



## FREQUENTLY ASKED QUESTIONS

### REGISTRATION

[How can I register?](#)

[Is membership with The Church Network included in the registration fee?](#)

[If I am a member of a local chapter, but not a member of national, can I take the member pricing?](#)

[I am a national member; can others from my church attend at the member rate?](#)

[I am not a member of TCN but my co-worker is and cannot attend. Can I use that membership to register at the member price?](#)

[What are FastTracks?](#)

[Can I take the commuter discount for daily registrations?](#)

[What is included in Daily registration?](#)

[What is included in my registration?](#)

[What is NOT included in the registration?](#)

[If I share a room at conference do we both get the \\$50/discount off of the room rate?](#)

[If I do not plan to stay for the entire conference can I get a credit or refund for meals?](#)

[My pastor/guest is coming along but not attending the conference or events. Can he/she reserve a room at the TCN conference rate?](#)

### HOTEL

[What is the conference hotel?](#)

[Can I make my reservation now?](#)

[What is the hotel room rate?](#)

[Does Maryland provide Tax Exemptions?](#)

[Do I have to stay in TCN's hotel?](#)

[What are the charges for parking and Internet at the hotel?](#)

[What amenities are included in the TCN room rate?](#)

### FIRST TIMERS

[Is there some kind of orientation for first-time attendees?](#)

### SPOUSES AND FAMILY

I signed my spouse up for workshops; are meals included in that fee?  
Are there any special events planned for spouses & children?  
What if I need extra tickets?

## **SPECIAL EVENT**

What is the special event?

## **CANCELLATIONS**

What if I have to cancel my conference registration after the deadline?

## **SCHOLARSHIPS**

I want to attend the annual conference, but unfortunately my budget does not allow it. Is there a scholarship program?

## **TRANSPORTATION**

Which airport should I use?  
What transportation is available?

## **CERTIFICATION CEREMONY**

When is the certification ceremony for CCAs?

## **CONFERENCE CITY**

Which nights are open for sight-seeing?  
What is the weather like in the DC area?

## **ATTIRE**

What kind of clothing should I bring?

## **MEALS**

Are breakfasts included?  
Where can I get breakfast?

## **EXIBITORS**

Which nights are open for entertaining clients?  
How do I get day-passes to the trade show for my clients?  
Some representatives for my company will only be at the trade for one day. What is the charge?  
When will booths be assigned?  
We have three people who will be working in our booth but one of them is a workshop speaker. Do we have to pay for an additional registrant fee for our workshop speaker?

## **TECHNOLOGY AND SOCIAL MEDIA**

What is the cost of WiFi Internet at the conference?



## REGISTRATION

[Back to top...](#)

### **How can I register?**

Registration forms are available for download [here](#).  
Print the form, fill it out, and fax or mail it in to The Church Network office. Online registration is available now.

### **Is membership with TCN included in the registration fee?**

No.

### **If I am a member of a local chapter, but not a national member, can I take the member pricing?**

No, only national members can receive member pricing.

[Back to top...](#)

### **I am a national member; can others from my church attend at the member rate?**

Yes, if you are a member, other members from your church can attend at the member price. They can attend from your church and use the member discount. When they login to register, the site should recognize that your church has at least one member.

### **What are FastTracks?**

FastTracks are per-conference intensive seminars. They are held Monday, July 3rd, during the day before the conference's evening opening event. They are intensive seminars focused on professional network disciplines. Individuals may attend these seminars as stand-alone events at \$149 each (lunch, conference launch, evening meal and tradeshow access included) or add on to a full conference registration for just \$99. [Learn more...](#)

### **Can I take the local commuter discount for a daily registration?**

No, the commuter discount applies only when you register for the entire conference.

### **What is included in Daily registration?**

Daily registrations include the general session, workshops, access to the trade show (applies to days 2 & 3 of conference only), and lunch for that day only. TCN is not responsible for lost meal tickets.

### **What is included in my registration?**

Registration fees include admission to the trade show and opening event, access to all general and workshop sessions, and tickets to some meals. Meals included at the meeting are dinner Monday night, lunches Tuesday and Wednesday, and brunch on Thursday.

### **What is NOT included in the registration?**

Breakfast is on your own each day and dinner is on your own Tuesday and Wednesday. Network events such as breakfasts, lunches, banquets or field trips are ticketed events which have additional costs.

