

2013 JOINT ASSEMBLY July 3-7, 2013

[www.jointassembly.ca](http://www.jointassembly.ca)

**T****GETHER**  
*for the love of the world*

Registration  
Information  
Package

2013

# TOGETHER

for the *love* of the world

February 1, 2013

Dear Delegate/Visitor:

Canadian Lutherans and Canadian Anglicans, who have been in full communion since 2001, individually hold regular national meetings, drawing clergy and lay leaders together from across the country to meet face to face. In July 2013, Canadian Anglicans and Canadian Lutherans will come together, approximately 1,000 strong, to meet at the Joint Assembly in Ottawa. This historic meeting is made even more significant by its potential to be an example of perseverance, of compromise and of a living faith in a God of love, peace and reconciliation.

This 2013 Joint Assembly will be a joint gathering incorporating the National Convention of the Evangelical Lutheran Church in Canada and the General Synod of the Anglican Church in Canada. The theme for the Assembly is **“Together for the love of the world”**.

The Assembly is taking place in Ottawa, Ontario, July 3-7 at the Ottawa Convention Centre located in downtown Ottawa. The Assembly gets underway on Wednesday, July 3<sup>rd</sup> at 12 noon with lunch, followed by opening worship and the first business session. Please refer to the enclosed Program-at-a-Glance for an overview of our Assembly schedule.

In preparation, we have compiled a Registration Information Package to assist you with your registration, travel and accommodation plans. Please review all of the following information carefully before completing your registration form:

1. An “Order of Blessing for Delegates”
2. Registration Information Letter
3. Delegate/Visitor Registration Form
4. Program at a Glance
5. Map of Downtown Ottawa
6. 2013 Joint Assembly Accommodations List
7. Code of Conduct Policy

We invite your congregation to use the “Order of Blessing” on the Sunday before the Joint Assembly. Thank you for praying for the church and for the 2013 Joint Assembly to be a time of blessing and inspiration. We look forward to seeing you in July in Ottawa!

Yours truly,



Murray Walter  
National Secretary  
Enclosures

# **T****GETHER** for the *love* of the world

## **An Order of Blessing for Delegates to the Joint Assembly of the ELCIC National Convention and the ACC General Synod**

*This order may be used one Sunday prior to the Joint Assembly.  
If the pastor is a delegate, someone else should lead the order.*

*Following the hymn of the day, the delegate(s) are called forward.*

**LEADER:** *Delegate name(s), you have been chosen as a delegate to the first Joint Assembly of the Evangelical Lutheran Church in Canada and the Anglican Church of Canada. We give thanks that you will represent this congregation and region at this historic gathering. We join with you in hopeful expectation that this time of worship, consultation and decision making will be a faithful witness to our full communion partnership and to the Christian faith we now confess together:*

*The Apostles' Creed follows.*

**LEADER:** You are sent to this gathering to serve the whole church. Will you seek the guidance of God as you join others in making decisions for the church? Will you bear the reconciliation of Christ as you work with others to determine the will of God for the future of the church? Will you share the Holy Spirit's joy in worship and work together. If so, Please say, "Yes, and I pray that God will help and direct me."

**DELEGATE(S):** Yes, and I pray that God will help and direct me.

**LEADER:** People of God, will you support this Delegate in prayer? Will you pray for this first joint assembly and for the National Convention of the ELCIC and for the General Synod of the Anglican Church of Canada? If so, please say, "We will."

**CONGREGATION:** We will.

*The Congregation may extend their hands in blessing.*

**LEADER:** *Delegate name(s), we bless you as you go in the name of God to serve us and all the people of God in the worship and work of this Assembly. The light of Christ shines in you. The Spirit of Christ guides you. God bless your travel, this work and your homecoming.*

**CONGREGATION:** Amen.

*The prayers of the Intercession follow.*

*Intercessions for the Joint Assembly and for the leadership of the church should be included.*



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

## REGISTRATION INFORMATION LETTER

February 1, 2013

**Welcome Delegates and Visitors!** The 2013 ELCIC National Convention will take place as part of the 2013 Joint Assembly with the Anglican Church of Canada (ACC). The Joint Assembly will be held at the Ottawa Convention Centre (OCC), Ottawa, Ontario from July 3-7. The OCC is located in downtown Ottawa and is within 5-12 minutes walking distance from our five assembly hotels, and within 12-30 minutes walking distance from our two university accommodations. Information as it is available will be posted to the 2013 Joint Assembly website located at: <http://jointassembly.ca>.

The OCC overlooks the Rideau Canal UNESCO World Heritage Site and is steps away from major Ottawa attractions. The new Convention Centre features an environmentally friendly design which sets new standards for sustainable practices and serves guests with advanced technology. Named as *Canada's Meeting Place*, the OCC is a short drive from the Ottawa Airport. For more information on the OCC see their website at <http://ottawaconventioncentre.com>.

The Joint Assembly begins Wednesday, July 3<sup>rd</sup> with a lunch in Canada Hall 1, Level 3 at 12:00 noon followed by Opening Worship and our first business session in Canada Hall 2&3. The Assembly will conclude at noon Sunday, July 7<sup>th</sup>, with a Closing Worship and Eucharist celebration. This letter provides you with detailed information for delegates and visitors to make registration, travel and accommodation arrangements to attend the Assembly. For further inquiries, please email or call:

Barb Wiebe, Convention Registrar  
Evangelical Lutheran Church in Canada  
302-393 Portage Avenue, Winnipeg MB R3B 3H6

Toll free: 1-888-786-6707 ext. 177  
In Winnipeg: 204-984-9177  
Email: [jointassembly@elcic.ca](mailto:jointassembly@elcic.ca)

### ASSEMBLY CHECKLIST

#### **REGISTRATION DEADLINE: April 12, 2013**

- Please book your travel as early as possible and preferably before the Assembly registration deadline of April 12<sup>th</sup> to ensure that the travel schedule you want is available at the lowest rate. Delegate travel only to Ottawa (no accommodations) is included in the delegate registration fee.
- Book your accommodations at one of the hotels or universities indicated on the Accommodations List.
- The registration form and credit card payment can be completed online at [www.jointassembly.ca](http://www.jointassembly.ca). Look under the tab "For Delegates" for the registration link. Don't forget to print a copy of your registration online form for your records. **The online registration will open Monday, February 18<sup>th</sup>.**
- Alternatively, you can also complete this form and return it by mail with your credit card information or cheque payment of **\$1,290 registration fee** (for delegates – rostered and lay) to the National Office. Keep a copy of the registration form for your records. If your spouse wishes to attend the Assembly and is not a delegate, they are required to register separately as a visitor either online or by completing and mailing a copy of the registration form.
- Please carefully complete the travel section on the registration form with your travel times and accommodation information to assist our Joint Local Arrangements Committee in Ottawa with local travel pickup coordination.

