



Christian Churches Together in the USA
Heads of Communion and Organizations
February 16-17, 2016
 Registration Form

1. **Please return this form with a registration check by Friday, January 22, 2016 to:**
Christian Churches Together, Attn: Valerie Ruess, PO Box 24188, Indianapolis, IN 46224-0188. If registering after the January 22nd deadline, please contact Val to check on availability.
2. **Make your hotel reservation NOW directly with the Hyatt Regency Crystal City, Arlington, Va.** See **Lodging Information** on Page 2 for instructions on how to make your hotel reservations.

If further information is needed, please contact: ValCCT@att.net or call 317-496-8656. Thank you!

Prefix: _____ Name: _____ Please check if first-time attendee

Job Title: _____ Church/Organization: _____

Address: _____ City, State, Zip: _____

Tel: _____ E-mail: _____

Registration Cost

All registrations must include payment of **\$90** per person (includes dinner Tuesday evening, breakfast and lunch on Wednesday). You are responsible for the cost of your own room at the **Hyatt Regency Crystal City, Arlington, Va.** (\$149/night plus tax). Please submit one form for each person attending from your denomination/organization. This form may be duplicated.

All fee payments are to be made payable to: *Christian Churches Together, Attn: Valerie Ruess, PO Box 24188, Indianapolis, IN 46224-0188.*

- Plan to arrive at the Ronald Reagan National Airport (DCA) before 12:00 p.m. EST on Feb. 16th. The meeting begins at 1:00 p.m. EST at the Hyatt Regency Crystal City in Arlington, Va.
- Plan to depart on Wed., Feb. 17th, after 3:00 p.m. The meeting will conclude by 1:00 p.m. on the 17th. (Note: If you are attending the Annual Convocation, plan to depart Friday, Feb. 19th, after 2:00 p.m.)
- Complimentary hotel shuttle service to/from Ronald Reagan National Airport (DCA).
- Please check your "Meal Preference": No Preference Vegetarian Vegan Other _____
- Please state any **special needs** to make your stay more comfortable: _____

Emergency Contact Name: _____ Phone: _____ Relationship: _____

*******Please submit one form for each person attending from your denomination/organization.*******



Christian Churches Together in the USA
Heads of Communion & Organizations, February 16-17, 2016
& Annual Convocation, February 17-19, 2016

Register online: <http://events.constantcontact.com/register/event?llr=z5pf7rkab&oeidk=a07ebt7udvcc5597b01>
or download the PDF registration forms and mail them along with a check for the registration fees.

Heads of Communion and Organizations Registration

Please complete page 1 of this registration form and mail it along with a registration check for **\$90/person** by **Friday, January 22, 2016** to: *Christian Churches Together*, Attn: Valerie Ruess, PO Box 24188, Indianapolis, IN 46224-0188. If further information is needed, please contact Val at: ValCCT@att.net or call 317-496-8656.

Annual Convocation Registration

Please complete page 1 of the Annual Convocation registration form and mail it along with a registration check for **\$355/person** by **Friday, January 22, 2016** to: *Christian Churches Together*, Attn: Valerie Ruess, PO Box 24188, Indianapolis, IN 46224-0188. If further information is needed, please contact Val at: ValCCT@att.net or call 317-496-8656. If registering after the January 22nd deadline, please contact Val to check on availability.

Travel Arrangements

Plan to arrive at the Ronald Reagan National Airport (DCA) before 12:00 p.m. EST on February 16th. The **Hyatt Regency Crystal City, Arlington, Va.**, is conveniently located just minutes from the Airport. Hotel Check-In is after 4:00 p.m. and Check-Out is by 11:00 a.m. Note: Steering Committee meets on Friday, Feb. 19th, 1:00–2:30 p.m. EST. Luggage can be held in a designated room near registration desk until the check-in time or until the meeting concludes. When you have completed your travel arrangements, **please email the following information to Val** (ValCCT@att.net) for scheduling purposes: **Airport arrival** (include airline, flight #, time of arrival) and **Airport departure** (include airline, flight #, time of departure).

Lodging Information

A block of rooms has been reserved at the **Hyatt Regency Crystal City, Arlington, Va.**, at the discounted rate of **\$149/night plus tax**. In order to get this rate, **you need to make your hotel reservations by January 22, 2016. Please do so NOW** by using this reservation link - <https://resweb.passkey.com/go/CCT2016> – or by calling Hyatt reservations at 888-421-1442 toll free or 402-592-6464 non toll free and referring to the group “**CC Annual Conference**” for a room from this block and to receive the discounted group rate of \$149/night plus tax. Cancellations must be received by 4:00 p.m. the day prior of arrival or one night room and tax will be assessed as a no show charge.

You may register for a single room or to share a room. Both single and shared rooms are **\$149/night plus tax**, if booked before January 22nd. Obviously, sharing a room reduces the cost per individual by 50%. **When registering to share a room, you must register both guests at the same time.** If you need help finding a roommate, please contact Val Ruess at ValCCT@att.net or call 317-496-8656.

Hyatt Regency Crystal City

2799 Jefferson Davis Hwy, Arlington, VA 22202; Phone: 703-418-1234; Fax: 703-418-1233
Website: <http://crystalcity.hyatt.com/en/hotel/home.html>

Transportation Information

<http://crystalcity.hyatt.com/en/hotel/our-hotel/transportation.html>

Courtesy Hyatt Airport Shuttle to Reagan National Airport

Shuttle departs the hotel every 20 minutes on the hour from 4:40 a.m. – 12:00 a.m. Shuttle picks up at A Terminal (2nd Curb by the marked Hotel Shuttle stop location) and B & C Terminal Arrivals, Door 5 and Door 9 (1st Curb by the marked Hotel Shuttle stop location).

Hotel Parking: Discounted Valet parking at \$20 per car, per day.

Driving Directions: <http://crystalcity.hyatt.com/en/hotel/our-hotel/map-and-directions.html?icamp=propMapDirections>