

POINTS TO REMEMBER FOR DIOCESAN CATECHETICAL CONFERENCE

***** NEW *****

Starting this year, registration forms need to be filled out completely, with participant's full name, home address and home phone number. The reason for this change is that registration will now be conducted using an event module in IMIS. In order to streamline registration, (since there may be two persons with the same name), we need to know a registrant's address and home phone to insure that we have the correct person. Thanks in advance-

1. Name badges are arranged **alphabetically**.
2. Both sessions are found on name tags. *For catechist certification purposes, please retain your name badge as proof of attendance.*
3. Advance registration for workshops is required.
4. Registration for workshops is done on a first come, first serve basis.
5. **Always give four choices**, or choices will be made for you.
6. **Please do not call with choices**. Before the deadline, they may be mailed, e-mailed or faxed. After the deadline, please e-mail or fax only.
7. Please remember, that cancellations after the deadline will mean that your parish **will still be charged**. If you need to cancel, please notify the Office of Catechetics before the deadline approaches.
8. **Please do not send in payment** unless you are attending on your own & not with a parish or school. ***In this case, please refer to the FYI below.***
9. Even if you cancel after deadline, parish or participant will still be charged.

FYI

The Diocese now requires checks for any event to be sent to a lockbox which is located in Merrifield, VA. If you are registering and do not teach at one of the parishes or Diocesan Schools, please send your check to the following address:

**Diocese of Arlington
PO Box 1960
Merrifield, VA 22116-1960**

*******Please note that all other catechists and teachers will have their parish pick up the cost for the event.**

**PLEASE GIVE THIS INFORMATION TO
YOUR CATECHISTS.**