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*Finance & Administration*

March 17, 2016

Dear Florida-Georgia Delegate,

Preparations for the 2016 Synod Convention to be held July 9 -14 in Milwaukee, Wisconsin, are now under way. You will also be receiving a mailing from the Synod office with more information about the convention.

The purpose of this letter is to give you some information regarding specific Florida-Georgia District arrangements and the reimbursement of expenses. We are also enclosing a delegate list which you may find helpful in making arrangements for travel and accommodations. Please notify me immediately of any changes.

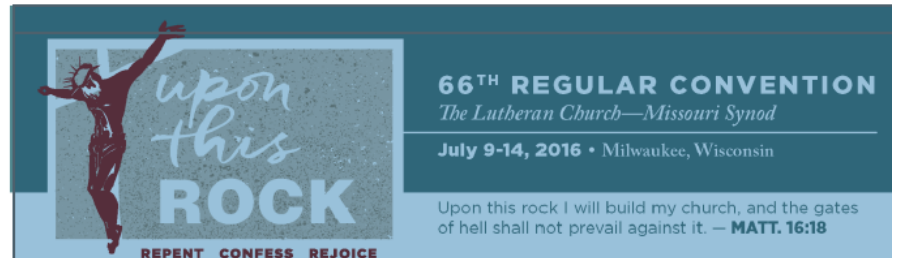
1. The District will reimburse your cost of travel. In an effort to control costs, we ask that those of you planning to fly to Milwaukee to make your arrangements early. Direct Billing arrangements have been made with Travelink Services Inc. to assist with flight reservations. You may contact them by phone 800-454-3737 or email [chuck@travelink-services.com](mailto:chuck@travelink-services.com). Should you decide to purchase your ticket, please send a copy of your receipt to us and we will reimburse you. If you need further assistance with either making reservations or purchasing your ticket, please contact Kathy Keene - [kkeene@flgadistrict.org](mailto:kkeene@flgadistrict.org) or 877-457-5556 Ext. 8. Please plan your arrival on Saturday July 9<sup>th</sup> in order to attend the All Delegate Orientation at 1:30 pm. Should you elect to drive, we will reimburse your expenses in an amount up to \$400.00 which is the district wide average lowest rate airfare purchased 30 days in advance.

Information that will be sent to you by the Synod Office in April will give details on ground transportation from the airport to the hotels and convention center.

2. **We have reserved a block of rooms for our delegates at the Hyatt Regency Milwaukee, which is connected to the Wisconsin Center, site of the 66<sup>th</sup> Regular Convention, LCMS. All room reservations must be handled through the Florida-Georgia District office. Registrations are available online through the District Website <http://flgadistrict.org> or this direct link [2016 Synod Convention Registration](#). Included in this letter is a paper registration form should you prefer to register this way. Please be sure to register no later than **April 8th**, as we must provide a rooming list.**

We have a limited number of rooms and are encouraging delegates to room together. If you share a room with another delegate, there will be no cost to you. All costs for room and tax will be handled on a master billing to our office. On the registration you return to our office, please indicate any dietary or housing needs and roommate preference. You will be responsible for all incidental costs billed to your room and the hotel will require a credit card at time of check in. **Delegates desiring a single room, or those taking spouse and/or family, will be billed for \$69.00 per night (½ of the room rate) plus applicable taxes.** We will bill delegates for personal charges after the convention.

*Note: estimated amounts will be deducted from any advances.*



We have scheduled some group meals and will provide a meal allowance totaling \$300.00 for our delegates. The group meals for **delegates only** are as follows:

- Breakfast -6:30 am, Sunday, July 10<sup>th</sup>
- Breakfast -6:30 am, Tuesday, July 12<sup>th</sup>
- Breakfast- 6:30 am, Wednesday, July 13<sup>th</sup>

Please note – these are subject to change based on the Convention Schedule.

District President Rev. Gregory S. Walton and District Executive Staff member, Mr. Mark Brink, will be attending should you need any assistance during the course of the convention.

Prior to the convention, President Walton will be holding a series of regional caucus meetings that delegates are strongly urged to attend. Your meal allowance check will be distributed at your regional caucus. The caucus' are as follows:

**Region 1**

**Peachtree City, GA Saturday  
Saturday, May 21, 2016  
11:00 am – 1:00 pm**

**St Paul Lutheran Church  
700 Ardenlee Parkway  
Peachtree City, GA 30269-4253  
Phone (770) 487-0339**

**Region 2**

**Gainesville, FL Thursday  
Thursday, May 12, 2016  
7:00 pm – 9:00 pm**

**Abiding Savior Lutheran Church  
9700 W. Newberry Rd  
Gainesville, FL 32606-5545  
Phone (352) 331-4409**

**Region 3**

**Orlando, FL Wednesday  
Wednesday, May 11, 2016  
7:00 pm – 9:00 pm**

**Prince of Peace Lutheran Church  
1515 S. Semoran Blvd  
Orlando, FL 32807  
Phone (407) 277-3945**

**Region 4**

**Sarasota, FL Wednesday  
Wednesday, May 18, 2016  
7:00 pm – 9:00 pm**

**Beautiful Savior Lutheran Church  
7461 Prospect Rd  
Sarasota, FL 34243-3348  
Phone (941) 355-2798**

**Region 5**

**Boca Raton, FL Tuesday  
Tuesday, May 24, 2016  
7:00 pm – 9:00 pm**

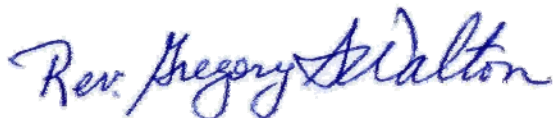
**St Paul Lutheran Church  
701 W. Palmetto Rd  
Boca Raton, FL 33486-3561  
Phone (561) 395-0433**

Please plan to attend the meetings scheduled for your region. Reimbursement request forms for your mileage at a rate of \$.30 cents per mile will be distributed at the Caucus.

Should anyone need help or have questions about arrangements, etc. for the Synod Convention, please do not hesitate to contact Kathy Keene at the district office 877-457-5556 Ext 8. Information will be posted on the District website and additional information is available through the Synod Website, [www.lcms.org/convention](http://www.lcms.org/convention).

May God bless your preparation for this important event in the life of our church.

In His Service,



Rev. Gregory S. Walton, President  
Florida-Georgia District, LCMS