### **If I share a room at conference do we both get the \$50/night discount off of the room rate?**

*Yes, however, the Gaylord will only be doing one rebate per room. You will need to contact the national office to request the additional rebate.*

### **If I do not plan to stay for the entire conference can I get a credit or refund for meals?**

*No, but you are welcomed to post a note on the information board to sell the meal tickets to people who might be one-day registrants or need tickets for family.*

### **My pastor/guest is coming along but not attending the conference or events. Can he/she reserve a room at The Church Network conference rate?**

*Yes, we have rooms within our room blocks, and your pastor/guests to take advantage of our rates. The \$50/night credit at check-out (up to \$150) is available only for one room for registered attendees. Some years we are not able to offer this.*

## **HOTEL**

[Back to top...](#)

### **What is the conference hotel?**

*The Gaylord National Resort and Convention Center  
201 Waterfront Street  
National Harbor, MD 20745*

### **Can I make my reservation now?**

*Hotel Reservations can be made through this link on TCN's conference [website](#).*

### **What is the hotel room rate?**

*The TCN discounted room rate is \$205 plus a \$15 per night resort fee per night. There is a \$50 per night credit back for up to three nights (\$150 max). This \$50 discount or rebate or credit will be applied upon check out for one guestroom per registered attendee. **(If your family joins you and they have a separate room, the credit does not apply for that room.)***

### **Does Maryland provide me with a Tax Exemption Status?**

*You may claim tax exemption in the Gaylord National if you have a tax exemption certificate in one of the contiguous states to Maryland. To qualify for this exemption you must provide a copy of the exemption form for that state.*

### **Do I have to stay at the Gaylord National?**

*No, but you do a **great disservice** to TCN if you don't. We initiated the program to provide the \$50 per night credit in order to address the problem of the availability of last-minute highly-discounted hotel pricing available over the Internet. This is a very serious problem being faced by all associations and TCN is no exception. If our people don't stay in our conference hotel because of cheaper last-minute rates elsewhere, then we face the possibility of attrition charges for not filling our room block. Attrition charges are significant and could potentially cripple TCN. You may think it is good stewardship to find a cheaper room elsewhere, but doing so creates very poor stewardship for the association. Please stay at the Gaylord. Book your hotel room through this [link from our website](#).*

### **What are the charges for parking at the hotel?**

Self-Parking Rate is \$22.50 overnight. This is our special discounted rate (normal rate is \$30).

### **What are the charges for Internet at the hotel?**

Wireless Internet access is complimentary in the atrium and guest rooms.  
Wireless Internet access is not complimentary in the convention center.

[Back to top...](#)

### **What amenities are included in the TCN room rate?**

The Gaylord National includes the following amenities in the guest rooms:

- High-speed internet access in your guest room
- Twenty-four hour access to the fitness center
- Access to the indoor Junior Olympic-sized pool
- Local, toll-free and domestic long-distance phone calls
- Two bottles of Aquafina® water per-room, per day
- Newspaper available daily at Key Provisions
- Valuable coupon booklet with savings at the resort and local area
- NEW: Up to \$10 complimentary dry cleaning, per day
- NEW: Complimentary transportation on the National Harbor Circulator Bus with stops throughout the Harbor including Tanger Outlets, Harbor shops and restaurants, the Capital Wheel, and the MGM National Harbor Resort. Registered guest simply swipe their room key on the bus for this transportation service.

## **FIRST TIMERS**

[Back to top....](#)

### **Is there some kind of orientation for first-time attendees?**

*There is a First-timers Orientation scheduled for Monday July 3rd at 3:30 p.m. There are then network receptions at 4:15 p.m. followed by the Opening Launch Event and General Session I at 5:30 p.m. and dinner in the exhibit hall at 6:30 p.m.*

## **SPOUSES AND FAMILY**

[Back to top...](#)

### **I signed my spouse up for workshops; are meals included in that fee?**

*No, meals are an additional cost indicated on the registration form.*

### **Are there any special events planned for spouses & children?**

*Yes, there will be a Spouse and Family Activities Orientation on Tuesday, July 4th, at 10:30 am. Door prizes will be awarded. Learn about what to do in the area.*

***Please note: If your spouse/children are coming with you to the conference and want to accompany you, they will need name badges. If they will be with you for any meal/event functions you should have purchased extra meal tickets for them prior to arriving at the conference. Deadline to purchase extra tickets is June 5<sup>th</sup>. This can be done when you register, or by contacting Tammy Mirau at [tammy@thechurchnetwork.com](mailto:tammy@thechurchnetwork.com) you have already registered.***

### **What if I need extra meal/event tickets?**

*Extra tickets must be purchased before June 5<sup>th</sup>.*

*Your registration includes one set of meal/special event tickets (indicated by asterisk on order form) for you; however, you will need to purchase extra tickets for the meals/special events for your spouse, children, etc. if they plan to attend. NOTE: **Deadline to purchase extra tickets is June 5<sup>th</sup>. This can be done when you register, or by contacting Tammy Mirau at [tammy@thechurchnetwork.com](mailto:tammy@thechurchnetwork.com) if you have already registered.***

The Gaylord National must have the meal count prior to the Conference. **THERE WILL BE NO TICKETS SOLD AT CONFERENCE.** Tickets must be purchased before June 5<sup>th</sup> (see Registration Form)

## SPECIAL EVENT

[Back to top...](#)

### Is there a special event?

There is no special event this year. With the conference being held at our nation's capital, we wanted to provide the evenings of July 4<sup>th</sup> and 5<sup>th</sup> for network special events or time for attendees to choose from among the many sites and events available in the area.

