

# AC 2019 WORKBOOK AND WELCOME PACKET INSTRUCTIONS

SEND ALL WORKBOOK AND WELCOME PACKET INFORMATION TO:

[ACWorkbook@flumc.org](mailto:ACWorkbook@flumc.org)

## WORKBOOK DEADLINE: MARCH 21, 2019

**You are receiving this email because you are responsible for a report that will be included in the Annual Conference workbook.**

**See the attached spreadsheet for your assignment.**

The Florida Annual Conference event will be held at Florida Southern College's Branscomb Auditorium, 1085 Johnson Ave., Lakeland, June 5-8, 2019. Our theme this year is "On Mission Together."

If you are a staff person, it is your responsibility to contact the chairperson(s) of the agencies you work with and ask them to submit their report to you. If you represent an agency, you may have a business report or promotional item (non-business item) for inclusion in the Annual Conference Workbook or Welcome Packet.

Make sure the Workbook report is formatted correctly and that it is proofed for errors, grammar, spelling, etc., before submitting the report to [ACWorkbook@flumc.org](mailto:ACWorkbook@flumc.org), by Thursday, **March 21, 2019**. The conference WILL NOT edit or proofread Workbook reports, so proofread your report carefully.

**If your report must be reviewed by your supervisor, you must deliver it to them NO LATER THAN MARCH 10, 2019**

### 2019 WORKBOOK AND WELCOME PACKET DEADLINE INFORMATION

All items must be submitted by the appropriate deadlines. The Conference Workbook will contain all official conference business and approved non-business items.

If you have questions about the report, you may e-mail your question(s) to [ACWorkbook@flumc.org](mailto:ACWorkbook@flumc.org).

#### WORKBOOK

- Deadline for official Annual Conference reports is **Thursday, March 21**, and the cost is covered in the Annual Conference budget.
- Deadline for submitting non-business items for approval is Friday, March 1. Non-business items are limited to one page at the cost to the submitting party of \$250. Items must be camera-ready and in black and white only. Once your item has been approved, please send your check to Florida Annual Conference, attention: Workbook, Non-business item, 450 Martin Luther King, Jr. Avenue, Lakeland, FL 33815-1522.

## HOW TO SUBMIT YOUR WORKBOOK REPORT

Submit your report as e-mail attachments, both as a MS Word document and a PDF document and send to: [ACWorkbook@flumc.org](mailto:ACWorkbook@flumc.org). On the subject line put "Workbook Business" or "Workbook Non-business." It is assumed that all material submitted for inclusion in the Workbook or Welcome Packet **has been proofed and edited by you for content and errors, including spelling, grammar and all math. Your report will be printed as submitted.**

**The conference will not edit or proofread your report.**

## MANDATORY FORMAT FOR ALL REPORTS

Questions regarding submitting a report should be emailed to [ACWorkbook@flumc.org](mailto:ACWorkbook@flumc.org). Text reports should be in Microsoft Word and should be concise and to-the-point. Budgets and charts should be in Microsoft Excel so that columns and rows of numbers transfer correctly. If budgets or columns of numbers are 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 an Arial 12-point font, limiting the use of bold or italics whenever possible, as this creates formatting problems when compiling the Workbook.

Informational Reports: We request that informational reports not requiring the action of the Annual Conference be limited to no more than 750 words. Informational reports are subject to editing later by the Conference Secretary and may or may not be included in the Conference Journal.

## WELCOME PACKET DEADLINE IS MAY 10

**All Welcome Packet items must be in digital format only** and will be posted on the AC 2019 webpage. There will be no printed welcome packet items distributed on site for AC 2019.

Welcome Packet items contain official Annual Conference business, as well as non-business items.

- Deadline for approval of items to be posted is Friday, May 10.

Pre-approval is required to post your item. To request approval for a non-business item to be included, e-mail an electronic version of the item to [ACWorkbook@flumc.org](mailto:ACWorkbook@flumc.org) with "Welcome Packet" in the subject line.

There will be no fees for posting the electronic version on the AC website.

### **DATES TO REMEMBER:**

#### **Deadline for submissions to the Workbook:**

- Business items by Thursday, March 21.
- Submit non-business items for approval by Friday, March 1.

#### **Deadline for submissions for the Welcome Packet:**

- Submit items for approval by Friday, May 10.

Thank you in advance for your cooperation. For more information about all Annual Conference matters, please visit the conference website at [www.flumc.org](http://www.flumc.org) often. Information will be posted as it becomes available.

General questions about the Annual Conference event may be e-mailed to [ACQuestions@flumc.org](mailto:ACQuestions@flumc.org).