

United Methodist Seminars on National and International Affairs

To confirm your seminar dates and begin the planning process, this form and a \$100 deposit is required. The deposit is deducted from the cost of the seminar.

Saturday, Sunday and evening sessions are discouraged due to lack of availability of many resource persons. Programming during these times is scheduled by special arrangement only. **Please write clearly and fill out both pages.**

Date requested¹ NY _____ D.C. _____

Alternate Dates NY _____ D.C. _____

Name of Group: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Please indicate which phone number and e-mail address below are your primary/preferred contacts.

Phone: (O) _____ (Cell) _____

E-mail: (O) _____ (H) _____

Sponsoring Body: _____ Topic: _____

How is your group connected to Church and Society or Global Ministries initiatives in your area?

United Methodist Church: _____ Local Church _____ District _____ Conference

_____ National Agency _____ College/ University _____ Jurisdiction

Other: _____ Ecumenical Specify: _____

1: Please note: You are not required to have a two-city seminar. If you wish to go to only one city, disregard the information for the other city leaving those fields blank.

Expected number of participants: (20 minimum)² _____

Participant age group: Adult College or University Youth (9th-12th grade) Other: _____

Lodging/Hotel - NY: _____

Lodging/Hotel - D.C. _____

Phone - NY: _____

Phone - D.C. _____

Time of arrival
(Date and hour) _____

Time of arrival
(Date and hour) _____

Mode of Transportation: _____

Mode of Transportation: _____

NY: _____

D.C. _____

Are you planning:

To use the Chapel in NY

To use the Chapel in DC

A United Nations Tour (NY only)
Fees to be paid at the time of tour

A House/Senate Gallery or
Congressional Visit (D.C. only)

NOTE for DC VISITS:

Group leaders are responsible for making initial requests for congressional passes and visits directly with their representatives or senators. Please consult seminar staff for date/time that best fits your program. Group leaders are also responsible for initial contact with all museum and other non-program related visits.

FEES and DEPOSITS

The cost of the seminar is \$12.00 per person per day in New York. Please contact the GBCS for fees in D.C. The \$100.00 deposit is forfeited if the seminar group cancels. Full payment for the seminar is due at the conclusion of each city's seminar.

If you are planning a two-city seminar, send deposit, correspondence and forms to the city you will visit FIRST.

For NY Seminars, please make checks payable to:

For D.C. Seminars, please make checks payable to:

United Methodist Women
777 UN Plaza, 8th Floor
New York, NY 10017
Phone: (212) 682-3633 Fax: (212) 682-5354

General Board of Church and Society
100 Maryland Avenue, NE
Washington, D.C. 20002
Phone: (202) 488-5609 Fax: (202) 488-1617

2: Under special circumstances we will work with groups of fewer than 20 participants. Please confer with a seminar designer if you wish to arrange this. For groups that can afford to pay for 20, we ask that you do so.