#### **Confirmation of Registration:**

A statement acknowledging receipt of your registration form and payment will be emailed or mailed to you.

## REGISTRATION

### DELEGATE ELECTIONS

Rostered delegates are elected at conferences with notification to the Synod office prior to November 30, 2012. In December 2012, the Synod offices will have informed parishes if they are eligible to elect a lay delegate (a baptized member who has not been ordained or consecrated). Parishes must **elect their lay delegates and lay alternates by March 3, 2013**. Once the parish has elected their lay delegate and two lay alternates, the Lay Delegate Notification Form is to be completed and **faxed to your synod office by Friday, March 8, 2013 or sooner**. The Lay Delegate Notification Form is available on the Joint Assembly website at [www.jointassembly.ca](http://www.jointassembly.ca) in a PDF fillable format. Look under the “For Delegates” section for the option “Delegate Information: ELCIC”.

Please note that you will be unable to book any travel with Continental Travel Group until the Lay Delegate Notification Form has been submitted.

### ONLINE REGISTRATION

We encourage all delegates and visitors to use the online registration system. The registration form and credit card payment can be completed online at [www.jointassembly.ca](http://www.jointassembly.ca). Look under the tab “For Delegates” for the registration link. Don’t forget to print a copy of your registration online form for your records. **Online registration will open Monday, February 18<sup>th</sup>**.

Alternatively, you can also complete the registration form and return it by mail with your credit card information or cheque payment to the National Office. Keep a copy of the registration form for your records.

All delegate registrations are to be submitted by April 12<sup>th</sup>. An acknowledgment of your registration and payment will be forwarded to you by email or mail.

### DELEGATES – ROSTERED or LAY

The Delegate registration fee is **\$1,290 per delegate**. The delegate registration fee includes travel to and from Ottawa, lunch and dinner at the Assembly but no breakfast or accommodations. Delegates are responsible for booking their own accommodation. The registration fee, accommodations and other expenses are to be paid for by your parish/congregation. Please see the attached Accommodations List to make your room booking.

### YOUTH DELEGATES

The Youth Delegate registration fee is **\$645 per participant**. Youth delegates will meet one day prior to the beginning of the Assembly to learn about convention procedures and to get acquainted. Therefore, the dates for the Youth Assembly are July 2-7, 2013. Youth delegates are appointed by their synods and information for youth delegates will be provided in a separate information letter to the synods. For more information on youth delegates, contact: Rev. Paul Gehrs, Assistant to the Bishop, Justice and Leadership by email at: [pgehrs@elcic.ca](mailto:pgehrs@elcic.ca) or toll free 1-888-786-6707, extension 156 or in Winnipeg at (204) 984-9156.

### VISITORS

All visitors to the Joint Assembly must complete a registration form to attend the Assembly. While there is no visitor fee for the Joint Assembly, registration is required. There is a meal package available to visitors:

- **\$345 meal package** per visitor *without* banquet. (4 lunches and 3 dinners. No Saturday banquet)

Visitors will **not** be able to purchase meal packages onsite therefore all requests for meal packages are to be done in

advance of June 1st. As space is limited for the banquet and the number of tickets will not be known until registration is complete, a waiting list for banquet tickets will be established. If you are interested in obtaining a banquet ticket at a cost of \$75 each, please indicate by checking the box on the registration form and your name will be added to the banquet ticket waiting list.

Registration and payment for visitors can be done online or alternatively visitors can complete the registration form and return it by mail with your credit card information or cheque payment to the National Office. Please remember to keep a copy of the registration form for your records.

Visitors are responsible for paying their own travel expenses including service fees, meals and accommodations. Visitors are welcome to use the convention booking service with Continental Travel Group.

## **NATIONAL CHURCH COUNCIL (NCC) & OTHER COMMITTEES**

NCC and other committee meetings will take place at the Assembly. Please check times with your council or committee contact person prior to planning and booking your travel arrangements.

## **TRAVEL**

### **DELEGATE TRAVEL**

Delegate travel to and from Ottawa is included in the delegate registration fee and will be billed directly to the ELCIC convention account with Continental Travel Group. The approved convention airfare for delegates is the least expensive applicable fare. Service fees for seat selection, insurance and airline meals are **not** covered by the convention. Some airlines do not allow a purchased airline ticket to be transferred to another delegate. If you book an air ticket, and later **cannot attend** the convention, you will be personally responsible for the ticket.

#### **TRAVEL BOOKING**

Please contact Michelle Thorvaldson of Continental Travel Group by e-mail at [michelle@continentaltrav.com](mailto:michelle@continentaltrav.com).

Michelle will respond to your e-mail within 2 business days.

When arranging travel with Michelle, please quote purchase order number **69100**.

Before lay delegates can book travel to Ottawa, your parish needs to submit the Delegate Notification Form so that we are aware that you are an elected lay delegate to the convention.

### **TRAVEL BY AIR OR VIA RAIL**

Delegate travel for air and VIA Rail Canada transportation is to be arranged through **Michelle Thorvaldson of Continental Travel Group**. Contact Michelle to arrange your travel by email at [michelle@continentaltrav.com](mailto:michelle@continentaltrav.com) or by phone at **toll free 1-800-665-2626** or in **Winnipeg at 204-989-8581**. Please book your travel by air or VIA Rail prior to registering so that this information can be included on your registration form.

