

Central States Synod, ELCA Assembly 2009 Assembly Bits and Pieces

- **ASSEMBLY OFFICE:** The Assembly Office is located in Ericson classroom outside the Assembly Hall.
- **BETHANY COLLEGE BOOKSTORE HOURS:** The bookstore is located on the lower level of Pihlblad Memorial Union. Hours: Thursday-Friday from 9 a.m.-noon & 1 - 4 p.m.; Saturday 9 a.m.-noon.
- **CELL PHONES & PAGERS:** Please turn off or set to vibrate during all sessions of the Assembly.
- **DISPLAYS:** Located in the Hahn Gymnasium.
- **EMERGENCY:** In case of a medical emergency contact the Assembly Office, or if the situation warrants, call 911.
- **HEARINGS:** Location and subject of resolution(s) hearings will be announced at the Assembly.
- **HOSPITALITY:** Refreshments are available in the concession area outside of Hahn classroom. Hours: Friday, 10 a.m.-5:30 p.m.; Saturday, 8:30 a.m.-5:30 p.m.; Sunday, 8 a.m.-noon. Coffee, lemonade, cookies and healthy snacks available.
- **MESSAGES:** Messages will be projected from time to time on the large screens in the Assembly Hall. To have a message/announcement posted, please submit it in writing to Dan Glamann in the A/V booth.
- **PRAYER PETITIONS:** Located on the board outside the Assembly Hall (petitions will be lifted up in prayer during the Assembly).
- **PRAYER and SPIRITUAL RENEWAL:** A meditative space will be offered in the "Pit" in the lower level of Pihlblad Memorial Union. There will also be an area in the hall where you are welcome to center yourself before sessions
- **RECYCLING:** Please use the marked bins for plastic, paper, and aluminum cans located in every building on campus.
- **REFUNDS:** Partial refunds may be made *after* the Assembly. Checks will be mailed to congregations or individuals.
- **SESSION SEATING:** Voting members tables are located in the front part of the Assembly Hall. Voting Members will receive voting cards at registration. Pages will distribute the electronic voting device to Voting Members at the opening of each plenary session. Voting Members will be identified by their name tags.
- **SPEAKING ON ASSEMBLY FLOOR:** In order to assist the chair to allow for opposing discussion on an issue, during regular business sessions the microphones will be indicated "green" or "red" – please go to a "green" microphone if you are speaking in favor of a motion or amendment; "red" if speaking against. Please take your voting card with you. Questions or a point of order (white card) may be made at any microphone. You will be called upon in order by the presider. Identify yourself by name and congregation/organization before making your statement(s). Amendments to motions on the floor *must* be submitted in writing as well as from the floor. Written amendments should be taken to the Rev. Cynthia Schnaath at the front of the hall after the amendment is made from the floor.
- **TABLECLOTHS:** To save on energy resources we want to avoid washing the tablecloths every day. Please keep your area as clean as possible - Thank you!
- **TRAVEL EQUALIZATIONS:** Please note that the Travel Equalization sheet must be signed in the Assembly Office **no later than 6 p.m. Friday, June 5** -- signatures will *not* be accepted after that time. The second signature is required *after* the closing worship service on Sunday, June 7, in assembly office. Reimbursements will not be sent without a second signature. Checks will be mailed in July.
- **VISITORS:** All visitors should have a name tag. Please stop by the Assembly Office and register. At some times in the sessions visitors maybe asked to sit in specific areas.