

Dear Abbess, Brothers and Sisters,

Here is the link for the Fall 2024 Convocation registration form.

<https://srgenevieve.lynn.wufoo.com/forms/z1vkuw7d1d3ksxd/>

The Form opens at 12 midnight, September 16.

The completed form is **DUE NO LATER THAN SEPTEMBER 25, 2024**. The Form will no longer be accessible after midnight that day.

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.

Also for **EVERYONE** - We are requesting emergency contact information for **EVERYONE**, whether or not attending, to be communicated to the Abbess. There is a checkbox on the form just under the box for phone number to indicate you have done so. The reason for this request is that we have had an emergency room excursion at every Convocation the past several years. None of the "emergencies" have turned out to be serious, but had they been, we might have had no way to contact family. We have asked members to send that information directly to the Abbess (srmarthaosb@yahoo.com) to preserve confidentiality. The Superior is the only one who will have that information, unless the Superior must leave early, in which case it will be entrusted to the Convocation Administrator. And if you are not attending Convocation, it is good for the Superior to have that information in case we suddenly lose touch with you, so that the Superior can respond appropriately to that loss of contact.

Once you have entered name, personal and contact information and whether 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, October 20th**, 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 **Friday, October 25, AFTER 2 p.m.** The van on Monday and Friday 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. There is no provision this year for early arrivals beyond those the Abbess designates. You know who you are.

"ROOM AND BOARD"

The second section of the registration form concerns housing and dietary arrangements. We will be in St. Gabriel's Hall. The configuration of St. Gabriel's is similar to Good Shepherd in that each room has a private bath with shower. There are elevators, so there are no concerns about stairs. If you believe you will need the golf cart for transportation for prayer and/or meals, please enter that in the "anything else..." box.

We were able to reserve only a limited number of rooms. Please indicate in the "anything else..." box if you are willing to share a room and, if you know, with whom.

Dietary needs are also addressed in this section. The kitchen is no longer able to provide for special diets. There will be milk alternatives and gluten free bread. The Community will take care of providing food to supplement the salad bar and peanut butter which will be available. We will be in touch for a shopping list when we know who will need those supplies.

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. Do not use "Reply" unless you want the entire community to see your question.

Again, the completed form is **DUE NO LATER THAN SEPTEMBER 25, 2024**

Peace,

Sr. Madeleine Sophie, OSB

Attached: In addition to the "Heads Up" email that went out earlier, I am also attaching a PDF of this letter for your convenience.