In most instances, travel for the Assembly is by electronic ticket. Michelle will require an email address to issue an electronic ticket and itinerary. Airline seat selection, insurance and meal purchases are **not** covered by the convention. Email travel booking is the most efficient option, however if you don't have email, you can make alternate arrangements with Michelle.

Booking for VIA Rail Canada can also be done through Michelle. The Assembly has received a 10% discount off the best available rail fare in Economy class. The Assembly fares are valid from June 30<sup>th</sup> to July 11<sup>th</sup> from all stations throughout the VIA system to Ottawa and return.

Delegates travelling from an airport that has an airport facility fee in effect are requested to pay the fee and to include this item in your expense claim along with the receipt.

Visitors are welcome to use the services of Continental Travel Group but will be required to pay for their own travel arrangements.

## **NON-AIR TRAVEL & EXPENSES**

If you are driving to the Assembly, 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. Parking fees, gas, accommodations and meals along the way are **not** reimbursable.

If you are traveling by bus, the most economical and applicable fare will be reimbursed to you for your travel costs. Special requests for extensions or additions to your itinerary will be accommodated. However, any additional costs above the approved convention fare will be your responsibility. Car rental expenses will **not** be reimbursed.

## **INSURANCE**

An accident insurance policy under the convention's coverage will be in place to cover delegates and visitors during the Joint Assembly from July 3-7. Travel health insurance and trip cancellation are **not** covered.

## **OTTAWA LOCAL TRANSPORTATION**

**Arrivals:** Transportation from the 'Arrivals' area at Ottawa Airport, the VIA Rail station or the Ottawa Central Bus Station will be provided by the Joint Local Arrangements Committee starting on Tuesday, July 2<sup>nd</sup> from 9:00 a.m. to 9:00 p.m., and Wednesday, July 3<sup>rd</sup> from 7:00 a.m. to 1:00 p.m. Delegates arriving outside the above hours will be responsible for their own local transportation arrangements.

Transportation will be provided from the Ottawa Airport, the Via Rail station or the bus terminal to the five Assembly hotels and the two Assembly universities only. Delegates staying at alternate locations will be responsible for their own local transportation.

**Departures:** Transportation to the airport, rail station or bus terminal will be provided Sunday afternoon, July 7<sup>th</sup> after the Closing Worship ends starting at noon until 5:00 p.m. Delegates departing outside this time frame will be responsible for their own local transportation arrangements.

**Reminder:** Please be sure to indicate your arrival and departure times on the registration form to enable the Joint Local Arrangements Committee to coordinate local transportation.

## **ASSEMBLY LOCAL TRANSPORTATION**

No local transportation will be provided on a daily basis to and from the Ottawa Convention Centre and hotels or universities. The hotels are all within walking distance of the convention centre. For those delegates with mobility concerns only a limited schedule to and from the convention hotels will be provided. There will be no daily service to universities. Those delegates with mobility concerns should indicate these on the registration form.

## ACCOMMODATIONS

Delegates and visitors are responsible for booking their own accommodations. Payment for delegate accommodation is the responsibility of the delegate's congregation as the delegate registration fee does **not** include accommodation. Visitors are responsible for their own accommodation costs. See the attached Assembly Accommodations List for details and booking information. A map of downtown Ottawa with the location of the hotels and universities indicated is also attached.

Blocks of rooms for the Assembly are set aside and offer a special Assembly rate. When booking at any of these locations, please mention that you are with the 2013 Joint Assembly (Lutheran/Anglican).

**The Assembly hotel rate is only available until May 18<sup>th</sup>.**

Please make your booking *before* this date to receive the Assembly rate.

The five main Assembly hotels and two university accommodations are in close proximity to the Ottawa Convention Centre. The Assembly accommodations available are:

- Novotel Ottawa - 33 Nicholas Street
- Les Suites Hotel Ottawa - 130 Besserer Street
- Courtyard by Marriott Ottawa Downtown - 350 Dalhousie Street
- Extended Stay Deluxe Hotel - 141 Cooper Street
- Quality Hotel Downtown - 290 Rideau Street
- University of Ottawa - 90 University & Marchand /Stanton
- Saint Paul University - 201 Main Street

Please indicate where you are staying on the registration form to assist the Joint Local Arrangements Committee with their transportation coordination.

## PARKING

Parking costs are **not** covered or reimbursed by the convention. Parking costs vary at each hotel and range from \$14 to \$20 per day. Two parking garages located near the Ottawa Convention Centre are as follows:

\$20.00 per day*	Ottawa Convention Centre parking (a 2-storey underground facility providing 737 spaces; two entrances - on Daly Avenue and on Nicholas Street South)
\$20.00 per day*	Rideau Centre parking which is directly behind OCC (entrances are on Nicholas Street, on Daly Avenue, and on Colonel By Drive)

\*Parking at both places is managed by Citipark. Rates are subject to change. Call Citipark at (613) 234-6526 or go to <http://www.rideaucentre.com/en/centreinfo/Pages/PARKINGGETTINGHERE.aspx> for more details.

## MEALS

Eight meals are included in the delegate registration fee. All lunches and dinners will be served in Canada Hall 1, Level 3 of the OCC. The banquet will be held in the Trillium Ballroom on Level 4 of the OCC. Receipts for meals eaten elsewhere are **not** reimbursed. Meals are scheduled during the assembly as follows:

<b>Lunch</b>	Noon – 1:30 p.m.	Wednesday to Saturday
<b>Dinner</b>	5:30 – 7:00 p.m.	Wednesday to Friday
<b>Banquet</b>	6:00 – 10:00 p.m.	Saturday

Delegates are to indicate in the events section of the registration form if you plan to attend the banquet.

## CODE OF CONDUCT

All participants (including delegates, visitors, staff, volunteers, committee members, displayers and sponsors) of the 2013 Joint Assembly are to observe and acknowledge the code of conduct concerning sexual misconduct at the Assembly and all Assembly related events. This policy is part of the Anglican and Lutheran Churches' commitment to ensure a safe environment is provided for all. It is a condition of attendance at the Joint Assembly that all participants indicate their adherence to this policy. The document is to be read in advance and the acknowledgment section of the registration form is to be completed. See the Code of Conduct attachment.

