

TO: SEJ 2012 Delegates and Reserves
FROM: Brad Brady, Conference Secretary
DATE: January 26, 2012
RE: SEJ 2012 Housing Reservations Process

Grace and peace to each of you!

You are receiving this email because you are a delegate or reserve delegate to the 2012 Southeastern Jurisdictional Conference scheduled for July 18-20, 2012, to be held at Lake Junaluska.

The purpose of this email is to give you detailed information regarding the process for securing lodging at Lake Junaluska for the conference. Delegation Heads and delegates are encouraged to assist any member of your delegation who does not normally use a computer as we are sending all Conference information by email blast.

First, here is some general information about the conference schedule. The official start of conference will be Wednesday, July 18, with worship at 9:00 a.m. in Stuart Auditorium. Conference is scheduled to conclude on Friday, July 20, following the 10:00 a.m. worship service for the Consecration of Bishops. NOTE: The SEJ Committee on Episcopacy is coordinating activities on Tuesday afternoon, July 17, which are intended to further acquaint delegates and reserves with the declared nominees for the Episcopacy. (Therefore, most of the conference delegates and reserves will want to plan your arrival and lodging so you can participate in these activities.)

Second, the per diem is \$84 per day, for the three days of conference. This amount is calculated to cover the cost of room and board at Lake Junaluska when sharing the room with another delegate. All persons staying in the Terrace Inn or Lambuth Inn will be billed for on-campus meals. So, if you are the only person in the room, you will have some out-of-pocket expense to cover the difference. A voucher will be given to you at Jurisdictional Conference to submit for reimbursement.

Third, the "open" housing process we are about to enter is the second phase of our lodging process. The first phase provided an opportunity for persons whose specific duties/functions necessitate their presence on campus to secure rooms in a "priority" block. As you expect, very few Terrace Inn rooms remain available as we enter this "open" housing phase.

Open Housing Process begins on February 1, 2012.

All remaining rooms will be available beginning on February 1, 2012, at 8:00 a.m. on a first-come first-served basis for delegates and reserves. Reservationists will check the delegate-reserve master list to confirm eligibility for one of these rooms.

Two ways to secure rooms: (Please direct all questions to Lake Junaluska)

By Telephone: To secure one of these rooms, call the Lake Junaluska Reservations Office at 1-800-222-4930 beginning at 8:00 a.m. on February 1, 2012, listen for the prompts, and select the option for individual reservations. Should you encounter continued busy signals, you may try (828) 452-2881 and ask to speak with Reservations.

By Internet: A second alternative is to book the room online. Please log on to www.lakejunaluska.com and follow the link to Accommodations, then to Reservations. Please carefully follow the procedure outlined below for online reservations. Rooms booked online will be "tentative" until a reservationist confirms your name on the delegate master list. Online reservations begin at 8:00 a.m. on February 1, 2012.

Booking Lodging Online on Lake Junaluska's System

1. Go to www.lakejunaluska.com
 1. Under Upcoming Events, click on Calendar
 2. Find your event on the Calendar and click the link
 3. Read your group information page which contains your Group Code 173176
 4. Click the Link that says "click here to book lodging"
 5. A new window will open, and you proceed to book your room
 6. Enter your Group Code 173176 in the bottom left of the screen
 7. Enter the number of adults and children in your room, how many rooms you need, and your check-in and check-out dates
 8. Please refer back to the dates for your event if you are unsure which dates to enter
 9. Click continue to view available rooms
 10. Click reserve on the room you want to book
 11. Log in if you have booked lodging online before and have an account with Lake Junaluska, or click continue if you have not booked lodging online and create your account
 12. Proceed with entering your personal information to book your room
 13. Your credit card will be charged a one-night deposit to book your room
 14. Receive automated confirmation email when finished booking, then receive customized email confirmation from Lake Junaluska Reservations
 15. REMEMBER, YOUR RESERVATION WILL BE TENTATIVE UNTIL YOUR NAME IS CHECKED AGAINST THE MASTER LIST OF DELEGATES AND RESERVES. A reservationist will follow-up with you if there is a problem.

Room rates are as follows:

Terrace or Lambuth Inns:		Lakeside Lodge	
1 person	\$96.00 each	1 person	\$78.00
2 persons	\$55.00 each	2 persons	\$45.00

3 persons	\$41.00 each	3 persons	\$34.00
4 persons	\$33.00 each	4 persons	\$ 29.00

IMPORTANT NOTICE: All persons staying in hotel rooms at Lake Junaluska will be on the American Meal Plan, which means you will be charged \$ 29.00 per person for three meals each day. This information will be confirmed with you at the time of reservation. Lake Junaluska is planning a "deluxe" meal menu for this conference.

Waiting List: Once all rooms are reserved, Lake Junaluska will keep a waiting list for this event. To be placed on the waiting list, you will need to speak directly with a reservationist at 1-800-222-4930. Delegates will have priority over conference guests on the waiting list.

Deposits: A deposit of \$35 per person or one night's lodging will be charged at the time the reservation is made. Cancellations made less than 30 days prior to the event will forfeit the entire deposit.

Cancellations and Refunds: Requests must be made 30 days prior to the scheduled arrival date. A refund of deposit, less a \$15 per person processing fee, will be made provided the 30-day notice is honored.

Other Lodging Options

Cottages: Lake Junaluska has access to a wide array of cottages for rental on a weekly basis (Sunday through Sunday). To browse the selection of cottages go to www.lakejunaluska.com. Follow the link "Accommodations" and select "Cottage Rentals." To request a cottage, contact Cathy Owen, 1-800-222-4930 ext. 4 or 5.

Requests for cottage rentals are being gathered now. Cottage owners have until early January to declare the available dates for their property. Lake Junaluska will begin confirming cottage reservations in mid-February 2012.

Most persons interested in renting a cottage will list a preferred property and several backup selections.

A \$50 application fee is required for cottage space and is non-refundable.

Area Hotels: The Maggie Valley Area Visitors Bureau identifies other area hotels you might consider on the website link below. The SEJ Program and Arrangements Committee encourages you to research the options thoroughly before making reservations. Contact these properties directly for reservations.

<http://www.maggi valley.org/maggie-valley-hotels-motels.html>

OTHER TRAVEL INFORMATION

Travel Reimbursement: The reimbursement for the 2012 SEJ Conference delegates was also set at the IRS Mileage Reimbursement Standard, currently 55.5 cents per mile or the IRS Mileage

Reimbursement Standard in effect at the time of the 2012 SEJ Conference. A voucher will be given to you at Jurisdictional Conference to submit for reimbursement.

Shuttle Service to Airport: There is no shuttle service provided by the Conference or Lake Junaluska. All delegates flying into Asheville will be asked to make their own arrangements for travel to/from the airport. SEJ CFA established the following policy for SEJ Conference Delegates who fly to Asheville, NC, to attend the 2012 SEJ Conference. Ground transportation cost reimbursement will be limited to the round trip mileage (80 miles) from/to the Asheville Airport and Lake Junaluska Conference Center at the IRS mileage standard in effect during the 2012 SEJ Conference. A voucher will be given to you at Jurisdictional Conference to submit for reimbursement.

CHILDCARE

Delegates or guests needing childcare during the Jurisdictional Conference should [click here](#) for an informational PDF document. Childcare will be provided for ages 6 months through rising 6th grade. Parents will be responsible for all costs associated with this care. Pre-registering children is essential so adequate adult (safe sanctuaries) supervision can be secured. See the registration form and fee schedule in the link above.