IN PREPARATION FOR ASSEMBLY, MAY 4-6, 2018

1.   Agenda: A final agenda has been posted on the Area Website, (www.afgarea9.org/assembly-2018-may).   DRs please share with you GRs via email or a District Meeting if you will be having one before the Assembly.

2.   Hotel Information: Reservations for the hotel can be made by calling 407-830-1985 or *preferably* online by using the Hilton Hotel Link on our Area Website for this event: www.afgarea9.org/panel-58---2018-2020. Deadline for this event for Group Rate Reservations ($104) is April 13, 2018.

3.   Registration for Assembly and Meal Choices: The Group Records and Technology Coordinator have developed a process for this. *It can all be completed online.* See the roll out of the new Website on March 4, 2018 which will include all the information necessary for you to register and make your food choices all at the same time. It is very easy as you will see by going to our new Area Website. In addition, which you will see on the website, is a "get away weekend" raffle for a free weekend at the Hilton Altamonte Springs for those who register before April 30, 2018 at 5:00 PM.

4.   Registration for Assembly is $15.00. Purchase of a Breakfast Buffet for Saturday Morning is $10.00 and a Lunch Buffet for $15.00. The Lunch Buffet can be taken to Lunch and Learn Sessions Saturday at Noon. The cut-off date for *advance* registration and ordering these food items online is Monday, April 30, 2018. Go to our fabulous new website for details at this link: www.afgarea9.org/panel-58---2018-2020. Meal tickets will also be offered for walk-ins.

5.   Rooms for Officers, Coordinators, Event Chairs and Past Delegates will be placed on the Master Bill. All other rooms will be guaranteed and charged to your credit card. You will arrange reimbursement from your Group or District depending upon your service position. You can refer to our Area Reimbursement form on our website (www.afgarea9.org/assembly-2018-may) and are free to use this as a guideline for arranging reimbursement from your District or Group.

6.   RSVP Deadline: DRs: You need to advise me your best estimate of how many attendees you will have from your District by April 10, 2018.

7.   Reports Deadline: DR and AISL combined reports, Coordinators and Event Chairs please have your reports sent in PDF form to Pat A. at Technology58@afgarea9.org by Wednesday, April 25, 2018 to enable her to post on the website. These reports are needed to be available to all before the meeting. Again, DRs and AISLs please combine your reports.

8.   DRs please remind your groups to donate a basket for Raffle at Assembly. Coordinating is D11.

9.   Assembly will begin on Friday evening at 7:00PM in the Crystal Ballroom. We will have introductions, a FUN SHOP Presentation and the Delegate's Report. We will then break into smaller groups. New GRs will attend a GR Orientation led by our Alternate Delegate. There will also be a Website Presentation by Pat A., Technology Coordinator, and two other smaller group sessions hosted by the Delegate and the Chairperson.

10. Hospitality will be open at 8:30PM in the Dogwood Room hosted by District 1 and District 2.

11. There will be an AMIAS Meet Up at 8:45PM in the Mobley Conference Room.

THANK YOU ALL FOR YOUR SERVICE!!!
"It takes one person to start something, but many others to carry it out"., Lois W., MVOJ