## OTTAWA CONVENTION CENTRE

**Onsite Registration:** After arriving in Ottawa, delegates can register for the Joint Assembly at the Ottawa Convention Centre in the Rideau Canal Atrium, Level 2 on Tuesday, July 2<sup>nd</sup> from 3:00 p.m. to 9:00 p.m. The Assembly registration desk will also be open from 8:00 a.m. to 5:00 p.m. on Wednesday, July 3<sup>rd</sup>, Thursday, July 4<sup>th</sup>, Friday, July 5<sup>th</sup> and Saturday July 6<sup>th</sup>. Please plan to arrive early to register for the Assembly at OCC before lunch on July 3<sup>rd</sup>. Upon registering, you will receive a name tag which is required to be worn at all Assembly sessions, events and meals.

**Plenary sessions:** Some sessions during the Assembly will be held jointly with the Anglicans while others will be held separately to accommodate each churches' business. All joint sessions will take place in Canada Hall 2 & 3, Level 3. The separate ELCIC convention business sessions will take place in Canada Hall 2, Level 3.

**No Smoking:** In accordance with City By-law and as required by LEED building standards, all indoor and outdoor spaces within a 9 m (30') perimeter of the convention centre are **NON-SMOKING**. (*Operational Guide Manual, Ottawa Convention Centre*)

## ADDITIONAL INFORMATION

### PROGRAM-AT-A-GLANCE

The attached 2013 Joint Assembly Program-at-a-Glance provides you with a quick overall summary and timetable of all Assembly events. Please keep the program as a handy reference throughout the Assembly.

### SPECIAL EVENTS

Special events at the Joint Assembly are as follows:

- The *Opening Worship and Eucharist* on Wednesday, July 3<sup>rd</sup>
- The *Event on Parliament Hill* on Saturday morning, July 6<sup>th</sup>
- The *Joint Assembly Banquet* on Saturday evening, July 6<sup>th</sup> in the OCC Trillium Ballroom
- The *Closing Worship and Eucharist*, Sunday, July 7<sup>th</sup>

Further information on these two events will be provided in the Bulletin of Reports.

### WI-FI INTERNET ACCESS

Wi-Fi internet access at the Ottawa Convention Centre for the entire five day event is **\$30.00**. However, if you don't order internet in advance, the onsite cost will be significantly higher at \$28.50 per day or \$142.50 for the entire event. Therefore, if you require Wi-Fi internet access during the sessions, please don't forget to indicate

this option and payment on the registration form. A laptop charging station will be available at the OCC.

### **BULLETIN OF REPORTS**

The Bulletin of Reports will be posted on the Joint Assembly website at [www.jointassembly.ca](http://www.jointassembly.ca) on **May 17, 2013**. There is no cost for the online copy of the Bulletin. However, if you request a printed copy of the Bulletin of Reports with your registration, there is a charge of **\$30** to cover the printing and mailing costs.

### **PRIVACY PERMISSION**

The information on the registration form is collected for the use of the National Office and will be retained indefinitely, and that personal information is not shared with third parties without consent. Please note that accredited photographers and the media may be in attendance at the 2013 Joint Assembly. By the nature of your attendance at the convention you have indicated your consent to the ELCIC and the ACC to photograph and record image or voice on photographic, video, and audio media, and to use this material in whole or in part for the promotion of the ELCIC or the ACC and its assigns by any means deemed reasonable. All rights, including copyright, remain the property of the ELCIC or the ACC.

### **VOLUNTEERS**

The Joint Local Arrangements Committee and Joint Worship Committee are recruiting volunteers for the Assembly. If you would like to be involved as a volunteer, please indicate your area of interest in the volunteer section of the registration form.

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Please visit us online at [www.jointassembly.ca](http://www.jointassembly.ca) for ongoing updated Joint Assembly information.



2013 Joint Assembly
Evangelical Lutheran Church in Canada
and
Anglican Church of Canada
Ottawa Convention Centre, Ottawa, ON
July 3-7, 2013

DELEGATE / VISITOR
REGISTRATION FORM

ELCIC Contact: Barb Wiebe, Convention Registrar
ELCIC, 302-393 Portage Avenue
Winnipeg, Manitoba R3B 3H6
jointassembly@elcic.ca

DEADLINE: April 12th, 2013

TO REGISTER: This form and payment can be completed online at www.jointassembly.ca. Look under the tab "For Delegates" for the Registration link. Don't forget to print a copy of your registration receipt. Alternatively, you can also complete this form and return it with your payment no later than April 12th. Keep a copy for your records. If your spouse wishes to attend the convention and is not a delegate, they are required to register separately as a visitor either online or by completing a copy of this form.

GENERAL INFORMATION:

Title \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Gender:  Female  Male
Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ PC \_\_\_\_\_
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_
Synod: \_\_\_\_\_ Congregation/Parish: \_\_\_\_\_
City: \_\_\_\_\_ Province: \_\_\_\_\_

Indicate Category:  Rostered Delegate  Lay Delegate  Youth Delegate
 Visitor  National Church Council  Guest  Media  ELCIC Staff  Assembly Planning

BULLETIN OF REPORTS: Check the appropriate box.
 I will download my copy from the Joint Assembly website.
 Send me a printed copy at a cost of \$30.

EVENTS: Check box if response is "Yes".
 I will attend the Banquet, Saturday, July 6th, 6:00 p.m.
 Please put my name on waiting list to purchase an additional banquet ticket at \$75 each.

VOLUNTEERS: Check box if response is "Yes".
Would you be willing to volunteer for the Convention Choir? If 'yes', please indicate your voice:
 Soprano  Alto  Tenor  Bass
Visitors & delegates are welcome to join the Convention Choir, however, you need to attend all rehearsals as scheduled by the Choir Director.
Would you be willing to assist as a communion assistant at the Closing Eucharist on Sunday, July 7th, 10:30 a.m. to 12 noon?
 Yes  No
If a Visitor:  I am willing to be a volunteer at the Assembly. Describe: \_\_\_\_\_
Please note that it may not be possible to include all who respond, but be assured of our appreciation for your willingness to serve.

