

**The Department of Veterans Affairs Chaplain Leadership Convocation and
Military Chaplains Association Annual Meeting & National Institute
2-6 May 2011 at the Crowne Plaza Hampton Marina Hotel**

Registration Form

Thank you for joining our third combined DVA-MCA conference. We are looking forward to a superb meeting together to consider "Defining Excellence in Chaplaincy in the 21st Century." Expect key leader presentations on care for Wounded Warriors along with important updates on issues that concern all chaplains - whether active military, Veterans Affairs, or retired.

The Military Chaplains Association National Office is handling all registrations and payments. We recommend that you review the enclosed registration and travel information sheet before you complete the registration form and mail it to the Military Chaplains Association.

A. REGISTRATION INFORMATION

Name and Title _____

Address _____

City/State/ZIP _____

Phone (Work) _____ (Emergency) _____

Preferred Email _____

Command or Facility _____

Religious Denomination _____

Spouse or Other Guest Name _____

Registration Status - Please mark only one of the following. This is very important for our admin.

- 1) I am registering as a DVA chaplain only _____
- 2) I am registering as an MCA member only _____
- 3) I am registering as a DVA chaplain who is also a member of the MCA _____
- 4) I am registering but not as either a DVA chaplain or a member of the MCA _____

Please Note: Spouses are invited to attend all events without additional charge other than meals. Other personal or professional guests are welcome to attend our special meal events even if unable to attend other sessions. For participants who are only able to attend less than half of the total plenary sessions because of official duty requirements, a pro-rated registration fee is available. *Please contact the MCA Executive Director at (904) 422-1789 with that request.*

B. NAMETAG PREFERENCE. All registrants will receive a cloth neck lanyard with a pouch for their nametag insert. Names will be first and last with no initials or suffixes. Please indicate your first name preference below:

_____ First name as written on the top of this form.

_____ Nickname or a shortened form of your first name as follows _____

Please continue on the next page to complete your registration

DVA and MCA Registration Form – Page two

C. IMPORTANT PAYMENT DETAILS.

Government Checks are not permitted in payment for Special Meals. All meal expense is reimbursed through Per Diem. If registering on DVA orders, please request reimbursement of the \$125.00 registration fee from your VA medical center. This amount covers the cost of meeting rooms, conference materials, equipment rental, and speaker honorariums.

The MCA prefers one check for registration that covers all items. However we realize that some participants might be required to request a check in advance for the registration fee from their medical center or other agency. In that case the registrant must send a separate personal check for special meal events.

Make all checks payable to “Military Chaplains Association”

D. INSTITUTE REGISTRATION FEE. \$125.00 for DVA, MCA, and others who participate in the entire event.

DVA / MCA / Other registrants Number _____ at \$125.00 each \$ _____

SUB-TOTAL Registration Fee(s) \$ _____

E. SPECIAL MEAL RESERVATION. Please note that we must pay the hotel caterer five days in advance for meals. Once this payment is made, we are unable to provide refunds for meals that you reserved. For any special meal need, please indicate on the line below:

Wednesday, 4 May – Emerson Foundation Luncheon

DVA / MCA / Other Registrant Number of meals _____ at \$30.00 each \$ _____

Spouse / Meal Guest Number of meals _____ at \$30.00 each \$ _____

Thursday, 5 May – Annual Awards Banquet

DVA / MCA / Other Registrant Number of meals _____ at \$45.00 each \$ _____

Spouse / Meal Guest Number of meals _____ at \$45.00 each \$ _____

SUB-TOTAL Meal Reservation(s) \$ _____

F. GRAND TOTAL Item A [Registration Fee(s)] and Item B [Meals] Enclosed \$ _____

Please mail your total registration fee and meal payment by 10 April 2011

Send this form with your remittance to:

Military Chaplains Association, P.O. Box 7056, Arlington, VA 22207-7056

Signature

Date Sent to MCA

Thank you for your participation!

“Defining Excellence in Chaplaincy in the 21st Century”

The Department of Veterans Affairs Chaplain Leadership Convocation and Military Chaplains Association Annual Meeting & National Institute 2-6 May 2011

Important Registration & Travel Information

A. CONFERENCE LOCATION AND ACCOMMODATIONS.

The Crowne Plaza Marina Hotel, 700 Settlers Landing Road, Hampton, Virginia 23669
Hotel Phone: (757) 727-9700 or toll free at (866) 727-9990 Fax: (757) 723-6378
Hotel website: www.hamptonmarinahotel.com

Completion of the registration form does **NOT** reserve your room at the Crowne Plaza. If not already completed, make your reservations **NOW**. Please call the Passkey Reservation Center at 1-888-233-9527. The booking code for our joint room block is “VAM.”

