

2022 Southeastern Jurisdictional Conference
Lodging Protocol
7/26/22

In an effort to streamline the process for lodging at Lake Junaluska for the week of Jurisdictional Conference, the Planning and Arrangements Committee has worked out the following protocol:

Blocked Rooms

The SEJ Program and Arrangements Committee will block rooms for persons with special functions related to the Jurisdictional Conference in the Terrace Hotel or Lambuth Inn. These positions include:

1. College of Bishops
2. Committee on Episcopacy
3. Committee on Nominations (not applicable in 2022)
4. 2022 Lay and Clergy Delegation Heads
5. Council on Finance and Administration
6. Working Conference Communicators (one per Annual Conference)
7. Secretarial Staff
8. Program Staff

Persons in these categories will:

1. Be contacted by the Conference Secretary (or representative) and notified of the blocked rooms and will have until July 15, 2022, to confirm their desire for a room.
2. Be reimbursed on the Conference-approved per diem, which assumes double-occupancy to cover the full costs of room and board. (Bishops and conference communicators are not on the Conference per diem. Each Bishop and conference communicator will be responsible for his/her lodging costs and seek reimbursement using normal procedures.)
3. Declare roommates by July 15, if possible.
4. Have their unclaimed room released on July 15. Unclaimed rooms will be released and will be made available for other delegates during open reservations.

Persons holding the above-listed positions will have only one room held, regardless of the number of qualifying positions they hold. For example, 2016-2022 Committee on Episcopacy members who are also a 2022 Delegation Head will only have one room reserved in the room block.

Other Rooms

All other rooms (totaling approximately 150 in Terrace, Lambuth, and the Junaluska Apartments) will be available on Tuesday, August 9, beginning at 9:00 a.m. Eastern time until Friday, August 26, at midnight (Eastern time) **for delegates and first reserve delegates**. Delegates will receive a link from their Head of Delegation (who receives the link from the Conference Secretary) to which they may connect to complete a housing reservation. Reservationists will check the delegate master list to confirm eligibility for one of these rooms.

To secure one of these rooms, complete the housing reservation link between 9:00 a.m. Eastern time on Tuesday, August 9, and midnight (Eastern time) on Friday, August 26. Lake Junaluska Reservations will then begin confirming reservations. **Do not call Lake Junaluska to make room reservations. Only reservations made through the reservations link will be accepted and confirmed by Lake Junaluska Reservations.**

Room Rates for 2022*

	Terrace Hotel	Lambuth Inn (Standard)	Lambuth Inn (Economy)	Lake Junaluska Apartments
1 person	\$149	\$129	\$99	\$109
2 persons	\$149	\$129	\$99	\$109
3 persons	\$169	\$144	\$114	\$119
4 persons	\$189	\$159	\$129	\$129

IMPORTANT NOTICE: *All persons* staying in hotel rooms at Lake Junaluska will be on the American Meal Plan, which means you will be charged \$55.20/person/day (tax and tip included) for three meals each day. For those in the priority room block, the meal plan begins with breakfast on Monday, October 31; for all other delegates, the meal plan begins with lunch on Tuesday, November 1, and concludes with breakfast on Friday, November 4, for all persons staying in Terrace and Lambuth. This information will be confirmed with you at the time of reservation.

***Your total daily cost will be the cost of your room PLUS your daily meal cost. The per diem for all delegates and first reserve from each Annual Conference will be \$165/person/day.**

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 indicate such when you are contacted by Lake Junaluska to confirm your reservation. Delegates will have priority over conference guests on the waiting list.

Deposits: A deposit of your first night's stay is required and will be charged at the time of room reservation. 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/person processing fee, will be made provided the 30-day notice is honored. Guests must give Lake Junaluska a 24-hour notice from 11:00 a.m. check-out time the day before they leave.

Cottages and Area Hotels

Lake Junaluska has access to a wide array of cottages for rental on a nightly or weekly basis. To browse the selection of cottages, go to this link:

<https://lakejunaluska.com/accommodations/vacation-rentals/>

Persons who desire to stay elsewhere in the area may search housing options using this link:

<https://web.haywoodchamber.com/Lodging/HotelsMotels>