ACCOMMODATIONS:

The registration fee does not include accommodation for registered delegates or visitors. All delegates and visitors are responsible for booking their own accommodations. Payment for the delegate accommodation is the responsibility of the delegate's congregation. Please see the attached Accommodations list.

**TRAVEL ARRANGEMENTS:**Please specify travel for the Joint Assembly only. Do **not** include vacation prior to or following the Assembly.

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_  a.m. or  p.m.Departure Time: \_\_\_\_\_  a.m. or  p.m.By:  Plane  Train  Bus  CarBy:  Plane  Train  Bus  CarTransport from airport required  Yes  NoTransport to airport required  Yes  No

Carrier: \_\_\_\_\_

Carrier: \_\_\_\_\_

Flight/Train/Bus No.: \_\_\_\_\_

Flight/Train/Bus No.: \_\_\_\_\_

Coming from: \_\_\_\_\_

Going to: \_\_\_\_\_

**Accommodations:** I am staying at: \_\_\_\_\_

I will be travelling with (name): \_\_\_\_\_

**Emergency Contact** – Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_**PAYMENT ENCLOSED:****Delegates:**

(includes travel and meals except breakfast, no accommodations)

Registration Fee \$1,290 \$ \_\_\_\_\_

**Visitors:** (no travel, no meals, no accommodations)

Registration Fee \$0 \$ \_\_\_\_\_

Visitor Meal Package without banquet \$345 \$ \_\_\_\_\_

**Youth Delegate:**

Registration Fee \$645 \$ \_\_\_\_\_

**Bulletin of Reports:** (printed copy) \$ 30 \$ \_\_\_\_\_**Wi-Fi Internet Access:** (July 3-7 only) \$ 30 \$ \_\_\_\_\_**Total Enclosed**

All fees are non-refundable after June 7, 2013 \$ \_\_\_\_\_

Registration Form **must** accompany payment. Thank you!**SPECIAL NEEDS:****Dietary:** Do you have special dietary requirements? Check if Yes.

List foods that trigger your allergies:

List other dietary requirements:

**Mobility:**

Please indicate your mobility level.

 No issues Require assistance for distance or inclined areas List mobility devices used: **PAYMENT ENCLOSED:**  Visa  MasterCard  Cheque (Please make cheque payable to ELCIC)

Name on Credit Card: \_\_\_\_\_ Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**PRIVACY PERMISSION:**

I understand that the information on this form is collected for the use of the National Office and will be retained indefinitely, and that personal information is not shared with third parties without consent. I understand that my name and photograph, including audio and visual images may be used as a result of my attendance at this Joint Assembly.

Signature \_\_\_\_\_

**SEXUAL MISCONDUCT POLICY:**

I have read the Code of Conduct Concerning Sexual Misconduct for Participants at the Joint Assembly and as a participant at the 2013 Joint Assembly I agree to comply with this policy.

Signature \_\_\_\_\_

**FOR ELCIC NATIONAL OFFICE USE ONLY:****Type of Payment Received:** \_\_\_\_\_ **Amount \$** \_\_\_\_\_ **Date Processed:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

Evangelical Lutheran Church in Canada

302-393 Portage Avenue, Winnipeg MB R3B 3H6

Phone: 204-984-9150 • Toll free: 1-888-786-6707 • Fax: 204-984-9185 • Website: www.jointassembly.ca



for the love of the world

2013 JOINT ASSEMBLY July 3-7, 2013  
www.jointassembly.ca

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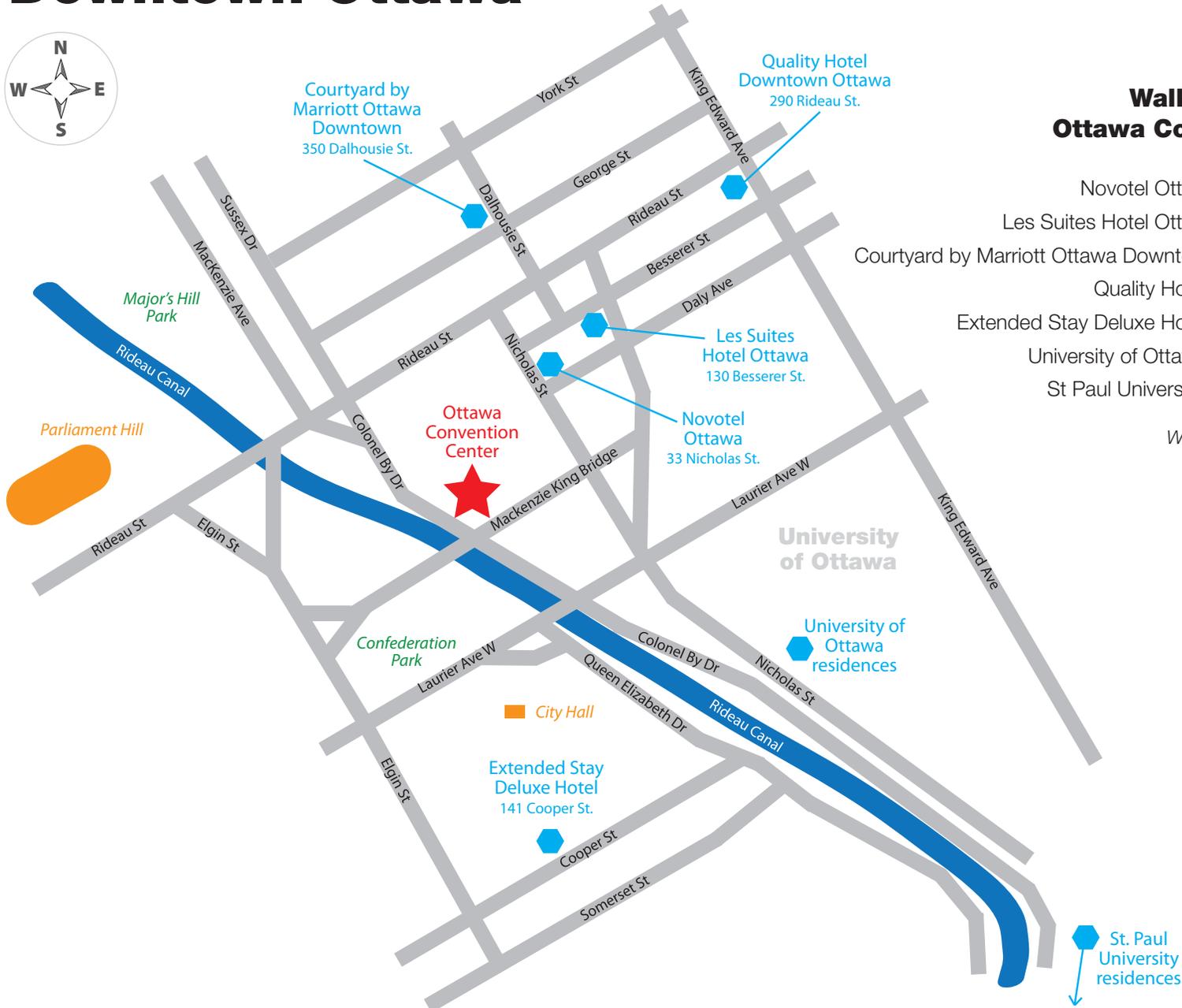
Ensemble pour l'amour du monde

