

March 2010

To: Churches, Committees, Teams, and Task Forces of the Minnesota Conference 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 a 45-minute informational/educational workshop on Saturday, June 12th 2010 as part of the Annual Meeting of the Conference, (June 11th – 13th), 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 7, 2010.**

Please provide as much information as possible in your initial request. 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. 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 7, 2010 (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
Email: alisonb@uccmn.org | phone no. 612-871-0359

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WORKSHOP SPACE REQUEST FORM – ANNUAL MEETING 2010

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):

Audio/Visual Equipment needed: