

# POINTS TO REMEMBER FOR DIOCESAN CATECHETICAL CONFERENCE

1. Name badges are arranged **alphabetically**.
2. *All sessions, as well as the preferred lunch break will be found on the name badges. For catechist re-certification purposes, please retain your name badge as proof of attendance.*
3. Advance registration for workshops is required.
4. Registration for workshops is done on a first come, first served basis.
5. **Please always give four choices**, so choices will not have to be made for you.
6. **Please do not call with choices for workshops**. Before the deadline, they may be mailed, or e-mailed. *After the deadline, please scan and e-mail only.*
7. Please remember, that cancellations after the deadline will mean that your parish **will still be charged**. If you need to cancel, please notify the Office of Faith Formation before the deadline approaches.
8. **Please do not send in payment** unless you are attending on your own and not with a parish or school. **In this case, please refer to the FYI below.**
9. Even if someone cancels after deadline, the parish or participant will still be charged.
10. For those catechists wishing to log-on to the wi-fi at the hotel the password is **Arlington, which is case sensitive (note that the A is uppercase)**.
11. **If you have complaints about the conference itself, please do not approach Office of Faith Formation or hotel staff the day of the Conference. Instead, please use the Evaluation form that is provided for catechists at the end of the event. \*\*\*\*\***

## **FYI**

The Diocese now requires checks for any event, to be sent to a lockbox which is located in Merrifield, VA. If you are registering and do not teach at one of the parishes or Diocesan Schools, please send your check to the following address:

Diocese of Arlington  
PO Box 1960  
Merrifield, VA 22116-1960

**\*\*\*\*\*Please note that all other catechists and teachers will have their parish pick up the cost for the event.**

**PLEASE GIVE THIS INFORMATION TO YOUR CATECHISTS.**