



**FORM I - DATE CONFIRMATION AND SEMINAR CONTRACT**

**United Methodist Seminars on National and International Affairs**

To confirm your seminar dates and begin the planning process, this form and a \$100 deposit is required. The deposit is deducted from the cost of the seminar.

We are unable to offer seminars on weekends and holidays because most resource people and organizations are unavailable.

**Please write clearly and fill out both sides.**

Date requested <sup>1</sup> NY \_\_\_\_\_ D.C. \_\_\_\_\_

Alternate Dates NY \_\_\_\_\_ D.C. \_\_\_\_\_

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (O) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email (O) \_\_\_\_\_ (H) \_\_\_\_\_

Sponsoring Body \_\_\_\_\_ Topic \_\_\_\_\_

How is your group connected to Church and Society or Global Ministries initiatives in your area?

- United Methodist:  local church     district     conference     jurisdiction  
 national agency     College or University     ecumenical  
 Other (please specify) \_\_\_\_\_

Expected number of participants (20 minimum)<sup>2</sup> \_\_\_\_\_

<sup>1</sup> Please note: You are not required to have a two-city seminar. If you wish to go to only one city, disregard the information for the other city.

<sup>2</sup> Under special circumstances we will work with groups of fewer than 20 participants. Please confer with a seminar designer if you wish to arrange this. **Seminar fee is still calculated on a 20 participant minimum.**

Participant age group:  adult  College or University  youth (9<sup>th</sup>-12<sup>th</sup> grade)  
 other \_\_\_\_\_

Lodging/Hotel D.C. \_\_\_\_\_ Phone D.C. \_\_\_\_\_

Lodging/Hotel NY \_\_\_\_\_ Phone NY \_\_\_\_\_

Time of arrival to city (date and hour) & Mode of Transportation:

D.C. \_\_\_\_\_ NY \_\_\_\_\_

Are you planning:

To use the Chapel in DC  To use the Chapel in NY

A House/Senate Gallery or Congressional Visit (D.C. only)

NOTE: Group leaders are responsible for making initial requests for congressional passes and visits directly with their representatives or senators. Please consult seminar staff for date/time that best fits your program. Group leaders are also responsible for initial contact with all museum and other non-program related visits.

A UN Tour (New York only)  
fees to be paid at the time of tour

### FEES and DEPOSITS

**The cost of the seminar is \$12.00 per person per day for UM Groups, \$15.00 per person per day for small non-profits and institutions, and \$20.00 per person per day for large non-profits/institutions. The \$100.00 deposit is forfeited if the seminar group cancels. Full payment for the seminar is due at the conclusion of each city's seminar.**

Please make checks payable to **United Methodist Seminar Program**. If you are planning a two-city seminar, send deposit, correspondence and forms to the city you will visit **FIRST**.

United Methodist Seminar Program  
General Board of Church and Society, UMC  
100 Maryland Ave., NE  
Washington, D.C. 20002  
Tel. (202) 488-5609 or Fax (202) 488-5607

United Methodist Seminar Program  
Women's Division, General Board of Global Ministries, UMC  
777 UN Plaza - 8<sup>th</sup> Floor  
New York, NY 10017  
Tel. (212) 682-3633 or Fax (212) 682-5354