2013 JOINT ASSEMBLY - PROGRAM AT A GLANCE  
ELCIC NATIONAL CONVENTION & ACC GENERAL SYNOD  
OTTAWA, ONTARIO

Updated: January 18, 2013

Date Time	Tuesday July 2	Date Time	Wednesday July 3	Date Time	Thursday July 4	Date Time	Friday July 5	Date Time	Saturday July 6	Date Time	Sunday July 7	
6:30	Set Up Day  Delegates Travel to Ottawa and Transportation Pickups  Committee or Other Meetings as required	6:30	Delegates Travel to Ottawa & Transportation Pickups Continue  Committee or Other Meetings as required  Lunch  Opening Worship & Eucharist Orientation Joint Report - ELCIC Bishop & ACC Primate  Dinner  Meet Together - Keynote Address Night Prayer Adjournment	6:30	Breakfast - on your own							
7:00		7:00		8:30	8:30	8:30	8:30	8:30	8:30	8:30	8:30	Closing Session
7:30		7:30		10:00	10:30	10:30	10:30	10:30	10:30	10:30	10:30	Closing Worship & Eucharist
8:00		8:00		11:00	11:30	11:30	11:30	11:30	11:30	11:30	12:00	
8:30		8:30		12:00	12:00	12:00	12:00	12:00	12:00	12:00	12:00	Delegates Travel Home and Transportation Pickups
9:00		9:00		1:30	1:30	1:30	1:30	1:30	1:30	1:30	1:30	
9:30		9:30		2:00	2:30	2:30	2:30	2:30	2:30	2:30	2:30	
10:00		10:00		3:00	3:30	3:30	3:30	3:30	3:30	3:30	3:30	
10:30		10:30		4:00	4:30	4:30	4:30	4:30	4:30	4:30	4:30	
11:00		11:00		5:00	5:30	5:30	5:30	5:30	5:30	5:30	5:30	
11:30	11:30	6:00	6:30	6:30	6:30	6:30	6:30	6:00	6:00			
12:00	12:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00			
12:30	12:30	8:00	8:30	8:30	8:30	8:30	8:30	8:30	8:30			
1:00	1:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00			
1:30	1:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30			
2:00	2:00											
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7:30	7:30											
8:00	8:00											
8:30	8:30											
9:00	9:00											
9:30	9:30											

# Downtown Ottawa



## Walking times to the Ottawa Convention Centre

- Novotel Ottawa - 320 m, 5 minutes
- Les Suites Hotel Ottawa - 400 m, 6 minutes
- Courtyard by Marriott Ottawa Downtown - 700 m, 9 minutes
- Quality Hotel - 800 m, 10 minutes
- Extended Stay Deluxe Hotel - 950 m, 12 minutes
- University of Ottawa - 950 m, 12 minutes
- St Paul University - 2.4 km, 29 minutes

Walking times are estimates.  
(Source: Google Maps.)

# 2013 JOINT ASSEMBLY ACCOMMODATIONS LIST



2013 Joint Assembly conference rates have been negotiated for the seven locations listed in this Accommodations List. In order to be eligible for the negotiated accommodation rates, please ensure that you identify yourself as attending the *Anglican/Lutheran Joint Assembly*, and specifically utilize the code or online link indicated. See the map attached for the location of all accommodations.

Please note that for the night of July 1<sup>st</sup> some of the hotels may charge a higher rate than for the Assembly dates of July 3-7, 2013. Higher rates than the Assembly rate may be charged for reservations made after the **deadline of May 18<sup>th</sup>** and will be subject to space and rate availability.

Transportation upon arrival or departure in Ottawa will be provided by the Joint Local Arrangements Committee to these five hotels and two universities **only**. Parking rates quoted are subject to change.

All hotels – Check-in time: 3:00 p.m. Check-out time: 12 noon. All guestrooms are subject to 13% HST.

## HOTELS

### **Novotel Ottawa**

33 Nicholas Street, Ottawa, ON K1N 9M7  
Tel: 1-613-230-3033 Fax: 1-613-760-4765  
Toll free: 1-855-677-3033

**For phone-in reservations, use code: 17950**

**For online reservations, click this link:**

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=10286018](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10286018)

*Guestroom Rates (subject to 13% HST):*

- \$159.00/night single/double occupancy (2 double beds or 1 King bed)

Hotel parking: \$20.00 per day + tax; rate may be subject to change.

Website: <http://www.novotel.com/gb/hotel-0979-novotel-ottawa/index.shtml>

### **Les Suites Hotel Ottawa**

130 Besserer Street, Ottawa, ON K1N 9M9  
Tel: 1-613-232-2000 Fax: 1-613-232-1242  
Toll free: 1-866-682-0879

**For phone-in reservations, use code: ACCELC0701**

*Guestroom Rates (subject to 13% HST):*

- \$159.00/night single/double occupancy for a 1-bedroom suite
- \$229.00/night single/double/triple/quad occupancy for a 2-bedroom suite

Hotel parking: \$17.00 per day + tax; in & out privileges; Complimentary wireless internet access is available in all suites.

