

March 2009

To: Churches, Committees, Teams, and Task Forces of the Minnesota Conference, United Church of Christ and other interested persons

From: The Annual Meeting Planning Workgroup

SHARE YOUR KNOWLEDGE! SHARE YOUR SUCCESSES!

We hereby invite you to request space to present an informational/educational workshop on Saturday, June 6th 2009 as part of the Annual Meeting of the Conference, (June 5th – 7th), at the College of St. Benedict.

To request workshop space, please fill out the form below and return it to Alison Bents in the Conference Office at alisonb@uccmn.org or 122 W Franklin Ave #323, Minneapolis, MN 55404 **no later than May 8, 2009**.

Please provide as much information as possible in your initial request. Requests for which the information trickles in over 5 or 6 contacts between now and the Annual Meeting may not be handled well. Be sure to list your organization's name, your name, a brief summary of your workshop, to be printed in the Annual Meeting Packet list, who will lead, and whom I may contact with questions. If there are resources or books available on the topic that you'd recommend I will contact our book vendors to see if they could be made available (with sufficient notice). Please specify what audio/visual equipment you'll need on this application (projection, Mac/PC ready, VHS, DVD, CD, etc). St. Ben's will attempt to meet your projection and other AV needs, but workshops must be self-contained (bring your own copies, provide someone to run AV equipment, etc.).

Please return the form below no later than May 8, 2009 (Please duplicate the form if you have more than one topic for which you're requesting space.). We cannot guarantee space or AV equipment on late requests.

Sincerely,

Alison Bents, Administrative Assistant to the Conference Minister, Conference Office

alisonb@uccmn.org - 612-871-0359

Cut here

WORKSHOP SPACE REQUEST FORM – ANNUAL MEETING 2009

Cut here

Organization's Name:

Contact Person (address, phone number and e-mail):

Title and Description (sufficient for the Annual Meeting Packet List of Workshops):

Resource person(s) who will lead workshop (Name, address, phone, e-mail):

Suggestions for books that might be made available (please include author and publisher):

Audio/Visual Equipment needed: