

# How Do I Sign Up, Register, Get Involved, Receive a Discount, Get a Refund?

All forms, registration links, reports, and other materials are available on our website. Simply go to [www.uccmn.org](http://www.uccmn.org) and on the bottom of the page, click on the Annual Meeting 2023 Read More link under Latest News. There you will find everything you need.

**Registration for Annual Meeting:** This year all registration is being done online, whether you are attending in person or electronically via Zoom. If you do not have access to a computer you can call the Conference office and someone there can help you register. Before you click on the link to register, you will need to have a name, address, phone number, email address, and church name for each person that is signing up. If you are registering for in-person attendance and you will have a roommate, you will need to know that persons name. You will also need the discount code for any discounts that may apply to you or to your church (see below). If you are a youth (ages 13-18), you will need to know who will be your chaperone the whole time you are attending.

**Discounts:** Discounts are available under certain circumstances:

- **Small congregations of 99 people or fewer** can get a \$50 discount on the registration fee for ONE person in their congregation— if that person is attending in person and is staying for both days. Contact Sandy (612-230-3370 or [sandyk@uccmn.org](mailto:sandyk@uccmn.org)) for this discount code **before** you register.
- **Youth** ages 13-18 and still in school are getting a substantial discount. Because of generous grants from the Ashley Fund, their total registration fee will be covered. They (or their churches) will be responsible for housing and meals. The Youth may stay as many evenings as they choose as long as their chaperone is in attendance.
- **Retired Clergy and MID's:** Retired clergy and Members In Discernment may request discounts by contacting Conference Minister Shari Prestemon.

**Refunds:** Sometimes plans change and it can't be helped. By June 1 we have to give hard numbers to the College of St. Benedict and we are billed for those numbers (as well as any additions). Because of this, we cannot refund any registration, housing, or meal money after May 31.

**Registration for presenting a workshop:** This form is included in this packet or on the Annual Meeting page of our website ([www.uccmn.org](http://www.uccmn.org)). All workshops will take place at the College of St. Benedict on June 10. They will not be available online. This form is due by April 1, 2023 in order for you to be considered for a workshop. You will be informed of the acceptance status of your proposed workshop no later than April 30, 2023. A list of available workshops and registration for those workshops will be published on our website in early May.

**Registration for Exhibits:** This form is included in this packet or on the Annual Meeting page of our website. This form is due by May 4, 2023 in order for you to be considered for exhibit space.