

CONVENTION ETIQUETTE GUIDELINES

All Church Coordinators are responsible for ensuring that these guidelines are reviewed with each member of their group and that each person fully understands what is expected.

1. It is expected that all convention participants will be on their best behavior. Remember that we are guests in the hotel.
2. Always be aware of your noise level in the hallways, foyers, and rooms.
3. Always walk in the corridors and other public places.
- 4. Do not run or play on the escalators.**
5. Allow others plenty of access to public facilities by properly using elevators and corridors.
6. Take special care to protect hotel and LTC property.
7. Stay on the hotel property unless accompanied by an adult sponsor.
8. Remember there is a general curfew for all convention participants at 11:00 p.m., both Friday and Saturday night. Heart of America LTC convention security staff will strictly enforce this. All Children must be in their rooms after curfew unless accompanied by their adult sponsor.
9. The name tag you receive at registration serves as your credentials for the convention. It must be worn at all times, even when you are not actively involved in an event.
10. It is recommended that participants locate the rooms in which they will participate at least 30 minutes prior to the starting time of each event.
11. Stay in the event room during an individual or group presentation. Each event area will have specific rules about entering and exiting the room.
12. Please respect elderly and handicapped persons regarding access to the elevators. The elevators are always crowded during the convention, so be patient and allow at least 20 minutes getting from your room to your event. If you are physically able to wait for an elevator, please let others that are less able go first.

REMEMBER THAT PEOPLE'S IMPRESSIONS OF CHRIST AND HIS CHURCH ARE DIRECTLY AFFECTED BY YOUR BEHAVIOR. CREATE A POSITIVE REFLECTION OF YOUR CONGREGATION, YOUR FAMILY, AND CHRIST BY MAINTAINING HIGH STANDARDS OF CONDUCT.

***THE CHURCH COORDINATOR SHOULD COPY THIS PAGE AND GIVE
A COPY TO EACH PERSON COMING TO THE CONVENTION***