

Memorandum

September 16, 2009

To: Parish Directors and Coordinators of Religious Education

From: Rev. Paul F. deLadurantaye, S.T.D.
Diocesan Secretary for Religious Education

Re: 2009 Diocesan Catechetical Conference Registration Materials and Information

PLEASE GIVE A COPY OF THIS MEMO TO YOUR CATECHISTS

It is with distinct pleasure that I announce the speakers and workshop presentations for the 2009 Diocesan Catechetical Conference scheduled for Saturday, November 14, 2009 at the **Sheraton Reston**. **These materials may also be viewed on the Catechist Formation webpage on the Diocesan website under "Education".**

The conference will begin with Mass, celebrated by **Most Rev. Paul S. Loverde, D.D., S.T.L., J.C.L.** The keynote speaker for this year will also be given by *Bishop Loverde*. The hotel has ample **free** parking around the building. Also, carpooling is encouraged. Please enter on the lobby level and proceed to the registration desks to the right. We will have two or three tables set up with name badges arranged alphabetically by last name. **Please let your catechists know that their workshop selections will be on their name badge.** Lunch will be served in the Diamond Ballroom from 12:15 pm to 1:15 pm. The Diamond Ballroom will be towards the back of the lobby level. ***If the ballroom is full, catechists will be directed to go to the Syrah Restaurant*** which is upstairs. **Also, exhibitors will be in Rooms # 1 and #2 of the Lobby Level of the hotel this year (please refer to the layout map of the hotel).** There will be **coffee and tea setup** in the **Reception Foyer**, across from the Diamond Ballroom and also in the **Conference Foyer**, down from the lobby. For those of you, who are new to the catechetical ministry in Arlington, please note that this annual event is designed for parish volunteer catechists and directors and coordinators of religious education. Attendance at this conference gives catechists the opportunity to update their knowledge of the faith and classroom skills while earning clock hours towards catechist certification; and it provides an opportunity to examine catechetical materials exhibited by various publishers and vendors of religious education materials.

I ask that DRE'S point out to their catechists that advance registration for the conference workshops is required, as speakers and number of sessions for each presentation are based on demand and the availability of the speakers (not all speakers are available for both sessions). Also, please let them know that registration is done on a first come, first serve basis. They may not always get the workshop that they choose.

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While we make every attempt to assign participants the workshops of their choice, it sometimes happens that registrants choose workshops that occupy the same time period, or that a particular workshop is already full; for that reason we ask registrants to select 4 workshops, in order of preference, so that an alternate choice can be assigned when necessary. **Please note that the parishes will be billed for those catechists who register, but do not attend the day of the conference.**

Please be advised that registrations should be received before the deadline. Also, for accounting purposes, each parish or school will be billed directly by our Accounting department through monthly parish billing, at a cost of \$ 40.00 per person registered. (Please see the attached memo concerning parish billing). Please tell your bookkeeper to wait until they receive the monthly parish statement before making payment. PLEASE DO NOT SEND IN PAYMENT WHEN REGISTERING. We do not accept checks or cash at this location any longer. Payments need to be sent to a lockbox for those registrants who are not covered by a parish or school. (Please see Points to Remember, which is included in this mailing, to obtain the new address to send money. **Please give a copy of this information to all of your catechists.**

Enclosed you will find the following:

- **Detailed descriptions of the conference workshops with speaker bios**
- **Registration information, to include costs and the schedule for the day**
- **A sheet of registration forms which may be xeroxed to accommodate your needs**
- **Directions to the Sheraton Reston**
- **Layout map of the hotel**

I hope this information is helpful to you, and want to remind you that **(1) we do not do onsite registration and again (2) advance registration and selection of workshops is required, to facilitate scheduling and assignment of workshops, preparation of program materials and badges, and to provide an accurate count for seating and for the number of lunches to the hotel catering staff.** I emphasize this because every year some people arrive thinking that they are registered for whom we have never received registration forms and workshop selections. It is disappointing and embarrassing for them, and while we do our best to accommodate them, it is an avoidable situation. All of us on staff appreciate your consideration and cooperation in this matter, as we want to do our best to make this an enriching and enjoyable experience for all who participate.

We look forward to seeing and welcoming you and your catechists at the conference on November 14. In the meantime, if you have any questions or concerns, please call Karen Buentello, my secretary for the Office of Catechetics or me at 703-841-2554. **PLEASE GIVE YOUR CATECHISTS A COPY OF THIS MEMO, AS WELL AS A COPY OF THE WORKSHOPS.**

Many thanks and prayers for all those who serve the catechetical ministry in the Arlington diocese.