

Draft April 1, 2019

IN PREPARATION FOR ASSEMBLY JUNE 7-9, 2019

1. The Agenda will be posted on the Area Website by 6/1/19 on the Assembly webpage at: www.afgarea9.org/assembly-2019-june. DRs please share with your GRs via email or at your District Meetings before Assembly and critical cut off dates.
2. Hotel Information: Reservations for hotel rooms can be made by calling 407-830-1985 or *preferably* on line using the Hilton Hotel Link on our Area Website for this event: www.afgarea9.org/panel-58---2018-2020. This takes you directly to the hotel room reservation booking page. Deadline for this event for Group Rate Reservations (\$115) is May 31, 2019. Use code NFA6.
3. Registration for Assembly and Meal Choices: The Group Records and Technology Coordinators collaborate to make registration available on line. *On line is the most efficient way to register.* All the information is on the website for you to register and make your food choices. It is very easy as you will *see* by going to the website. In addition, you will see there, a free “get away weekend” at the Altamonte Springs Hilton for those who register before May 30, 2019 at 5PM.
4. Registration for Assembly is \$15.00. We plan two breakfast buffets, one on Saturday morning and one on Sunday morning. There will be a buffet lunch on Saturday as well. The breakfast buffets are \$10.00 each (or per meal) and the lunch buffet is \$15.00. The lunch buffet can be taken to the various Lunch and Learn Sessions planned or eat at the rounds provided in the ballroom. The cutoff date for *advance* registration and ordering these food items on line is 5:00PM on May 30, 2019.
5. All hotel room reservations will be made by each individual attending. Rooms for Officers, Coordinators, Event Chairs will be placed on the Master Bill. All other rooms will be charged to your credit cards. You will arrange reimbursement from your Group or District depending on your service position. You can refer to our Area Reimbursement form which will be on the website as a reference in arranging reimbursement from your District or Group.
6. DRs you need to advise me of your best estimate of how many attendees you will have from your District by May 15, 2019.
7. Report Deadline: DR/DISL combined reports, Coordinators, Event Chairs please have your reports sent to Pat A, Technology Coordinator at (Technology58@afgarea9.org) by *May 29, 2019* to enable her to post on the website in advance of the meeting. The reports need to be available to all prior to the Assembly.
8. DRs please remind your groups to donate a basket for Raffle at Assembly. Coordinating that is D13.
9. Assembly will begin at 7:00PM in the Crystal Ballroom. We will have introductions, a Fun Shop Presentation and our Delegate’s report. We will then break up into smaller groups. New and/or first time GRs will attend a GR Orientation led by our Alt. Delegate and others about educational and informational topics.
10. There will be an AMIAS fellowship opportunity available also.

THANK YOU ALL FOR YOUR SERVICE!!!!

“It takes one person to start something, but many more to keep it going”. Lois W., MVOJ, Pg. 262.