

Christian Congregation of Jehovah's Witnesses



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

September 24, 2013

TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES BRANCH
TERRITORY

Re: Delegate selection for international convention in Frankfurt, Germany

Dear Brothers:

We are pleased to inform you that some delegate selections have been made for the international convention in Frankfurt, Germany. Thus, as soon as possible, please click on the "Status Summary" link under the heading "Applicants" under the "Convention" tab on jw.org for updates to the applicants in your congregation. If the status of an applicant has changed to "Selected," then please do the following:

1. In the "Convention" column, click on the "Print Details" link, and print out the "Convention Selection Summary" page for each selected delegate.
2. Print out the *General Information Sheet* and other attachments that are provided along with this letter.
3. Provide the above items to each selected delegate. Encourage him to secure his air tickets as soon as possible (either personally or by means of a travel agent). Instruct the delegate that as soon as the air tickets have been purchased or as soon as he has put a deposit down with the travel agency, he should inform the congregation secretary so that the delegate's status can be updated to "Confirmed." **Do not update the delegate's status if he has not yet purchased the air tickets or put a deposit down with the travel agency.**

Special rooming: If a delegate has been chosen to receive special rooming in the convention city, this will be indicated on his "Convention Selection Summary" printout. Thus, the host branch office will provide the special rooming details to the selected delegate by means of e-mail in the next couple of weeks. However, the delegates chosen for special rooming should immediately secure air tickets in the meantime.

We encourage all congregation secretaries to read each *General Information Sheet* as it becomes available so as to be familiar with the particular details of each convention. If a significant number of selected delegates are no longer able to attend, it is possible that in the future additional applicants will be selected to attend. However, if an applicant has not been selected at this time, there is no guarantee that he will be selected in the future.

Congregation secretaries should regularly check the "Status Summary" page for updates to applicants in their congregation.

Your brothers,
*Christian Congregation
of Jehovah's Witnesses*

cc: Traveling overseers

GENERAL INFORMATION SHEET

Frankfurt, Germany – July 18-20, 2014

TO ALL SELECTED DELEGATES TO THE 2014 GERMANY INTERNATIONAL CONVENTION

We are pleased to inform you that you have been selected to attend the international convention in Frankfurt, Germany, on July 18-20, 2014. The following information is being provided to assist you in securing your air tickets and hotel reservation. Please also consider the other details provided that will contribute to a safe and successful experience. NOTE: You should have also received from your congregation secretary a jw.org printout entitled “Convention Selection Summary.” Please make sure your e-mail address, phone number, and travel group details are correct. The branch office in Germany will be contacting you by e-mail shortly so that you will have their contact information and other details regarding your visit and what is being planned.

Air tickets: You are welcome to purchase air tickets on your own or through a travel agency of your choice. As another option, Four Ambassadors Travel will be arranging for reasonably priced group air tickets into and out of the convention city. These are available on a first-come first-served basis. Please see the Four Ambassadors Travel contact information below under the heading “Pre- or post-convention tours outside the convention city.” NOTE: We recommend that you do not use “buddy-pass” tickets. Several delegates were stranded in the convention country for two or more weeks while daily checking to see if seats were available for a return flight.

Hotel reservations in the convention city: It is required that you stay at least six or seven nights in Frankfurt so as to take advantage of activities with the local brothers before or after the convention. The Germany branch office has made arrangements for you to reserve your hotel by means of the attached *Approved Hotel List*. Please notice that the negotiated price for some of the hotels has a termination date early in 2014. NOTE: Please do not share the reservation code with others, since it is specifically for use by the selected delegates. Persons not selected by the United States branch office should not be included in your plans. As a reminder, it is required that you use a facility on the *Approved Hotel List*, even if you feel you can find something less costly on your own. ***If you will be using a travel agency to plan your trip, please inform the agency that while in Frankfurt, you will arrange for your own hotel room through the organization of the convention you will be attending.*** This is due to the fact that the price has been negotiated in anticipation that a specific number of rooms will be filled, and it also simplifies the logistics of meeting delegates for the various activities with local brothers and sisters.

“Confirmed” delegate status: You are presently considered to be a “Selected Delegate.” When you have purchased your air tickets, have put a deposit down with a travel agency, or reserved your hotel room, you must immediately inform your congregation secretary. At that time, the congregation secretary will change your status from “Selected” to “Confirmed” on jw.org. (If you will be using airline mileage reward programs, you may have to wait for tickets to become available by the airlines. Thus, if you have the amount of credits needed to obtain a reward-travel ticket and otherwise have definite plans to participate as a delegate, inform the secretary and he will change your status from “Selected” to “Confirmed.”) Informing your congregation secretary at this juncture is very important. (See “Arranging activities with the local brothers,” below.)

“Canceled” delegate status: If for any reason you are not able to participate in these arrangements, please inform the congregation secretary immediately so that your status can be changed to “Canceled” and thus others could possibly be invited.

Arranging activities with the local brothers: Once you have informed your congregation secretary of your updated status and he changes your status to “Confirmed,” the Germany branch office will then e-mail you additional information about activities that have been scheduled during the days before and after the convention. Arrangements are being made for you to enjoy activities such as field service, gatherings, and sightseeing excursions with the local brothers. While these arrangements will be optional, you are encouraged to take advantage of these occasions to be with your brothers in Germany. The tours will involve an expense on the part of the branch office (25 – 40 € per person).

