



38th International Convention
May 20-25, 2009
Atlanta, Georgia

☒ **Instruction Checklist**

To ensure that your documents are in order, and to avoid any delay in processing, please review this checklist prior to filling out and mailing your hotel reservation & pre-registration forms.

	1. All information must be printed in ink or typed.
	2. Please make sure spelling of the delegate's name is correct, as this information is used to prepare delegate badges and update database. (Please check with delegate)
	3. Please make sure you include your Membership ID Number on your convention registration form.
	4. DO NOT use local or council address. The address provided is to avoid duplication in the database and to mail updated information.
	5. All delegates and guests MUST register. Make a copy and fill-out a separate registration form with complete information for each person.
	6. If you DO NOT need housing fill out and mail the convention registration form ONLY to the national office with appropriate payment.
	7. If housing is required mail the completed hotel reservation forms to the Hyatt Regency Peachtree or Hilton. For your convenience you may also make reservations on-line or by phone see housing form.
	8. Convention Registration Deadline is April 17 . A Late registration fee of \$50 MUST be included with any registrations received after the deadline.
	9. No personal checks or government vouchers will be Accepted. All fees for CBTU convention registration , women's luncheon, gospel concert, and membership dues must be paid by union-check, traveler's-check, money-order or cashier's check payable to CBTU.
	10. Please DO NOT fax convention registration or hotel reservation forms to CBTU. You are NOT registered if we DO NOT receive payment.
	11. Hotel cancellation penalties apply. See hotel reservation form.