

INSTRUCTIONS

It is time to think about registration for Spring Retreat 2024. This will be simplified from last year's process.

There are two sets of instructions—one for event registration and one for making your hotel reservations. Please read them in their entirety carefully. Make sure you do both if you are not commuting.

If you have any questions, please do not hesitate to contact Debbie Zink (aw.dzink@gmail.com), Mary Crank (aw.mcrank@gmail.com), or Karen Noel (aw.knoel1@gmail.com).

Don't forget, the retreat starts with the evening service on Friday night. There is no evening meal on that day, so participants are responsible for their own meal. Any outside food must be consumed in your room, not in the public areas.

We look forward to seeing you at the Embassy Suites Golf Resort in Greenville, SC!

EVENT REGISTRATION

REGISTRATION WINDOW JANUARY 15-APRIL 4, 2024

- The Event Fee includes your Saturday lunch and dinner. Breakfast is included for overnight guests of Embassy Suites. The April 4 cutoff is because we *must* give the Embassy Suites our total count at that time for their food-purchasing and staffing purposes.

- Event fee scale:

Jan 15-Feb 14	\$ 90 (\$60 for 12 years old and under)
Feb 15-March 15	\$100 (\$70 for 12 years old and under)
March 16-April 4	\$110 (\$80 for 12 years old and under)

Online fee will be an additional \$5 per registration

- **For simplification, all registrations should be made through tithe.ly.** To register via tithe.ly, download the **green tithe.ly app** from your app store and set up your account. The link is <https://tithe.ly/event-registration/#/8271259> and should take you directly to the page.
- **If you would like to register by mail instead of on tithe.ly, entire groups may pay by one check** (made out to Alliance South Alliance Women) and it must be received by the fee scale date above. Mail-in registration fees must be sent to Mary Crank at 104 S. Tampa Lane, Oak Ridge, TN 37830-5542. The forms should be sent to Karen Noel at either address listed below.
- Event registration is **transferable but not refundable**. If you find that you cannot attend, *you* may find someone to use your registration and she can repay you, but the registration cannot be canceled. **We will not be able to assist in locating someone to use your paid registration, in securing a reimbursement from another individual, nor in locating an available cancellation for someone else to use.**

Our website at www.asalliancewomen.org has an Events page that features all the information you will need for the retreat. You can advertise your available spots or your need for spots on the Facebook page, Alliance South Alliance Women (with the RISE UP image). You should make the connections with the people **privately** to handle any changes, don't post your conversation online. **Be sure to notify Karen or Debbie of any changes after they are settled.**

- **The Retreat Event Registration Form (COMMUTER or OVERNIGHT) for each church must be received no later than April 4 via email or snail mail (even if only one from your church is attending).** It is important that you include teens on the registration form. Karen's snail mail address is 7105 Dorey Lane, Waxhaw, NC 28173 and her email address is aw.knoel1@gmail.com.
- We encourage only nursing mothers to bring their babies so that they can enjoy the full retreat. There will be no childcare nor a nursing mother's room provided.

HOTEL RESERVATION

Reservation window - January 15 – April 4, 2024

- Because the hotel cannot split the cost of a reservation, ONE person should make the reservation on her credit card in her name. She can then be reimbursed by her roommates for each of their portions. **Do NOT reserve multiple rooms.** One person may have her name on one room only. This alleviates confusion when the required rooming lists are submitted to the hotel.
- If the one whose name is on the reservation is unable to attend, someone else in the room will have to use her own card to change it. You will need to call the reservation line to make the change with your confirmation number. Rooms can be canceled up to 48 hours prior to the retreat, or 4:00 pm on April 24, 2024. **You won't be charged for the room until then.**
- Hilton Honors members may earn points, but **may not redeem** them to pay for this stay. Doing so will cause that room to be deleted from our predetermined room block count and could cause us to have to pay for an unused room in the block.

- Call 1-800-EMBASSY -

- State that you are with the Alliance Women group to get the correct pricing

OR

- Use the following link:

<https://www.hilton.com/en/attend-my-event/alliancewomenofthealliancesouth2024/>

- Use the code “ALL” so that you get the correct pricing.
- **Please make sure you register ASAP when the link opens.** We would like to see everyone in the same hotel this year.
- Since the reservation window closes on April 4 for our guaranteed room block, any unreserved rooms after that date will go back into general availability for the public. Therefore, it is critical that you register for a room within the time frame given.
- If anyone misses the hotel registration cutoff date and there are no more rooms available, she may find lodging at another hotel and still be a part of all activities at the Embassy Suites except for breakfast.

- Each room is a two-room suite with a living room/queen sleeper sofa/table with chairs/microwave and fridge in one room, and either a **King bed or two doubles** in the other room. **You will need to specify which type of room you desire (king or doubles). DO NOT INCLUDE YOUR YOUTH THROUGH 17 YEARS OLD WHEN MAKING YOUR ROOM RESERVATION WITH EMBASSY SUITES OR THEY WILL BE INCLUDED AT THE ADULT RATE.** Rooms may have no more than 4 occupants. If you have two adults and two youth, you will be charged for a double room as youth through age 17 stay free.
- Rates for **both** nights and Saturday/Sunday breakfast buffets, are listed below. This would be the adult rate.

1 per room \$278.00 + tax

3 per room \$ 92.67 + tax

2 per room \$139.00 + tax

4 per room \$ 69.50 + tax