

(Name of Presenter)
(Name of Organization, if any)
Workshop TITLE:

Information for Children’s Workshop Presenters

Missions Fest School Field Trip – Friday, (DATE)

Thank you for offering to present a workshop for the Missions Fest School Field Trip program. We pray God will inspire you as you prepare to challenge and educate our younger generation. You are doing a great and important thing. God bless you!

Please read and follow these instructions carefully.

1. Please confirm that this is the equipment you require. Please note that Grades 4/5 presenters should not use any electronic device that will distract the group next to them - i.e. audio-visual.

Equipment needed:

2. Pick up name tags and sign in at the Presenter's Table outside (ROOM NAME) on Friday at **8:15 am**.

3. You will be told at that time what area in (ROOM NAME) is assigned to you for your presentation or if you are presenting to Grades 6/7 what room you will be assigned.

4. You need to set up by **8:45 am** on Friday - ready for the arrival of the children.

Thanks again for your willingness to participate in this missions conference and helping to raise awareness of the needs around the world and how we may serve. We trust that your presentation will assist in planting the seeds of “mission” that our children will always remember.

For any further assistance don’t hesitate to call.

(NAME)
Office Lliaison

Missions Fest
(ADDRESS)
Tel:
Fax:
Email:
Website:

Missions Fest (YEAR)

Instructions for Loading, Unloading and Parking for Presenters at the School Field Trip (DATE)

Unloading: Be sure that all your presentation materials are labeled with your name. (INFORMATION ABOUT WHERE TO PARK)

Larger Loads: Arrive in front of the (VENUE) by way of Howe Street and park (temporarily) in front of the main entrance to the Hotel and Vancouver Convention and Exhibition Centre at 999 Canada Place, Vancouver, BC. Turn on your 4-way flashers, notify the street attendant (if any) of your intentions and take your goods to the Information Table in the Lobby. An attendant will assist you from there.

Parking: Once unloaded, to utilize your enclosed parking pass, proceed to the Missions Fest Holding Lot (see attached map). Show the attendant your parking pass, park and catch the free shuttle bus back to the convention centre.

Liability: Missions Festival (Missions Fest) Society is not responsible for safety or liability of vehicles or their contents while in the Holding Lot.

After your seminar: To return to your car, board the shuttle bus located on the street level in front of the Convention Centre. Service will be at approximately 15-minute intervals.

We're so excited about this year's theme, *"For Such a Time as This"*. Our prayer is that your presentation will motivate and stir the hearts of the children...not for a week-end ... but for a lifetime.

If you have any questions, please call the Missions Fest Vancouver office. Thank you once again for your participation.

(Contact Name)

Missions Fest (City)

(Address)

Tel:

Fax:

Email:

Web:

Complimentary Parking Pass

based on availability for the Missions Fest Parking/Holding Lot

(Date)

Name:

Division: ***Friday School Field Trip***

School Field Trip Presenter

Friday only

Authorized by: (Contact Name) Office Administrator

FACE UP ON DASH

Show a MAP here, if available.

© 2008 Missions Fest International Association