

Christian Congregation of Jehovah's Witnesses



2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 28, 2013

TO ALL BODIES OF ELDERS

Re: Convention Service Meeting part for week of January 6, 2014

Dear Brothers:

The material in the attached outline entitled “2014 Conventions of Jehovah’s Witnesses” should be presented by the secretary to the congregation as a talk during the local needs part scheduled on the Service Meeting for the week of January 6, 2014. The convention assignment letter that you will receive separately should be read to the congregation at the beginning of that part. The secretary should adhere closely to the outline. If more than 10 minutes are needed for the part, you may adjust the timing of the other Service Meeting parts.

If there is a circuit event during the week of January 6, 2014, each field service group overseer should be given a copy of the *Recommended Lodging List* (if applicable) and inform his group of their convention dates and location on the evening that their Service Meeting would normally be held. Thereafter, he should arrange for anyone in his group needing accommodations to write down hotel reservation phone numbers from the list. However, they should not receive a copy of the list in any form.

Regarding the portion on “Special needs,” please note that before the secretary sends a *Special Needs Room Request* (CO-5a) form to the Rooming Department, the Congregation Service Committee should review the guidelines on the form and in the October 27, 2013, letter to all bodies of elders.

A printable list of conventions in the United States, Puerto Rico, and Canada will be posted in the “Forms” section under the “Documents” tab on jw.org shortly before the week of January 6, 2014. Please print this entire list prior to the Service Meeting that week, and post it on the information board after the meeting. The secretary may duplicate the list for the benefit of any publishers who request a copy. In due course, the list of conventions will also be made available on jw.org under the heading “About Us.” If any publishers do not have access to the Internet, please assist them in obtaining the information they need rather than having them call the branch office.

Thank you very much for diligently following through on these important matters. We are confident that you will be spiritually refreshed by what has been prepared. May Jehovah richly bless your efforts to attend the entire program.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

cc: Traveling overseers

10/28/13-E

2014 CONVENTIONS OF JEHOVAH'S WITNESSES

(To be given by the secretary as a talk during the local needs part for the Service Meeting the week of January 6, 2014.)

We eagerly anticipate and are truly excited about the spiritual banquet in store for us at the 2014 district and international conventions. All are urged to be present for *all three days*. Inform teachers and employers well ahead of time that the convention is a necessary part of your worship. By making your plans now and helping others as needed, you can be sure of Jehovah's blessing on your efforts.—Prov. 10:22; 16:3.

Program times: Friday and Saturday: 9:20 a.m. – 4:55 p.m. Sunday: 9:20 a.m. – 3:50 p.m.

Obtaining information: A complete list of all conventions in the United States, Puerto Rico, and Canada will be posted on the information board after the Service Meeting tonight. In due course, the list will also be made available on jw.org under the heading "About Us." See your congregation secretary for assistance in obtaining this information if you do not have access to the Internet.

Please attend the convention to which your congregation is assigned. This is especially important at the international convention cities because of facility limitations and requirements. If because of some unique circumstance you must attend a different convention, you may obtain a *Recommended Lodging List* by writing the rooming headquarters for that convention. However, please do not select an international convention as your substitute location. The congregation secretary can provide the postal address or e-mail address for the convention you select.

At international convention cities, there will be special circumstances and requirements. If your congregation is assigned to one of these locations, you will receive additional instructions unique to that site.

Groups or pregroups are encouraged to attend the convention being held in their language, if they are able to do so, even if that convention falls on the same weekend as the one to which their host congregation has been assigned. While publishers may attend more than one convention, those who understand the convention presented in another language should not feel compelled to attend two conventions in order to attend the convention to which their host congregation is assigned.

Special needs: Do you know of someone in the congregation who could use help in getting to and from the convention? Why not offer to assist? (Prov. 3:27; Heb. 13:16) When a publisher requests assistance in obtaining accommodations, the Congregation Service Committee will determine if the publisher qualifies to submit a *Special Needs Room Request* (CO-5a) form.

Making your hotel reservation: The *Recommended Lodging List* will be posted on the information board after the Service Meeting tonight. When we deal with hotel staff (and other business employees), our speech and demeanor should always reflect the fruitage of the spirit. (Gal. 5:22, 23) Please adhere to the following instructions as you make your hotel reservations:

- Stay only in the hotels on the *Recommended Lodging List*. If a hotel is already booked, call another hotel on the list.
- Do not call hotels that are not on the list to ask if they have a rate for our conventions.
- Accept only the rate shown on the list. Obtain a confirmation number, and make your deposit within ten days by debit/credit card, check, or money order.
- Each room should be reserved in the name of the person who will actually occupy it. Please do not reserve a number of rooms from the hotels on the *Recommended Lodging List*. Each one should only reserve rooms for his own family or for someone who is not capable of doing so for himself. Some hotels report that many rooms are being reserved and then cancelled (even at the last minute). This is causing difficulty in working with some hotels and can bring reproach on the organization.
- If you must cancel a reservation, do so well in advance of the convention so others needing accommodations can use the room. Be sure to get a cancellation number. If you cancel a room less than 48 hours ahead, your deposit will not be refunded.

- Fire regulations require that you not exceed the number of persons that the hotel allows for each room.
- If there are no rooms available after calling ALL the hotels listed, or if you have a problem with a hotel, inform your congregation secretary. He should communicate with the convention Rooming Department, using the contact information on the *Recommended Lodging List*.
- Please also note that if you use a debit or credit card to register at a hotel, it is standard practice for them to place a hold on enough funds in your account to cover your total room cost, plus any possible damages or incidentals during your stay. You will not be able to use any of those funds until your account is settled within a few days after you depart.

Our annual conventions will afford us a fine opportunity both to take in divine instruction and to enjoy the warm association of our brothers and sisters. (Deut. 16:15) May Jehovah bless your efforts as you prepare to attend the 2014 conventions!

(After the meeting covering this material, please post this outline on the information board until the convention.)

Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

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Many in your congregation may have already booked their accommodation from the *Recommended Hotel List/Bureau* (if available). As more accommodation is needed the list will be updated. If you have any questions regarding this list, the secretary should contact the rooming overseer for your local convention. As indicated previously, this list can be sent electronically to publishers who need the information. However, by way of a caution, this list should not go beyond congregation publishers as hotels do not want such information available for general use.

Regarding the portion on “Special needs,” please note that before the secretary sends a *Special Needs Room Request* (CO-5a) form to the Rooming Department, the Congregation Service Committee should review the guidelines on the form and in the October 27, 2013, letter to all bodies of elders.

The list of conventions will be made available in December on jw.org under the heading “About Us.” If any publishers do not have access to the Internet, please assist them in obtaining the information they need rather than having them call the branch office. Please print this entire list prior to the Service Meeting that week, and place the information on the noticeboard.

Thank you very much for diligently following through on these important matters. We are confident that you will be spiritually refreshed by what has been prepared. May Jehovah richly bless your efforts to attend the entire programme.

Your brothers,

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Attachment

cc: Travelling overseers