

Greetings ~

You are receiving this communication because you are a representative, chairperson or president of a conference agency or an agency affiliated with the Florida United Methodist Conference. As such, you may have a business report or non-business item to submit for inclusion in the Annual Conference Workbook, Workbook Supplement, or Welcome Packet. If you no longer hold this responsibility, please forward this communication to the person who succeeded you and notify me of the change by reply e-mail.

The Florida Annual Conference Event will be held in Lakeland, Fla., at the Lakeland Center, 701 West Lime Street, Lakeland, FL 33815-4534. The event dates are May 29-31, 2008, with pre-conference activities scheduled for May 28.

Below is a quick reference of the options available for submitting your business report or non-business item and their respective deadlines. Following that is a detailed description of how to format and submit your business report, an outline of what it will cost to submit a business report or non-business item, plus other important information. If you have further questions, you can e-mail your question(s) to ACQuestions@flumc.org.

OPTIONS AND DEADLINES

WORKBOOK – DEADLINE, Friday, March 14. For official annual conference business only, the Workbook is distributed to the clergy and lay members prior to annual conference. Printing costs come out of the annual conference budget.

WORKBOOK SUPPLEMENT – DEADLINE, Thursday May 1 - For official annual conference business and non-business items (pre-approval required on all non-business items), the Workbook Supplement is given to clergy and lay members on-site at registration. Printing costs are charged to the submitting party.

WELCOME PACKET (Loose Items) – DEADLINE, Monday, May 12. For official annual conference business and non-business items (pre-approval required on all non-business items), the Welcome Packet is given to lay and clergy members on-site at registration. Printing costs and insertion fee are the responsibility of the submitting party.

MANDATORY FORMAT FOR BUSINESS REPORTS

IMPORTANT: It is assumed that business reports submitted for inclusion in the Workbook and Workbook Supplement have been proofed and edited by the submitting party for content and errors, including spelling, grammar, and all math. Your report will be printed as submitted.

All reports must be submitted in electronic format. Text reports should be done in Microsoft Word and should be concise and to-the-point. Please avoid unnecessary comments and statements that do not pertain to the business at hand. The longer your report, the longer the Workbook becomes. Each page of the Workbook costs \$75 to print. Fewer words means more dollars saved.

Budgets and charts should be done in Microsoft Excel so that columns and rows of numbers transfer correctly. If budgets or columns of numbers are done in Microsoft Word, a decimal tab or right tab should be used when formatting the document so that columns and rows of numbers line up correctly.

Margins and Fonts: Use one-inch margins top, bottom, left and right, with a Times New Roman 12-point font. Avoid using **bold** or *italics* whenever possible as this creates formatting problems when integrating into one main document (the Workbook).

Informational Reports: We request that informational reports (reports that do not require action of the annual conference) be limited to no more than 750 words. Informational reports are subject to editing by the Conference Secretary and may or may not be included in the Conference Journal.

How to Submit Your Report: Submit as an e-mail attachment to DHerchig@flumc.org with a hard copy mailed to: Florida United Methodist Conference, ATTN: Data Management, 1140 E. McDonald St., Lakeland, FL 33801; or burn to a CD-ROM and mail with hard copy to the address above. Please - no floppy disks.

COSTS & ADDITIONAL INFORMATION

WORKBOOK - Printing costs for reports in the Workbook (deadline March 14) are covered by the annual conference budget. **The Workbook is for official annual conference business only.**

WORKBOOK SUPPLEMENT - Printing costs for reports and non-business items in the Workbook Supplement (deadline May 1) are billed to the submitting party. For plain text, black ink, camera-ready pages, the cost is \$140 per page.

For items with additional printing needs, the cost will be determined by the conference printer, based on the actual print job.

PRE-APPROVAL IS REQUIRED to print your non-business item(s) in the Workbook Supplement. To request approval for a non-business item, you can do one of the following:

- 1) E-mail an electronic version of the item to ACQuestions@flumc.org;
- 2) Fax a copy of the item to 863-688-7233, ATTN: ERIK ALSGAARD;
- 3) Mail a copy of the item to Florida United Methodist Conference, ATTN: ERIK ALSGAARD, 1140 East McDonald St., Lakeland, FL 33801.
- 4) For more information, e-mail your question(s) to ACQuestions@flumc.org.

WELCOME PACKET (loose items) – Printing costs for reports, non-business items, brochures and flyers inserted in the Welcome Packet (deadline May 12) are the responsibility of the submitting party. There is a \$150 insertion fee, per item, that will be charged to the submitting party. This fee applies to both business reports and non-business items. It is to your advantage to include your item in the Workbook Supplement, if at all possible.

PRE-APPROVAL IS REQUIRED to insert your non-business item in the Welcome Packet. To request approval for a non-business item to be included, you can do one of the following:

- 1) E-mail an electronic version of the item to ACQuestions@flumc.org;
- 2) Fax a copy of the item to 863-688-7233, ATTN: ERIK ALSGAARD;
- 3) Mail a copy of the item to Florida United Methodist Conference, ATTN: ERIK ALSGAARD, 1140 East McDonald St., Lakeland, FL 33801.

Once approved, your items should be in the conference office (quantities of 2,200) no later than Monday, May 12, to be included in the Welcome Packet. They should be clearly marked and shipped or labeled as follows: Florida United Methodist Welcome Packet, 1140 East McDonald St., Lakeland, FL 33801. For more information or questions, please email ACQuestions@flumc.org.

Thank you in advance for your assistance in getting reports to us in a timely manner and the appropriate format. For more information about all annual conference matters, please visit the Conference Web site often (<http://www.flumc.org>). Information will be posted as it becomes available.

Questions about submitting a report or general questions about the Annual Conference Event can be e-mailed to ACQuestions@flumc.org.