

**DATES AND DEADLINES FOR 2015 ANNUAL CONFERENCE**

DEADLINE/DATE	SUBJECT MATTER	SUBMIT (by Email) TO
December 15, 2014	<b>Legislation /Reports to the Annual Conference</b> (requiring floor time at AC), please describe the topic and general concepts.	Agenda Committee Email: <a href="mailto:Erica@neumc.org">Erica@neumc.org</a>
December 31, 2014	<b>Equalization Member Names</b> submitted by email to Conference Secretary, via District offices. MS-Word, format: Calibri or Arial 10.	Conference Secretary Email: <a href="mailto:oduorrr@verizon.net">oduorrr@verizon.net</a>
January 15, 2015	<b>Legislation or Presentation Descriptions for the Annual Conference Session</b> (not including reports that are <u>only</u> to be published in Pre-Conference booklet or Journal), please describe the topic and general concepts.	Agenda Committee Email: <a href="mailto:Erica@neumc.org">Erica@neumc.org</a>
January 15	<b>Learning Center Proposals Due</b>	Ellen Bridge Email: <a href="mailto:ebridge@tdstelme.net">ebridge@tdstelme.net</a>
January 15	Districts complete posting names & contact information of <b>Equalization members</b> on NEUMC database.	Conference Secretary
February 1	<b>Lay Member Names</b> posted on NEUMC database by or via District offices.	Conference Secretary
February 1	In order to be included in the Pre-Conference Booklet, submit <b>Nominating Biographies for delegates to General Conference and Jurisdictional Conference</b> , (not more than 100 words). Clergy or Laity may only nominate from their respective class. Clergy delegate <b>MUST</b> be Full member of Annual Conference.	Conference Secretary Email: <a href="mailto:oduorrr@verizon.net">oduorrr@verizon.net</a>
February 15	<b>All proposed agenda items, Learning session items, etc.</b> or any other information to appear in the Pre-Conference booklet are due. (Note that reports for publication in the Pre-Conference Booklet or Conference Journal are due to the Conference Secretary on or before March 1 – see below for requirements).	Agenda Committee Email: <a href="mailto:Erica@neumc.org">Erica@neumc.org</a>
March 1	<b>All Annual Conference reports</b> , (not more than 700 words) <b>proposed Agenda, resolutions</b> , or any other information to appear in the Pre-Conference booklet are due. A document received by the Secretary for the Pre-Conference booklet may not be subsequently amended or changed by the submitter before the booklet is printed. ** Submit by email in MS-Word, format: Calibri or Arial 10.	Conference Secretary Email: <a href="mailto:oduorrr@verizon.net">oduorrr@verizon.net</a>
March 1	<b>All Reports (except District reports) for the 2015 Conference Journal</b> , due to Conference Secretary (not more than 700 words). A document received by the Secretary for the Pre-Conference booklet may not be subsequently amended or changed by the submitter before the booklet is printed. ** Submit by email in MS-Word, format: Calibri or Arial 10.	Conference Secretary Email: <a href="mailto:oduorrr@verizon.net">oduorrr@verizon.net</a>
May 1,	<b>Nominating Biographies for delegates to General Conference and Jurisdictional Conference</b> (not more than 100 words). Nominations are open until balloting begins during the Annual Conference session. Submit by email in MS-Word, format: Calibri or Arial 10.	Conference Secretary Email: <a href="mailto:oduorrr@verizon.net">oduorrr@verizon.net</a>
May 1	<b>Registrations for Annual Conference due</b>	Registrar Email:: <a href="mailto:registrar@neumc.org">registrar@neumc.org</a>
May 10	<b>PowerPoint slides. These must be pre-tested at Conference prior to presentation</b> (need to be submitted one month before Conference begins).	Communications Director
June 7	<b>Petition for Excuse</b> from attending part or all of 2015 Annual Conference session due, in writing by email to the Conference Secretary	Conference Secretary Email: <a href="mailto:oduorrr@verizon.net">oduorrr@verizon.net</a>
June 11-13 (Thu-Sat)	<b>2015 Annual Conference</b>	Queries to: <a href="mailto:Erica@neumc.org">Erica@neumc.org</a>

**\*NOTES about Registration, if you wish to vote:**

- A. Lay Members - If you are new, verify with your pastor that your name and contact information, has been submitted for NEUMC database entry, to the District office.
- B. Equalization Members – Every year that you are elected an Equalization Member, your District office should enter the code for the year, under your name, in the NEUMC database. Note that to qualify, you must be an Equalization Member for the current year.
- C. Clergy - If you are new, or your Conference relationship has changed, it is the Board of Ordained Ministry (sometimes the District office) that updates the NEUMC database, accordingly.

Our goal is to make registration as uneventful as possible for you!

**\*\*NOTE about desired changes or amendments to reports or resolutions** already submitted for the Pre-Conference Booklet:

Any material not included in the booklet, or changes or amendments to documents already submitted to the Secretary, which are required to be submitted to members, are reproduced and circulated to all Annual Conference members at least 24 hours prior to the time of Conference action, by the Committee, Agency, or individual, using their own resources