

Heart of America LTC
Kansas City, Missouri
HOA LTC 2009 Registration Details
April 2-3, 2010

***THIS INFORMATION SHEET IS INTENDED ONLY FOR CHURCH COORDINATORS.
YOU MAY COPY ANY INFORMATION AND DISTRIBUTE IT TO YOUR ATTENDEES.***

- **Hotel Driving Directions**

- The hotel address is listed on the website. You can find directions using MapQuest.com or your favorite direction generating software.
- There is ongoing construction in downtown KC. Bring a map of downtown KC with you in case of unexpected street closures.

- **Parking (see website for more details)**

- There is a parking garage located south of the Hyatt hotel. The parking is associated with the Crown Center. You can enter the parking from the end of McGee Street. This is the recommended place to park. There will be no charges if you leave after business hours on Friday or anytime Saturday.
- Large church vans that won't fit in the parking garage and charter busses will be able to park at 27th and Warwick for FREE. Sorry this might be a short walk back to the hotel, but you get what you pay for [and what the hotel will let us].

- **LTC Central**

- LTC Central will be at the East Lobby Alcove to the right of the hotel registration desk.
- LTC Central will be staffed from noon to 9:00 p.m. Friday and from 7:00 a.m. until 6:00 p.m. Saturday, except for the Opening and Closing ceremonies.

- **Registration**

- Registration will take place near LTC Central .
- Registration will begin at **2:00 PM Friday** and all items for pickup will be available together. We will be using the similar check-in procedure as last year.
- As you enter the registration area, find your church number. Count your shirts, plaques and pre-convention results (if present).
- Validate your volunteers before you leave the registration area. If changes are necessary, please find the Volunteer Coordinator (Rick Karsten) at LTC Central before you leave.
- Be sure to pay for your account balance at LTC Central when exiting.
- The schedule of events and judges will be posted to the website and Registration Portal by March 22. These are tentative until the convention so please recheck once you arrive. We will have correction sheets printed for you to distribute to your groups.

- **Hotel Info - Check In/Check Out**

- Hotel check-in will available be at the hotel front desk beginning at **3:00 PM Friday**. Anyone arriving Thursday will also check in at the hotel. The church coordinator will be able to check in for the entire congregation this year, if desired. In addition, any adults in the rooms can check-in with the hotel upon arrival.
- You will need to provide a credit card to the hotel front desk in order to charge incidentals (i.e. phone calls, movies, etc...) to your room.
- Hotel check-out is 12:00 PM on Saturday.
- Any on-site hotel changes **MUST** be made through LTC Central. We can continue to offer the reduced convention rate to anyone wanting to stay an extra night; they just need to pay at LTC Central.

- **Congregation Tables**

- The Pershing Hall will be a room full of ROUND tables with chairs available for congregations to use for the weekend. This room makes an excellent gathering place for individual congregations as well as a perfect place to meet people from other congregations. The tables shall be divided proportionally among the congregations based on registration numbers. This should allow all congregations the opportunity to use this room together.

- We will help to assign the tables so that everyone gets a table. DO NOT TAKE A TABLE UNLESS YOU HAVE A PLACARD WITH YOUR CONGREGATION NAME (found at LTC Central).

Do not take any tables until you have first checked with LTC Central.

NEW FOR THIS YEAR!!

Please send your food plans to Rick Karsten (rickkarsten@hoaltc.org) so he can plan with the hotel to accommodate your group.

● **Display Events**

- The display events will be on display in several areas of the Hyatt hotel. Artwork may be submitted beginning at 3:00 PM Friday and must be submitted by 7:00 PM.
- All artwork MUST be picked up between 2:00 and 5:00 PM on Saturday.

● **Judges & Ambassadors**

- Please remember EVERY judge and ambassadors (except Display Events) must attend one of the training sessions either Friday night or early Saturday morning in order to qualify to judge or assist with an event. Exact times and meeting rooms have been posted to the website.
- Bible reading judges and ambassadors must attend one of the first training sessions before 7 PM Friday.
- Each Judge and Ambassador should be given a copy of their respective instruction sheet, and Judges should be given copies of their event Rules and Rubrics well before the convention. See the Judges link on the website.

● **Friday night activities**

- The Friday night activities have been divided into 2 sessions.
- The first session is the Kickoff Celebration that will begin at 6:00 PM in the New York/Atlanta Ballrooms. This session will kickoff the convention and present the scholarships to the recipients. Please be sure to attend especially if you submitted a scholarship packet.
- All those participating in Bible Bowl, Bible Quiz and Bible Reading should bring all of their materials / supplies with them to the Kickoff Celebration since they will not have time to return to their rooms before their events start.
- At the end of the Kickoff Celebration, we will need everyone to remain seated. We will end so that we have time to get everyone to their designated locations for their events as soon as possible. We are working on an efficient system, but will need your cooperation to listen and follow directions.
- Bible Quiz will be at the Westin Crown Center. These teams will be dismissed first from the Kickoff Celebration and led to the Liberty Room on the Ballroom Level.
- The second session will beginning at approximately 9:00 PM or after the Bible Bowl, Bible Quiz and Bible Reading completion. It will be over at 11:00 PM.
 - Our Friday Night Entertainment will include the York College Traveling Theater Troupe performing their spring production of the comedy "In One Basket". This will take place in the New York/Atlanta Ballroom.
 - The Adult Meet & Greet will be in foyer area around the Coffee Express (second floor) and into The Terrace, if necessary. Coffee Express will remain open until 10 PM. You will be able to meet the board members, other church coordinators, event coordinators and other LTC adults.

