

September 26, 2019

## **Converge PacWest Women's Conference Information Letter**

Greetings!

Thank you for registering for the Converge PacWest Annual Monterey Women's Conference at the Hyatt Regency Hotel, January 24 - 26, 2020. We hope that the following information will help answer some of the questions you might have in preparing for the conference:

- **Hotel check-in is 4:00 pm** on Friday, January 24th, at the Hyatt's main registration desk. Early arrivals may be able to check in after 2:00 PM and will have access to rooms as they become available. **Check-out time is 12 noon** on Sunday, January 26th.
- **Conference Registration & Welcome Reception** will begin at 3:00 pm in the **Regency Grand Ballroom Lobby**. Program Booklets and nametags will be provided at the Converge PacWest registration table.

Menu selection tickets will be inserted into your nametag holder. Please remove and place it by your plate at the Saturday evening dinner.

- **Friday night:** Doors will open at 6:30 pm in the Regency Grand Ballroom and there will be open seating. The program will begin at 7 pm. (**NOTE:** Friday evening dinner is on your own. The Tusca Ristorante at the hotel is open for dinner at 5:30 pm; the Fireside Lounge & Knuckles Sports Bar are also available).
- **Meals:** Saturday and Sunday breakfast buffets are provided. Saturday lunch is on your own during free time. Saturday evening the doors will open at 6:00 pm and dinner will begin at 6:30 pm.
  - Please note:** Our hotel contract prohibits all participants from bringing any food and/or beverage (except bottles of water) into the Regency Grand Ballroom or any conference room used for seminars. Please keep this in mind when planning your church group fellowship times.
  - Additionally:** Our contract is not set up for 'to-go' food and all meals are to be eaten in the Ballroom. Our contract also does not allow for food substitutions.
- **Offerings:** There will be two offerings taken during the weekend. Saturday evening offering for Converge PacWest Women's Ministries and Sunday morning offering for Missions.

- **Evaluations:** Your feedback is important to us. Seminar Session evaluations and an Overall Conference Evaluation sheet will be provided in your Program Booklet. Please take the time to share your comments and/or suggestions with us.
- **How you can be reached:** The Hyatt's phone number is (831) 372-1234. Individuals calling should identify the Converge PacWest Women's Conference to help the hotel personnel locate you. In consideration of all in attendance, please turn your cell phones off during the general session and seminar sessions.
- **Things to bring:** The weekend lends itself to casual attire, and we suggest that you bring a sweater or light jacket since the temperature in the conference Ballroom and Breakout rooms can be on the cooler side at times.

We thank our Lord for each one of you; and we pray that our upcoming conference will be a refreshing time, a time to worship and grow in grace and faith, a time for fellowship and fun. We look forward to seeing you in Monterey!

**Your Converge PacWest Women's Conference Planning Team**

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