Website: [www.les-suites.com](http://www.les-suites.com)

# 2013 JOINT ASSEMBLY ACCOMMODATIONS LIST



## HOTELS (continued)

### **Courtyard by Marriott Ottawa Downtown**

350 Dalhousie Street, Ottawa, ON K1N 7E9  
Tel: 1-613-241-1000 Fax: 1-613-241-4804  
Toll free: 1-800-341-2210

**For phone-in reservations, use code: JCCR**

**For online reservations, click this link:**

<http://www.marriott.com/hotels/travel/YOWCY?groupCode=JCCJCCA&app=resvlink&fromDate=7/2/13&toDate=7/7/13>

*Guestroom Rates (subject to 13% HST):*

- \$149.00/night single/double occupancy for 2 double beds or 1 King bed

Hotel guest parking: Friday & Saturday, \$15.00/day, with in & out privileges; Sunday-Thursday, \$19.00/day + in & out privileges; can park up to 6:00 p.m. on day of check-out

Website: [www.courtyardmarriottottawa.ca](http://www.courtyardmarriottottawa.ca)

### **Extended Stay Deluxe Hotel**

141 Cooper Street, Ottawa, ON K2P 0E8  
Tel: 1-613-236-7500  
Toll free: 1-800-563-5634

*Guestroom Rates (subject to 13% HST):*

- \$119.00/night single/double occupancy King bed suite
- \$124.00/night single/double occupancy 2-bedroom suite

Hotel parking: \$14.00/day + tax + in & out privileges

Website:

<http://extendedstaydeluxe.com/property/Extended-Stay-Deluxe-Ottawa-Downtown-Hotel>

Check the hotel's website for a full description of the amenities.

### **Quality Hotel Downtown Ottawa**

290 Rideau Street, Ottawa, ON K1N 5Y3  
Tel: 1-613-789-7511 Fax: 1-613-789-2434

**For phone-in reservations, use code: 707878**

*Guestroom Rates (subject to 13% HST):*

- \$125.00/night single occupancy
  - \$145.00/night double occupancy
- Subject to 13% HST

Hotel guest parking: \$15.00/day, with in & out privileges

Website: [www.qualityhoteltottawa.com](http://www.qualityhoteltottawa.com)

# 2013 JOINT ASSEMBLY ACCOMMODATIONS LIST



A limited number of rooms at the two Ottawa universities are available. These facilities are within a 13-30 minute walk or a city bus ride to the Ottawa Convention Centre. Please note that no daily shuttle service will be provided between the universities and the convention centre. If driving from these locations, the 12-hour daily parking rate at the Ottawa Convention Centre is currently at \$20.00 per car. For more information on parking at the Ottawa Convention Centre, click on this link: <http://www.ottawaconventioncentre.com/en/venue-services/parking>

## UNIVERSITIES

### **Saint Paul University**

Website: [www.stayrcc.com](http://www.stayrcc.com) – select the Ottawa Downtown location.

#### **Accommodations are 2-bedroom suites:**

- Each bedroom has a double bed, desk with chair & lamp, dresser, nightstand, closet with rack, cable television, free internet access (requires Ethernet cable), free local calls, free parking, and Continental breakfast
- Each suite has a kitchenette equipped with a microwave, full-size refrigerator, kitchen table & chairs, the shared bathroom is 3-piece with a stand-up shower

**Rates per night:** (*Indicate that you are with the Anglican/Lutheran Joint Assembly*)

*\$89.95 + HST (\$101.64) per suite, per night (same rate for 1, 2, 3, or 4 people in the suite)*

#### **Reservations:**

Call 1-619-236-3131 ext. 0 or Toll-free at 1-877-225-8664 to reserve accommodation.

# 2013 JOINT ASSEMBLY ACCOMMODATIONS LIST



## UNIVERSITIES (continued)

### **University of Ottawa**

**Website:** [www.ottawaresidences.com](http://www.ottawaresidences.com)

**Check-in time is 4:00 p.m. and check-out time is 10:30 a.m.**

#### **Two-Bedroom Suite-Style Units at 90 University**

Air-conditioned units include two separate bedrooms, a kitchenette equipped with microwave, fridge, table, and chairs; and a private washroom with shower. Each bedroom has a double bed, a television, and a desk and chair.

#### ***Guestroom Rates:***

*Per Night - Adult (single or double occupancy); \$110.00; \$15.00 for each additional guest (maximum of two)  
- Family (2 adults and 2 children under 12); \$105.00  
Per Week –Adult (single or double occupancy); \$616.00/week*

#### **Conventional-Style Rooms at Marchand and Stanton Residences**

These rooms are furnished with one or two single bed; a desk and chair; and an armoire for each guest. These residences are not air-conditioned and have separate men's and women's washrooms on each floor. Towels, bed linen, shampoo, and hand soap are provided. Guests have access to a large laundry room (coin operated) located on the main floor and to a common kitchen area with stove-tops and microwaves. Please note kitchenware is not included. Each room is equipped with a telephone with free local calls and high-speed internet connectivity (Ethernet cable required).

#### ***Guestroom Rates:***

*Per Night - Adult (single occupancy); \$45.00; Adult (double occupancy); \$65.00  
- Student (single occupancy); \$35.00; Student (double occupancy); \$55.00  
Per Week - Single room (single occupancy); \$175.00/week  
-Double room (single occupancy); \$210.00/week  
-Double room (double occupancy); \$280.00 per week*

#### **Reservations:**

To book a room, please complete the Online Reservation form found on the website ([www.ottawaresidences.com](http://www.ottawaresidences.com)) or email the following information; your name, your address, your phone number; the number of nights you will be staying, your arrival and departure dates, the number of people who will be staying in the room, they type of room you are seeking, and a credit card number (Visa or MasterCard) with the expiry date to guarantee your room. You will need to present the card or another method of payment upon check-in.

#### **Parking:**

Parking is available for \$16.00 per day. Please request your permit upon check-in.

