

## **“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](http://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](mailto: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!***