synod Web site, www.iksynod.org.

Assembly Registration

The Web site to visit to register for the synod assembly is

<http://www.regonline.com/iksynodassembly09>.

Registration for the assembly will open on Friday, February 13.

Early registration discount ends Monday, April 13.

- The first page you see will contain information about the assembly and links you might want to follow, including links to the Web sites of the two assembly hotels.
- Clicking on the “Register Now” button will bring you into the registration form.
- You can either register one person (presumably yourself) or one person can make the registrations for a group of folks, one at a time.
 - When the latter option is chosen (by a pastor or church secretary who wants to make all their voting member and staff registrations, for example), the fees for all those being registered will be tallied together for one payment.
- You will be asked to establish a password so that no one other than limited synod staff persons who work with registrations will have access to your information. This also provides the option of finishing your registration later or coming back to it to make changes.
- If you made reservations in this way for the 2008 Synod Assembly, entering your email address and password should bring up information that has been stored from last year, thus streamlining your registration process.
- The preferred method of payment is with a credit card using the secure process offered at the end of the registration process.
 - If you need to pay by check, please click on that option on the payment screen. Send the check to the synod office immediately, along with a hard copy of your registration form. (A button on one of the screens will offer the chance to print your registration.) Your registration will not be confirmed until payment has been received.
- Once you have completed your registration you should receive an automatically generated confirmation email. Please check the information in this email carefully and return to the registration Web site to make any necessary changes.
- Please keep in mind that hotel reservations are a separate process from your assembly registration. Making one does not automatically make the other.
- If you are unable to access electronic media for making your assembly registration, please call the synod office for assistance.

As always with electronic and digital communication or anything related to computers these days, the Synod Assembly Planning Team suggests that you invite a local teenager to assist you with these processes! ☺ If you can't find a teenager, please call the synod office (317-253-3522) for assistance.