#### **Cancellation Policy:**

A 48-hour cancellation policy applies. If you must cancel with less than 48 hours' notice a one-night stay will be charged to your credit card.

#### **Residence Contact:**

If you have any questions, call toll-free at 1-888-564-4545 ext. 0 or 613-564-5400 ext. 0.

**The Anglican Church of Canada  
And  
Evangelical Lutheran Church in Canada**

**CODE OF CONDUCT CONCERNING SEXUAL MISCONDUCT  
FOR PARTICIPANTS AT THE JOINT ASSEMBLY  
OF GENERAL SYNOD AND NATIONAL CONVENTION  
Ottawa, July 3 – 7, 2013**

This document outlines our expectations for participant behavior at assemblies organized by our churches and the consequences for unacceptable behavior.

**SCOPE**

All assembly participants (delegates, staff, volunteers, committees, displayers and sponsors) must, as a condition of service, agree in writing to abide by this code of conduct at the assembly and all assembly-related social events.

All assembly participants are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to the church policy will be dealt with swiftly and may include disciplinary action up to, and including termination, as well as legal ramifications when applicable.

**PREAMBLE**

- The Bible affirms that women and men of all cultures, nations and religions are created equally in the image of God. Each human being has received his or her dignity as a gift of God.
- Fundamental human rights shall be respected without discrimination of any kind and irrespective of social status, ethnicity, color, religion, gender, sexual orientation, age, marital status, political affiliation or disability.
- The church recognizes that every person has the right to be treated with dignity and respect as a child of God, and therefore the right to freedom from all forms of sexual misconduct.
- The church has a zero tolerance policy on sexual misconduct. These convictions are shared in the church throughout all its activities. No one should be subjected to sexual abuse, harassment, assault or exploitation from any participant at events organized by the church.

The General Secretary of General Synod and the National Bishop of the ELCIC are the designated authorities responsible for overseeing the administration of this Code of Conduct and are the only media spokespersons with respect to any incident of sexual misconduct.

**EXPECTED BEHAVIOR**

- Be considerate, respectful and caring, and refrain from sexual misconduct of any kind.
- Those who hold position of trust or power do not take advantage of or abuse that trust or power.
- Be sensitive to cultural and social differences and practices.
- Refuse any inappropriate gesture or contact. Show that such behaviour is not welcome.

- Do not cross boundaries set by others. If someone indicates “No”, even without words, respect it.
- Be alert to contexts which may encourage unacceptable behaviour for some being in unfamiliar circumstances away from home, for example, or drinking too much alcohol.
- Draw public attention if harassment occurs in public places.
- Share your concern with someone you trust.
- Do not falsely accuse anyone of sexual misconduct
- Respond at once if you experience, witness, or are accused of sexual misconduct.

## WHAT IS SEXUAL MISCONDUCT?

In this Policy *sexual misconduct* includes *sexual harassment*, *sexual exploitation* and *sexual assault*.

***Sexual harassment*** means any behaviour of a sexual nature a) that is unwanted or unwelcome or ought reasonably to be known to be unwanted or unwelcome b) that may create a poisoned psychological or emotional environment for those who work in, or participate in any activity of, the church

***Sexual harassment*** may involve behaviour that is unintentional as well as intentional. It is defined by its impact on others rather than by the intent of the person engaged in the behaviour. It may consist of a single incident or persistent and repeated behaviour. It may be only verbal innuendo or subtle suggestion. It includes telling or circulating offensive jokes or stories, displaying or circulating offensive material such as pictures or cartoons, the stereotyping of individuals or groups on the basis of gender or sexual orientation, or persistent unwanted or unwelcome contact after the end of a consensual relationship.

***Sexual harassment does not include*** a) interactions between consenting adults b) consensual relationships c) expressions of affection between friends.

***Sexual exploitation*** may consist of

- conduct that places or that may reasonably be perceived as placing, or attempting to place, a condition of a sexual nature on any opportunity in any church activity
- the making of an express or implied promise of reward for complying with a sexually oriented suggestion
- a reprisal or denial of opportunity, or an express or implied threat of reprisal or denial of opportunity, for a refusal to comply with a sexually oriented suggestion
- taking advantage, or attempting to take advantage, of the vulnerability of a person under one’s pastoral care or other guidance or leadership
- taking advantage, or attempting to take advantage, of the vulnerable party in a power relationship for pleasure or gain

*Sexual assault* means an intentional application of force to another person *without that person's consent*. It also includes an attempt or a threat to apply force to another person. Kissing, fondling and sexual intercourse, in the absence of consent, are sexual assaults.

## **PRINCIPLES APPLICABLE TO COMPLAINTS**

A person against whom a complaint is made will be presumed innocent of the alleged misconduct until it is admitted or substantiated by clear and convincing evidence.

Every complaint will be taken seriously and will be processed as quickly as possible. Complaints of sexual assault or abuse of children or other vulnerable persons must be reported to the appropriate authorities as required by law. Complainants and those against whom complaints are made are entitled to seek legal or other counsel.

The Officers of the General Synod and/or the Officers of the ELCIC will cooperate in any investigation of a complaint of sexual misconduct by the police or any other external authority.

## **COMPLAINT PROCEDURES**

- All Complaints, whether written or verbal, will be investigated and may be resolved either a) informally, between the parties b) with the help of a mediator or c) by any other means directed by the designated authority.
- Throughout the process, pastoral care will be provided to the complainant, and the defendant.
- Confidentiality and discretion will be maintained to the extent possible to protect the innocence and identity of those involved.
- No investigation or mediation will be commenced or continued if an investigation is made by an external authority.

## **DISCIPLINE**

When sexual misconduct is admitted or substantiated, the designated authority, in consultation with the officers of General Synod and/or the Officers of the ELCIC, will determine the appropriate disciplinary action, which can be up to and including expulsion from the assembly and or termination of a position.

The designated authorities shall destroy any confidential record when five years have elapsed after both the complainant and the person complained against have ceased to be either employees or volunteers.

Anyone who is or has been an assembly participant is entitled to access to any records with respect to complaints made against them.