



## Participant Guide to the 2019 AED Triennial Conference

Event link - [www.episcopaldeacons.org/19-triennial-materials](http://www.episcopaldeacons.org/19-triennial-materials)

### Basics

- Event website link – All event info and materials are on the AED website link for this event.
- Agenda – On the AED website link for this event
- Roster of Attendees – Will be posted on the AED website link for this event as soon as possible.
- New Attendee Orientation – 4 PM on Thursday in the Symphony Ballroom.
- Dress – Dress is casual. Clerical clothing is unnecessary.
- Emergency Form and Media Release – Will be presented to you for your signature at registration.
- Info on local attractions – Will be available on a table in the Symphony Ballroom foyer.
- Connectivity – Is available at all event locales.
- Group picture time – Saturday at 12:40 in front of the Rhode Island Capitol Building, a short walk from the hotel.

### Food preferences, allergies, and a food mistake we already made

Preferences and allergies have been communicated in a spreadsheet to the hotel banquet department. For plated meals, we understand your server will provide you a special meal after confirming their entrée choice with all attendees at that table. For buffet meals, foods will be served in separate dishes to avoid cross-contamination, but always inquire from the attendant if there are any questions. Management of food preferences has become ever more complicated, and the wisest course is simply to ask, if the preference is essential to your health. Please ask to speak personally with the banquet department if there are repeated difficulties or profound concerns.

We mistakenly asked you your preference for the Friday evening event. That meal was a buffet, and the choices are already incorporated into the buffet presentation. Sorry!

### Transportation

- Shuttle bus or coach bus transport to the two event sites away from the conference hotel (The Cathedral and Trinity Newport) is included in the price of your registration or day pass. The walk to the Cathedral is a 10 minute walk, so plan to do that if you are able. A walking map is included in the materials on the website. The shuttle is for those who need assistance with getting there. If you need special transportation accommodations due to mobility challenges for either of these trips, please email [jan.grinnell@gmail.com](mailto:jan.grinnell@gmail.com).
- Parking is available:
  - Renaissance Hotel – Day parking rates at the hotel are \$15/day. Overnight parking rates (available only for hotel guests) is \$23/day, added to your bill.) These rates are discounted for conference attendees.
  - Providence Place Mall – Parking is also available at the nearby mall for hourly rates.

### Worship

- All worship materials are online at the event website link and can be printed out by you at home in advance.
- Worship materials for the Saturday Eucharist in Newport will be printed, and BCP's will also be available.
- Vestments are unnecessary unless you have been asked to bring them by the worship team.
- Necrology – The names of deacons deceased since our last triennial will be shared in the Prayers of the People at our final Eucharist in Newport. Email names to [jan.grinnell@gmail.com](mailto:jan.grinnell@gmail.com) to add them to the list.

## Money

- You may wish to bring cash for use at the two cash bars provided for the banquet events. Credit cards will not be accepted.
- If you owe AED money – Leave it in Lori’s in-box in the Registration Office outside the Symphony Ballroom.
- If AED owes you money -
  - Young deacon travel scholarship receipts can be turned in to Lori’s in-box in the Registration Office. She will confirm receipts daily, process your check there, and get it to you before the end of the event.
  - Scholarships checks do not require receipts. If you requested a scholarship Lori will get your scholarship check to you before the end of the event.

## Workshops

- Workshop locations are listed on a chart available on the event page on the AED website.
- Workshop materials – Are all available on the event page on the website.
- Contacting presenters after the event – Will be possible by getting their contact info at the event, or waiting for the event roster which will be posted as soon as possible.
- “Deacons Walking on the Road to Emmaus” presentation opportunities – All presenters have been invited to present on this Province I Deacons’ Network monthly video call-in event. Watch the Province I website for info.

## Workshop choice

This is the first time we have had so many workshops, scheduled “in competition” with each other. We hope you will find the variety an advantage, but the number of workshops exceeds the time slots available, so each participant will make choices. Workshops will be in rooms that each hold 80, and there is no sign-up procedure. We are eager for feedback on this decision, which can be entered on your evaluation form.

## Sharing and Networking

- Time for open announcements about your ministry or event is available after the AED business meeting on Saturday morning at 10:30 AM.
- Pamphlets and brochures about your ministry or event can be distributed by placing them on the Ministry-Sharing table in the Symphony Ballroom foyer.
- Provincial and Affinity Group Gathering time is available at 4:30 PM during free time on Friday. Signup procedures for a space for your group will be announced, or you may locate one on your own.

## Special Guests

- The Church Pension Group will be represented at our event by Janet Todd and Garth Howe.
  - A CPG representative will be available in the Handel Room at times TBA for general information. CPG is eager to touch base with deacons about eligibility, especially now that criteria have been changed to greatly increase the possibilities for deacon participation in the Pension Fund.
  - A CPG Slide Show presentation, “Getting to Know the Church Pension Group” is scheduled for 10:45 AM on Saturday in the Handel Room.
  - The Church Pension Group generously donated \$2,500 to underwrite this event. [www.cpg.org](http://www.cpg.org).
- The Fund for the Diaconate will be represented by President Keith McCoy and various board members.
  - Fund board members will be holding informal conversations in the Temple Board Room, at times TBA.
  - Ilex Designs has donated a diaconal stole to the Fund to foster interest in visiting them in the Temple Board Room. Visit the Fund and enter your name in the drawing for this beautiful custom stole.
  - The Fund for the Diaconate provided a generous sum for scholarships. [www.fundfordiaconate.org](http://www.fundfordiaconate.org).
- Province I will be represented by Executive Director Julie Lytle, who is coming to network with us.
  - Province I generously donated \$2,000 to underwrite this event. Visit <https://www.province1.org/>.

## Event evaluation

- A link to an online event evaluation form will be emailed to all participants after the close of our event.