



Dear CMC West 2017 Participant:

Warmest greetings!

We are excited about the upcoming Chinese Mission Convention 2017. We welcome you in advance with much gratitude and appreciation that you are able to participate. We have seen the Lord's hand at work throughout the planning process and are looking forward to His blessing upon the convention.

Included in this email are a few items that you will need for the upcoming convention. They are:

- 1) Participant Information regarding travel, transportation and parking
- 2) Guidelines for Parents
- 3) Child Care Release Form

To prevent unnecessary difficulties, it is essential that:

- 1) You are aware there is **NO dinner provided on December 26**. On Dec. 27th to Dec. 29th lunch and dinner will be provided.
- 2) The hotel or AFC/CMC cannot be responsible for your personal belongings such as cell phones, personal computers, projectors, cameras, other electronic devices, strollers, luggage etc... . Please take care to secure all items.

One handbook will be provided for all Chinese and English program registrants: either a Chinese handbook for the Chinese program or an English handbook for the English program. PDF versions of both are posted on our website in case you would like to look at the other handbook.

We are confident that God will use CMC to mobilize His people to spread the gospel to the ends of the world, but we realize that it is only by His power that we will be able to accomplish His plan. We covet your prayer partnership in this spiritual battle so that God's purpose will prevail. Also, we invite you to join us in prayer for the following:

- Safe travel for all the participants, to and from the convention.
- That God would grant extra strength and wisdom to the leaders and speakers as they prepare.
- That the Lord will use CMC West 2017 to bring about personal renewal and strengthen our commitment to be reproducing Christ followers.

- God will sweeehow you/others His plan for your lives
- Open hearts to hear what God is teaching
- Smooth logistics throughout the conference. Pray for everyone involved in helping in some way and for all the workshops, keynote messages, etc.

We are anticipating great things from God during CMC West 2017 December 26-December 29 in Ontario, CA.

On behalf of the Executive Committee and Registration Team, we are ambassadors for Christ,

Rev. David Chow

CMC West 2017 Chairman

President, Ambassadors for Christ

Participant Information sheet Chinese Mission Convention West 2017

Arrival and Check-In

Your Registration fees include all program costs. You will receive your meal tickets at check-in. Check-In begins at **1:00pm** on December 26, in the Ballroom Prefunction area in the Convention Center. We urge you to check-in as early as possible to avoid last minute unexpected delays. We have an exciting opening session prepared for you and do not want you to be late. Upon your arrival at the Convention Center, the following procedure will help us in speeding up check-in.

1. Please leave your luggage at the hotel or in your car. We have extra security this year and all bags will be checked as you enter the Convention Center.
2. Proceed to the Convention Center check-in where you can pick up your name badge, meal tickets and materials for the convention.
3. The first official function will be the opening ceremony at 7:00pm in the Exhibit Hall A in the Convention Center.
4. Dinner is not provided on 12/26. Please make your own arrangements.

Travel / Transportation

Airport Shuttle Service: If you fly into the Ontario airport (ONT), all of our hotels offer free shuttles. There are no free shuttles from LAX International airport which is an hour away. Be advised to reserve your own shuttle or other transportation from LAX.

Name Badges: Your name card, received at check-in serves as your ticket to all the sessions. Please make sure to wear your badge at all times. You can pick – up your Badge holder, lanyard and handbook at the Handbook station

Parking: There is free parking at the hotels. **If you are a local attendee we** parking at the convention center is \$6/day with in and out privileges.

Departure:

Make your travel plans so that you can stay until the very end! We don't want you to miss out on any of the blessings and we cannot make refunds for early departures. Please check to make sure of the check-out time required at your hotel, and take care to check out on time. If you need to store your luggage, take it to the Bell Stand in hotel lobby. The closing ceremony is on December 29 at 6:30pm. If you need a later check out time, please make the arrangements with the hotel's front desk.

Disability: If you have a physical condition which requires special assistance, please let us know, by responding to this email by 12/21.

Families / Children: There are special programs planned for Children and Youth. Please read the enclosed “Guidelines for Parents” for children ages 3 through 5th grade. Nursery care will be provided for children ages 0 through 2 – see enclosed.

Parents of Youth: Please note the Youth program will not be responsible to supervise your children when the Youth program is not in session. Please make sure you discuss with your son/daughter about your expectations of them when the program is not in session and specifically whether they are allowed to leave the Convention Center and Hotel property.

- **We cannot be responsible for any Youth when they leave the Convention Center or Hotel property. In order to participate in the off-site service projects each youth must present the Youth Supplemental Application fully filled out and signed by a parent or guardian.**

**Guidelines for Parents
Chinese Mission Convention 2017**

To help our children's program run smoothly, we are asking parents to cooperate with the following guidelines. We especially ask parents to pay attention to the times scheduled for children published in the handbook, and to pick up your children promptly at the end of those sessions.

Drop-off and Pick-up

Session times for the children are specifically given. Parents, please observe the times for the start and close of the children's program.

1. Doors will open fifteen minutes prior to the start of the adult programs and will close promptly ten minutes after the end of the adult sessions.

2. Please do not drop children off early as the ministry team needs time for preparing the room, lesson transitions and prayer.
3. Please make sure to drop off children at the appropriate rooms according to their age and grade level.
4. Children should be with their families when children's sessions are not in session. For security and safety, children are not permitted to play in the children's session rooms during free times.
5. Please honor the pick-up times following these sessions, especially before meal times and the last evening session. This gives the ministry workers time for their meals and regrouping before the next session.
6. Children must be dropped off by a parent and can only be picked up by a parent. During online registration, the parents' names were entered for each child. **We will be checking name tags!** Please do not send siblings to pick-up children. For the safety of all the children, we will not allow any child to leave the room without an adult.

Name tags

Child's name tag will be REQUIRED for checking in each child and for pick-up as well. Additionally, children will be asked to wear their name tags at all times during the children's program. Your child's cooperation in wearing his/her name tag will help the teachers know each child by name and assure that the children are picked up by the right parent.

Afternoon Children's Program

We welcome all children come to join us. Preschool and younger children MUST be accompanied by their parents during the show (1:30-3:30pm).

Parent Guidelines for Nursery Program

1. Parents need to sign in and sign out for each session.
2. Parent(s) will be notified to pick up the child if your child cries extensively.
3. No naps are expected for the children. If any child needs nap, the parent(s) should be present.
4. Parent(s) need to inform us of any kinds of food allergy or sickness.
5. If any child is sick, especially with fever, please don't sign in for the benefits of other children and the sick child.
6. Please prepare a bag with necessary items such as diapers, milk... and label everything

Helpful Details

1. Please keep your children with you if they are ill and wait until 24 hours after a fever or other significant symptoms before returning them to the children's program.

2. Please be sure children use the bathroom prior to coming to the children's sessions. Bathroom space and time is very limited at the convention site.
3. Children should not bring special toys or personal items to the sessions. They might get lost or broken.
4. If your child has a special need or food allergies, please let us know.
5. If there is any evacuation during the program session, your children will be supervised by Children's Program coworkers. They will evacuate as a group to an assigned location with all the teachers. Please don't pick up your children at their classroom during the evacuation.
6. Children will receive up to two warnings if they refuse to follow the classroom instructions. After that, we will inform the parents and request your cooperation to pick up your children during that session. Children are welcome to attend the next session.