

## Annual Conference Program Committee Guidelines for presenting information at Annual Conference 2009

Information to be distributed at Annual Conference session falls into two categories:

1. Information which requires action by the Annual Conference
2. Information which is presented to the Annual Conference without requiring action

1. For information which requires action by Annual Conference (this includes resolutions from individuals, churches, or boards and agencies), there are three options:

- Inclusion in Pre-Conference Workbook *With this option, there is no additional expense to the individual or group presenting the material*  
Submit by March 17<sup>th</sup> to the Annual Conference Secretary  
Send E-mail attachment to WVumcConfSec@aol.com or  
Mail to Conference Secretary, PO Box 2313, Charleston, WV 25328
- Inclusion in Materials Distributed at Annual Conference *Expense of preparation is the responsibility of the individual or group presenting the material*  
Request number from Annual Conference Secretary. Number MUST BE in the upper right hand corner of the paper. Submission is to be on WHITE paper, 8 ½ X 11 and three-hole punched.\*\*\* Send 1200 copies before June 2 to\*\*\*-

Local Conference Office  
Wesley Chapel  
West Virginia Wesleyan College  
Buckhannon, WV 26201-2994

- Passed out on floor of Annual Conference (preferably this option is reserved for material which cannot be prepared in advance). *Expense is the responsibility of the individual or group presenting the material.*  
Request document number from Annual Conference Secretary. Number MUST BE in the upper right hand corner of the paper. Bring 1200 copies on white, 3-hole punched paper for distribution at Annual Conference.

2. For Materials which are for information purposes (this includes flyers or announcements of events, workshops, programs, etc.):

These materials will be included in the Conference material to be distributed to all members of Conference. Request a number from the Conference Secretary. This number MUST BE in the upper right hand corner of the paper. Submission is to be on COLORED paper (any color but white). Paper must be 8 ½ X 11 and three-hole punched. Limit of one page (front and back). \*\*\*Send 1200 copies by June 2\*\*\* to Local Conference Office (see address above).

ANY MATERIALS WHICH DO NOT FIT THE SIZE AND FORM REQUIREMENTS LISTED ABOVE WILL NOT BE INCLUDED IN THE DISTRIBUTION. A table will be available for brochures.

REMEMBER:

- Every paper distributed must have a number from the Annual Conference Secretary (phone 1-800-788-3746, ext. 23). Also, specify who will be paying for the printing costs.
- Check size and color requirements of paper and use 3-hole punched paper!

**\*\*\*Please note that copies can be made at the Conference Center. Copies are \$.04 per copy, the machine will hole-punch the paper and copies can be sent directly from the Conference Center to WVWC. This is an efficient use of the conference's resources. Please contact Chris Ridgway or Pam Cochran in the Conference Center Office by the first week of May for details and scheduling.**