## CANCELLATIONS

[Back to top...](#)

### What if I have to cancel my conference registration after the deadline?

For cancellations received prior to May 2<sup>nd</sup>, there is a \$50 cancellation fee. If you cancel between May 3<sup>rd</sup> and June 1<sup>st</sup> there is a cancellation fee of \$100. After June 1<sup>st</sup> there is no refund. You can do a one-time transfer to the conference in 2018 being held in New Orleans. There is a \$50 transfer fee.

## SCHOLARSHIPS

[Back to top...](#)

### I want to attend the annual conference, but unfortunately my budget does not allow it. Is there a scholarship program?

Yes, applications for scholarships are available from this [link](#) on TCN Website.

## TRANSPORTATION

[Back to top...](#)

### Which airport should I use?

Reagan International Airport (DCA)

### What transportation is available?

Taxis are available at the airport. Information about airport and other transportation is under the [Accommodations](#) tab on the conference page. Use the discount code CNR50 for prepaid reservations. To make your shuttle reservation, call 1-800-660-8000, visit online at <http://www.ssupershuttle.com> or use the SuperShuttle app.

## CERTIFICATION CEREMONY

[Back to top...](#)

### When is the certification ceremony for CCAs?

The certification ceremony will take place on Tuesday morning, July 4<sup>th</sup>, during the general session. CCA candidates should arrive in the Maryland Ballroom no later than 8:00 am for the rehearsal.

## CONFERENCE CITY

[Back to top...](#)

### Which nights are open for sight-seeing?

Tuesday and Wednesday evenings are open, and some networks have scheduled events that night.

### What is the weather like in the D.C. Area?

*July in the Nation's Capital tends to be warm with periods of hot weather and the occasional thunderstorm. Early morning low temperatures will be mostly in the upper 60s to lower 70s but can occasionally dip to into the low to mid 60s. Afternoons tend to get very warm, mostly in the upper 80s with a few days reaching into the mid to upper 90s.*

*Please note: The temperature in the Gaylord is set to 72 degrees year round. Always bring a jacket or sweater to ensure comfort.*

## **ATTIRE**

[Back to top...](#)

### **What kind of clothing should I bring?**

*Remember: bring a sweater or jacket since the meeting rooms are often cold! Casual wear is the order of the day. The dress for this conference is pretty much casual from start to finish, such as wearing your TCN logo shirt. Those being certified or receiving awards may want to be more dressed up, though it is not necessary; that is a personal decision.*

## **MEALS**

[Back to top...](#)

### **Are breakfasts included?**

*No, but there are a restaurant and a coffee shop on the property. The UM Network group is having a ticketed breakfast event on Tuesday, July 4. See registration form for dates and ticket prices.*

## **EXHIBITORS**

[Back to top...](#)

### **Which nights are open for entertaining clients?**

*Tuesday, July 4<sup>th</sup>, and Wednesday, July 5<sup>th</sup>, are the evenings without general conference attendee events, but some networks are having ticketed events that night.*

### **How do I get day passes to the trade show for my clients?**

*One-day Trade Show passes are \$190 each and includes access to the Trade Show and lunch for that day as well as refreshment breaks.*

### **Some representative for my company will only be at the trade show for one day. What is the charge?**

*Two exhibitor registrations come with each booth registration. There is \$190 registration charge for each additional person who will be in the booth at any time during the trade show regardless of the number of days worked. This registration includes a name badge and lunch meal tickets for the days of the trade show.*

### **When will booths be assigned?**

*Booths will be assigned sometime after February 28<sup>th</sup>. You will be notified when assignments have taken place.*

### **We have three people who will be working in our booth but one of them is a workshop speaker. Do we have to pay an additional registrant fee for our workshop speaker?**

*Yes. If the workshop speaker will be in the booth at any time, you will have to pay the extra fee.*

### **Is there a booth discount for Nonprofits?**

*No.*

## TECHNOLOGY AND SOCIAL MEDIA

[Back to top...](#)

### **What is the cost of WiFi Internet at the conference?**

*Complimentary Wi-Fi is available only in guest rooms and public areas of the hotel, not in the convention center.*