

Dear Abbess, Brothers and Sisters,

Here is the link for the Summer 2024 Convocation registration form. <https://srgenevieve.lynn.wufoo.com/forms/s1g4nv2w0czgqkd/>

The completed form is **DUE NO LATER THAN MAY 15, 2024**

This is for **EVERYONE**. If you are NOT planning to attend there is a check box for that, very early in the form, and then you can just send the form. This is to help me know that everyone has indeed seen the form and made their plans known.

Once you have entered name and contact information and whether or not you will attend, the form falls into three parts:

#### MODE AND TIMING OF TRANSPORTATION

If you are flying in, please provide flight information (dates and arrival/departure times). As I said in my previous email (see attached), you are strongly encouraged to arrive in Kansas City sometime Sunday, June 9, and stay at the Four Points by Sheraton (<https://www.marriott.com/en-us/hotels/mcifp-four-points-kansas-city-airport/overview/>) or one of the other nearby hotels - see attached letter. You should arrange your departure flight for Saturday, June 15, AFTER 2 p.m. The van on Monday and Saturday is the ONLY transportation planned for the Convocation. If your situation requires different timing, in addition to filling out the form, you MUST be in touch with the Abbess to discuss your situation, and you are encouraged not to finalize your flight arrangements until you have communicated with her. Please indicate the nights you will need housing at the Abbey.

If you are driving in, please provide your approximate arrival and departure date and times, and again, be sure to indicate the nights you need housing. Unless you are part of the set-up team (if you are, you know it already), please check with me (Sr. Madeleine Sophie) before deciding to arrive early. The Guest Center has requested that we limit early arrivals to necessary personnel only.

#### "ROOM AND BOARD"

The second section of the registration form concerns housing and dietary arrangements. We will be in St. Joseph Hall. The configuration of St. Joseph's is somewhat different from what we had in Marian Hall.

- 1) each guest room has a sink in the room.
- 2) full bathrooms (4) are accessible from the hallway. In addition there are 10 shower stalls with changing rooms and, separate from the showers, there are 4 additional toilets (probably including sink - I forgot to double check that) also accessible from the hallway.

*- If you need to be close to a toilet, please indicate that in the box for "anything else the convocation organizers should know." Maité Rodríguez (Guest Center staff) has assured me they will make a particular effort to meet that accommodation.*

3) We will be assigned a lounge room for our exclusive use. There is a kitchenette. I'm not clear as to whether that is separate or part of the lounge.

4) The hope is that both the 3rd and 4th floors will be available to us, one floor for the women and one for the men (because of the common showers). Married couples will be assigned wherever there is space. It is possible, however, that the 3rd floor renovations will not be finished when we arrive, in which case we will have only the one floor.

5) Finally, at present, the rooms are expected to have a chair, but no desk. There will also be no closet but there will be an area to hang clothes (similar, I imagine, to Marian).

6) There is an elevator in St. Joseph; if quiet is a concern, please be sure to request a room away from the elevator and the lounge. We can make no promises about location but will do our best to accommodate those requests.

Dietary needs are also addressed in this section.

#### OTHER

This final section is for you to identify which ministry or ministries you would like to be assigned, what snacks you would like available, and anything else you think we missed.

If you have all your travel information at hand, the form should be pretty easy to fill out. If you run into snags, please contact me directly - [rsmith12jm@gmail.com](mailto:rsmith12jm@gmail.com). Do not use "Reply" unless you want the entire community to see your question.

Again, the completed form is **DUE NO LATER THAN MAY 15, 2024**

Peace,  
Sr. Madeleine Sophie, n/OSB