● **Curfew**

- **Curfew is 11:00 PM for everyone. All LTC attendees must be in their rooms at this time. Security will be monitoring the hallways for your safety.**

● **Bible Bowl**

- Seating has been pre-assigned and published to the website (<http://www.hoaltc.org/conventiondetails.html>). Look at the process for check-in to the event and if you have any questions, please email the event coordinator @ bible.bowl@hoaltc.org.
- For each group (4 or less) of participants, a scorer **MUST** be provided by the congregation. A group should not be allowed to participate if this requirement is not met.

- **Team Sheets for Team Events**
 - Remember that all teams **MUST** have a team sheet printed from the Registration Portal presented to the Ambassador who will meet the team in the team staging area before the team is allowed to compete.
- **Schedule Details**
 - We will adhere to the posted scheduled time for team events so that all who would like to attend will be able to do so. We ask that you do not begin your team performances before the scheduled time even if the teams in front of you may be done. Event Coordinators and ambassadors are responsible for helping to keep events running on the posted times.
 - The Bible Reading and Song Leading events are set up in groups to try to minimize disruptions for the participants and to help us stay on schedule. If you are participating in one of these events, please make sure you arrive at 10 minutes before your group is to begin, and plan to stay for the entire group of individuals.
- **Saturday night closing celebration**
 - The Saturday night Closing Celebration will be held in the New York/Atlanta Ballrooms. We encourage all congregations to plan to attend this wonderful wrap up to a great weekend. It will begin at approximately 5:30 p.m. (after the final events) and wrap up by 6:30 p.m. allowing everyone to get on the road as soon as possible. While it may be tempting to leave early and not stay for this, we encourage you to include this as the final part of the convention.
 - There will be several events selected to perform at the closing event. Please plan to stay and hear these talented children glorify God as the spiritual climax to your weekend.
- **Special Consideration for Judging**
 - Church coordinators should have already submitted their special consideration forms for judging individual participants in specific events. If not, you can find this form on the website. Please submit this back to Andy ASAP.
- **Awards location and pick up**
 - Awards can be picked up at LTC Central on Saturday from 1 – 5 PM and immediately after the closing ceremony.
 - Awards will be available for events approximately 45 to 60 minutes after the event conclusion, depending on the event.
 - It is recommended that the church coordinator be the designated person to come and collect the awards. They should allow enough time to count the awards and check for errors before they leave.
 - We recommend that the church coordinator come prepared with a print out of all of the congregation's events. This is helpful in verifying any potential human errors that may have occurred during the award distribution process.
- **Conflict resolution**
 - If there is a conflict at the convention with an award, judge, etc, the problem or issue should first be brought to the attention of the **event coordinator** by the **church coordinator**. If the issue cannot be resolved with these individuals, then both the **event coordinator and church coordinator** need to find the **board member** in charge of that event. If the issue is still unresolved after this, the **board member** will then work with the board of directors to reach a consensus of a resolution of the issue.
- **Lost & Found**
 - We have a list of items that were lost at last year's convention. The items will be available at LTC Central.
 - Any items lost or found during this year's convention should also be brought to, or picked up from LTC Central.
- **Swimming & Gym**
 - The hotel has an indoor/outdoor pool that closes at 10:00 PM in the evenings. Anyone under 18 must be accompanied by an adult.
 - There is no gym access for those under 18 years of age.

- **Restaurants and Food**

- Since the hotel is located in downtown Kansas City near the Crown Center, there are very many restaurants that are open on the weekends in very close proximity. In addition, there are cash concessions located on the Mezzanine Level. The Hyatt is offering a 25% discount to all their concessions with an HOALTC badge or the Hyatt/HOALTC flyer (not including the items listed next). You can find the list of restaurants at: <http://crowncenter.hyatt.com/hyatt/hotels/entertainment/index.jsp>
- There will be 2 pizza specials:
 - At the Coffee Express, 1 slice of pizza and a bottled water or soda for only \$3.50.
 - At Spectators, a whole pizza and pitcher of soda for only \$15.00.
- Dipping Dots will be in the main level of the hotel (Pershing entryway).
- Room service is also available from 6:00 AM – 1:00 AM.

- **Elevator and Escalator Etiquette**

- Please remind all participants to use caution and be courteous of others when using the escalator. We don't want anyone to get hurt.
- Please remind all participants to be courteous of others when using the elevators.
- Please remind all attendees that the escalators are not to be "played" on. If we have trouble like last year, they will be turned off permanently causing an inconvenience for those that really need assistance.

- **Handicap Access**

- Handicap participants will be offered assistance in getting up the elevators by the hotel. Please dial 0 a few minutes in advance to arrange for assistance.

- **Medical Emergencies**

- In case of a medical emergency, dial 0 from any house phone.

- **Two Way Radios**

- Please do not use Channel 14-0 on any two way radios. That channel is being used by the board of directors to expedite our communication during the convention.

Thank you for being here! Have a great & blessed weekend!!!!