



# Bethune-Cookman University

Sustaining a Legacy of Faith, Scholarship and Service

**DEADLINE: MAY 1, 2009**

March 10, 2009

Dear 2009 Florida Annual Conference Participant,

The 2009 Florida Annual Conference Event of The United Methodist Church will convene on Thursday, June 11, in Daytona Beach, Florida, with pre-conference activities and registration beginning on Wednesday, June 10. The Bethune-Cookman University Annual Conference Housing Team is eager to serve you and will coordinate campus housing for this year's event. Please know that there are a limited number of rooms available on campus so reservations will be filled on a first-come, first-serve basis. **The deadline for submitting room reservations and purchasing meal plans is May 1.** To make your stay at Bethune-Cookman University as comfortable as possible, please read this letter carefully and follow the procedures.

**IMPORTANT:** The B-CU Annual Conference Housing Team coordinates only campus housing and campus meals. All other information or materials should be obtained from the Florida United Methodist Conference Center at (863) 688-5563 or (800) 282-8011, or emailing [ACQuestions@flumc.org](mailto:ACQuestions@flumc.org). Information about the conference event, including campus housing and meal plans, can also be found on the conference Web site at [www.flumc.org](http://www.flumc.org) under the link 2009 ANNUAL CONFERENCE EVENT.

Enclosed with this letter is your Reservation Card\* for campus housing and meals. This card must be returned with full payment in order for a room assignment and meal ticket reservation to be made. Rooms will be assigned in the order that the Reservation Cards are received at the B-CU Conference Housing Office. Reservations will not be accepted over the telephone. Meal tickets and information regarding check-in at your dormitory will be issued at the time of registration.

**Hours of registration:** 2 p.m. to 7 p.m. on Wednesday, June 10, 2009; and 8 a.m. to 5 p.m. on Thursday, June 11. Late registration will be at Guest Services in the Lobby of the Performing Arts Center. **Residence halls will close at 3 p.m. on Saturday, June 13.**

**LODGING** - The room fee for housing is \$85 per person (checks payable to Bethune-Cookman University). There are a very limited number of rooms available to accommodate physical disabilities, especially wheelchair accessibility. These rooms will be assigned on a first-come, first-serve basis. Please note the "physical disability" section on your Reservation Card and describe on an additional sheet of paper any limiting conditions you may have. It is important to remember that there is one elevator and steps leading to most of the available rooms.

Complimentary housing is available for retired ministers of the Florida Conference receiving pension and for pastors applying for probationary membership. Please clearly mark the Reservation Card to ensure that you receive this benefit if it applies to you. **(Meal tickets are not complimentary and may be purchased if desired.)** If you find after making the reservation you are unable to attend, please call the B-CU Conference Housing Team Office to cancel (386-481-2402.) Otherwise, the Florida Conference will be billed for your room.

\*The Housing and Meals Reservation Card can be found on the front page of this mailing.

Arrangements for all housing are in the Living Learning Center Residence Hall. If your spouse is attending, please include his/her name with yours on the top line of the Reservation Card. Rooms are double occupancy, suite style; two rooms share the bathroom. If you do not list a roommate, one will be assigned to you. To request a specific roommate, **both parties must indicate each other** on the Reservation Card.

B-CU on-campus housing for children is not possible. Residence halls are not equipped for their safety. All rooms are non-smoking areas. Pets are not permitted on campus.

**YOU WILL NEED TO SUPPLY YOUR OWN TOWELS, PILLOWS, SHEETS AND BLANKETS. MATTRESSES MEASURE TWIN-REGULAR LENGTH.** Bath soap and toilet tissue will be provided.

**MEAL PLAN – You are invited to purchase a meal plan whether you reside on or off campus.** Meals will be served in the B-CU cafeteria beginning with breakfast on Thursday, June 11, and ending with breakfast on Saturday, June 13. Meal Plans and rates are as follows (checks payable to Bethune-Cookman University):

- **Meal Plan #1:** Three meals per day (B, L, D), June 11 and 12, and breakfast on June 13. Cost: **\$35**
- **Meal Plan #2:** Two meals per day (L, D), June 11 and 12 (no Saturday breakfast). Cost: **\$23.**

There will be Heart Healthy food selections in the cafeteria. And, there will be several lunch options available near the hub of Conference activities on campus. There are several restaurants in the vicinity of campus.

Campus meal tickets are nontransferable, one meal per meal period. Sorry, no exceptions. Payment in full must be returned with the reservation card. These rates include applicable tax. All breakfast, lunch, and dinner meals are served in the cafeteria.

A confirmation letter will be sent promptly to you upon receiving your Reservation Card and full payment. **RESERVATION DEADLINE: May 1, 2009.**

Bethune-Cookman University is glad to serve the Florida Annual Conference by coordinating and making these services available to you. If you have any questions, please call the B-CU Conference Housing Team Office (386) 481-2402 and speak with me, Cynthia Hawkins, or email me at [hawkinsc@cookman.edu](mailto:hawkinsc@cookman.edu).

Sincerely,

Cynthia G. Hawkins, Captain  
B-CU Conference Housing Team  
[hawkinsc@cookman.edu](mailto:hawkinsc@cookman.edu)  
(386) 481-2402

The housing and meals Reservation Card can be found on the front page of this mailing. Bring your own linens (towels, sheets, pillows and blankets). Mattresses measure TWIN REGULAR.

**Registration Times:**

Wed., June 10: 2 pm – 7 pm

Thurs., June 11: 8 am – 5 pm

**Office Hours:**

Wednesday through Friday: 8 am – 5 pm

Late Registration at Guest Services.