

## INFORMATION FOR ATTENDEES AT NATIONAL CONVENTION

The 2013 ELCIC National Convention will take place as part of the 2013 Joint Assembly with the Anglican Church of Canada (ACC).

The separate business sessions for the ELCIC 14<sup>th</sup> Biennial National Convention will occur in Canada Hall 2 on the afternoon and evening of Thursday and Friday, July 4 and 5 as well as on the afternoon of Saturday, July 6. In addition to the information in this Section D, please review the attendee information provided in Section B.

### CONVENTION DOCUMENTS—*BULLETIN OF REPORTS*

Please read through the materials provided in the *Bulletin of Reports* so that you can fully participate in the Joint Sessions or the National Convention business sessions and discussions. No other copy of the *Bulletin of Reports* will be made available during the convention. Please bring your own copy of the reports to the convention and your own binder if required. Revisions or updates to the *Bulletin of Reports* will be distributed to the delegate tables during the convention business sessions.



If you should cease to be a delegate for any reason, please ensure that the alternate delegate who is replacing you receives the *Bulletin of Reports*.

The *Bulletin of Reports* contains the following:

<u>Section</u>	<u>Contents</u>
A	Introduction
B	Information for Attendees of the 2013 Joint Assembly
C	Agenda for the 2013 Joint Assembly
D	Information for Attendees of the ELCIC 14 <sup>th</sup> Biennial National Convention
E	Agenda for the ELCIC 14 <sup>th</sup> Biennial National Convention
F	Governance Documents
G	Officers' Reports
H	National Church Council Report
I	Corporation Reports
J	Partner Reports

The current constitution and bylaws are included in Section F. The Nominating Committee Report as well as the nominees' biographies are both located in Section G. If you plan to make a nomination at the convention, please remember to secure the permission of the person(s) you wish to nominate and also remember to have them complete the biographical form located in Section G.

### EXPENSES

Delegates travelling from an airport that has an airport facility fee in effect must pay the fee. Cash or credit cards are accepted. Please include this item in your expense claim along with the receipt. If you are driving to the convention you may submit an expense claim for 20 cents per km for one

delegate, plus 3 cents per km for each additional delegate up to the equivalent cost of an air ticket based on the excursion rate approved for convention. Reimbursement for convention expenses will be issued by ELCIC National Office in Winnipeg after the convention. Please complete the expense form located on page D-4 of this section.

## DONATIONS

If you wish, you may donate some or all of your expense reimbursements to the ELCIC. The Charities Directorate of the Canada Revenue Agency (CRA) requires these donations to go through the bank accounts of both the donor and the donee. When making a donation, a separate cheque is required from you made payable to ELCIC.

After submitting your expense form, the ELCIC will forward a reimbursement cheque to you from ELCIC National Office in Winnipeg after the Assembly. You may either provide a cheque to us for your donation with your expense report or you can await the reimbursement cheque and then issue the ELCIC a cheque for your donation. A tax deductible charitable donation receipt will be issued for all donations to ELCIC.

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Please visit us online at [www.jointassembly.ca](http://www.jointassembly.ca) for any updated National Convention information



**14th Biennial Convention**  
Evangelical Lutheran Church in Canada  
Ottawa Convention Centre  
Ottawa, ON  
July 3–7, 2013

**2013 ELCIC NATIONAL CONVENTION  
DELEGATE MEAL AND TRANSPORTATION ALLOWANCES**

**1. Meals**

Breakfasts throughout convention are on your own. The first meal covered by the convention will be lunch on Wednesday, July 3. The last meal covered by the convention will be supper on Saturday, July 6.

Lunch	Wednesday to Saturday
Supper	Wednesday to Friday
Banquet	Saturday

All meals indicated above are included in the registration fee. Please note that if you eat lunch or dinner anywhere other than at the convention site, Canada Hall 3, Ottawa Convention Centre, receipts will **not** be reimbursed. Extra banquet tickets are available for \$75.00 each and will not be reimbursed. Banquet tickets need to be ordered in advance.

**2. Transportation**

Delegate expenses will be reimbursed according to the following rates:

**Auto20**—cents per km for car and driver plus 3 cents per km for each additional delegate (not to exceed convention air rate).

**Train/Bus**—actual ticket cost.

**Airplane**—Ticket cost up to the convention rate. Trip cancellation insurance or seat selection fee is **not** to be included as a convention expense. If your airfare was charged to the ELCIC by Continental Travel Group or was otherwise prepaid by the ELCIC, please do **not** claim this flight expense.

If you do not submit your completed form at the convention, please mail to:

**Barb Wiebe, Convention Registrar**  
Evangelical Lutheran Church in Canada (ELCIC)  
600 – 177 Lombard Avenue  
Winnipeg, MB R3B 0W5

Evangelical Lutheran Church in Canada  
600 – 177 Lombard Avenue, Winnipeg MB R3B 0W5  
Phone: 204-984-9150 • Toll free: 1-888-786-6707 • Fax: 204-984-9185 • Website: [www.jointassembly.ca](http://www.jointassembly.ca)



**14th Biennial Convention**  
 Evangelical Lutheran Church in Canada  
 Ottawa Convention Centre  
 Ottawa, ON  
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**DELEGATE EXPENSE FORM**

Please submit this form and your receipts to the information desk or mail them to: Barb Wiebe, Convention Registrar, Evangelical Lutheran Church in Canada, 600 – 177 Lombard Avenue, Winnipeg MB R3B 0W5. Cheques will be issued from Winnipeg by the National Office after the convention. Expense cheques **will not** be issued at the convention.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Congregation: \_\_\_\_\_  
 City: \_\_\_\_\_ Daytime Telephone: (  Home  Office ) \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please make cheque payable to: \_\_\_\_\_

PLEASE REMEMBER TO ATTACH ALL OF YOUR CONVENTION RECEIPTS.

Description	Total Expenses	5% GST included in Total
Air Travel (omit if prepaid or charged to ELCIC). - Parking tolls, shuttle and taxi service are not an eligible expense. - Do not include insurance or seat selection as an expense.		
Train or Bus travel (attach receipt)		
Automobile (includes travel to and from airport of departure) For Delegate _____ km @ .20 cents per km		
For additional delegates in same vehicle:		
Full Name _____ km @ .03		
Full Name _____ km @ .03		
Full Name _____ km @ .03		
<b>TOTAL EXPENSES</b>		

**DONATION:** If you wish to make a donation to ELCIC for any of your expenses, please attach a personal cheque for the amount of your donation. An ELCIC donation receipt will be issued for this amount. In addition, we will issue you an ELCIC cheque for the amount of your expenses. **Delegate Signature:** \_\_\_\_\_

<b>NOTE: Office Use Only:</b>			<b>Expense Summary:</b>	
Account Name	Account Number	Amount	Total Expenses	\$ _____
Delegate Travel	69400-802	\$ _____	Less: Deduction	- _____
GST	11400-015	\$ _____	Amount Due:	\$ _____
		\$ _____	Certified Correct:	_____ (Signature)
DFA Approved:		\$ _____	Date:	_____
Date:	Cheque #	_____	Approved By:	_____

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