The conference room rate is \$77.00 [double or single occupancy] plus all applicable taxes. This includes a very nice buffet breakfast. Parking is complimentary for hotel registered guests.

The U. S. Government Per Diem rate for this locality:

Lodging - \$77.00 per night [excluding state and local taxes of 13% subject to change]
Meals & Incidentals - \$46.00 per day, \$34.50 on travel days

Hotel Room Block Reservation Deadline is Sunday, 10 April 2011

B. RESERVATION GUARANTEE AND STANDARD CANCELLATION POLICY. To guarantee your reservation, a credit card is required. Your card may be charged at the time of reservation. Cancel at least 72 hours prior to check-in. Any reservation not cancelled within the 72 hours will be charged for the initial night's stay. Notify the hotel of early departure at least 24 hours in advance. Failure to notify will result in payment of one night and a \$50 departure fee.

On a space available basis, the hotel will honor our room rate for two days prior to the main event. Any days after will be difficult to obtain because of heavy booking in May.

Hotel room check-in begins at 4 PM of the day of arrival. The hotel will do everything possible to accommodate you prior to that time. Check-out is expected by 11 AM on your departure day. The Crowne Plaza anticipates heavy weekend arrival traffic on Friday due to university graduations and Mother's Day. On a very limited basis, the hotel might be able to authorize some late checkouts on Friday. If needed, please verify with the Front Desk well in advance.

C. POINTS OF CONTACT.

1. For registration verifications and MCA specific questions, contact Monsignor George Dobes, Conference Registrar, at mobile (703) 395-8416. For all other DVA specific questions, contact Laurie Shaw, National Chaplain Center Administrative Officer, at (757) 728-3180.
2. For event policy and programming questions, contact Chaplain Mike McCoy, Associate Director, National Chaplain Center, at mobile (757) 593-2261 or Chaplain Gary Pollitt, MCA Executive Director, at mobile (904) 422-1789.

D. AIR TRAVEL.

Hampton Roads is served by two airports. Use the most economical from your travel point of origin. Newport News/Williamsburg International Airport is about 15 miles north of the hotel. Norfolk International Airport is about 15 miles south of the hotel. The Newport News airport does not have shuttle service, but does have taxi service. The Norfolk Airport is serviced by Airport Connection Shuttle. Reserve a space by calling toll-free (866) 823-4626.

E. ARRIVALS AND MEETING TIMES.

1. The DVA Field Leadership Council should arrive on Sunday, 1 May 2011 unless commuting from the greater Hampton Roads area. Sessions will commence early Monday morning. The same is true for MCA National Executive Committee members.
2. All other attendees should plan to arrive by Monday, 2 May 2011. Registration begins on Monday at Noon and continues until 4 PM. The American Bible Society will conduct a briefing at 2 PM. Our Joint Welcome Reception will be held from 4 to 5:30 PM. Dinner at registrant discretion follows. Late registration will occur from 8:30 to 10 AM on Tuesday.
3. Buffet breakfasts will be served from 6:30 to 8 AM on Monday through Friday. Please obtain breakfast tickets from the Front Desk when you check into the hotel.
4. The first session on Tuesday, 3 May 2011 begins at 8 AM. A detailed schedule of conference events will be included in your registration packet.
5. The DVA portion of the conference officially ends with the Thursday evening Awards Banquet. MCA will conduct two important abbreviated sessions on Friday, 6 May 2011 that conclude by 10:30 AM. All DVA participants are welcome to attend.

F. DRESS CODE.

1. Daytime Sessions – Business Casual, Clericals, or Military Uniform of the Day.
2. Wednesday Emerson Luncheon – Request that platform participants wear Business, Clericals, or Military Service Dress. All others are welcome to attend with normal daily wear. Request that Emerson Foundation members wear their medallions for this event.
3. Thursday Noon Wreath laying at the Hampton National Cemetery. Request that leaders wear Business, Clericals, or Military Service Dress. All others welcome in normal daily wear.
4. Thursday Evening Banquet – Business, Clericals, Military Service Dress.
5. The Hampton Roads area is subject to major weather shifts in early May. We recommend that you bring a coat, jacket, or sweater and also an umbrella.

PLEASE HELP! Please advise MCA with an email to chaplains@mca-usa.org promptly after you surface mail your registration form. This will help us with tracking. Please note that no one will be available in the MCA National Office to process registrations after Wednesday, 27 April.

Thank you for attention to the details above!