Pre- or post-convention tours outside the convention city: While some may choose to attend the convention only (and two or three additional days of association with the local brothers), many also take advantage of such a trip to include sightseeing in other areas. You can arrange such excursions on your own or with a travel agency of your choice, keeping in mind that in the convention city you must use the *Approved Hotel List* provided by the branch office. However, many enjoy such excursions in the company of fellow believers. If so, we have prearranged for Four Ambassadors Travel to prepare some optional tour packages for you to consider in addition to what the Germany branch office has arranged immediately before or after the convention dates. Their contact information is as follows:

<i>Prearranged Travel Agency</i>			
Name	Address	Telephone	Web Site and E-Mail
Four Ambassadors Travel	7400 SW 50 th Terrace, Suite 100 Miami, FL 33155	1-800-685-4669 1-305-444-1991	Web site: ic.fourambassadorstravel.com <i>(Your applicant number* is required to access the international convention tour information.)</i> E-mail: Germany@fourambassadorstravel.com

* Your applicant number is located on the jw.org printout entitled “Convention Selection Summary,” which should have been provided to you by your congregation secretary.

Lapel cards: Please use the same lapel card that you would normally use while attending a district convention in the United States. It is expected that you will wear it at all times, such as when traveling, at the convention, and while sightseeing.

Travel documentation: Those with a valid United States passport do not need a visa to enter Germany if their stay is less than 90 days. You will need a valid passport and proof of round-trip air itinerary. **Please check to be sure your passport is valid for at least six months beyond the length of your trip.** Ensure that your documents are safe at all times by keeping them either on your person or in the safe at your hotel. We recommend that you make a photocopy of the information page of your passport and keep it in a separate safe place.

Baggage: It is strongly recommended that you restrict your baggage to one small or medium-sized suitcase and one carry-on type bag. Travel as lightly as possible, and bring wash-and-wear clothing that does not easily wrinkle. Take no more baggage than you *personally* can carry.

Medical: Bring a sufficient supply of your medication for the trip. Also, bring your medical directive, making sure it is properly filled out and signed. It is recommended that you obtain medical insurance in the event of an emergency if you are not covered by some other means. If you have an insurance policy, you may want to check in advance to determine if it applies overseas.

Funds: While credit cards are not accepted as widely as they are in the United States, most tourist-related facilities will accept major credit cards. Automatic teller machines (ATMs) are widely available throughout Germany. They utilize many of the same account networks that are found in the United States, so it is possible in most cases to get euros directly from your U.S. bank while you are in Germany without paying inordinate currency exchange fees. You will need cash in the local currency for small transactions. It is recommended that you do not keep your funds in one place.

Dress and grooming: When you attend the convention and engage in the ministry your attire should be the same as for congregation meetings. Even when less formal dress is appropriate, please be mindful that a high standard is expected of delegates, since you represent the organization in a special way and will be in the public eye at all times. Please do not wear blue jeans even for casual occasions.

Program language: The program will be presented in German, English, and Greek.

Applicant Instructions: Please reread the *Applicant Instructions* provided previously, as this will remind you of the adjusted arrangements in conjunction with international conventions.

Hotel List for Delegates of the International Convention Frankfurt, July 18-20, 2014

HOTELS	Address	Booking Information	Double Room <i>(including breakfast buffet)</i>	Single Room <i>(including breakfast buffet)</i>
	Ramada Frankfurt Messe Oeserstrasse 180 65933 Frankfurt am Main	Ramada Messe **** <i>(day of arrival [earliest] 7/14/14, date of departure 7/23/14 [latest])</i> booking <u>only</u> via: www.ramada.de enter city „Frankfurt am Main“; enter your travel data; select “Corporate code” and enter “714JW”; select Search button; select “Ramada Hotel Frankfurt Messe”; enter further details	75.00 €	60.00 €
	Sheraton Frankfurt Kongress Lyoner Strasse 44-48 60528 Frankfurt am Main	Sheraton Congress **** <i>(day of arrival [earliest] 7/14/14, date of departure 7/23/14 [latest])</i> booking <u>only</u> via: www.starwoodmeeting.com/BookJWFFM2014 choose the hotel; select RESERVE button; enter your travel data	82.00 €	72.00 €
	Maritim Hotel Frankfurt Theodor-Heuss-Allee 3 60486 Frankfurt am Main	Maritim Messe ****+ <i>(day of arrival [earliest] 7/16/14, date of departure 7/25/14 [latest]) ##</i> booking <u>only</u> via: www.maritim.com select Contracted / Conference Rates; enter Country “Germany”, Hotel “Hotel Frankfurt” and your travel data; enter Booking Code “1KON160714”; select Start request button	95.80 €	66.40 €
	Radisson Blu Frankfurt Franklinstrasse 65 60486 Frankfurt am Main	Radisson Blu ****+ <i>(day of arrival [earliest] 7/14/14, date of departure 7/23/14 [latest])</i> booking <u>only</u> via: www.radissonblu.com enter Destination “Frankfurt (DE)”; enter your travel data; select the MORE OPTIONS button; enter the Promotional Code “107000”; select FIND RATES button	90.00 €	79.50 €
	Steigenberger Airport Unterschweinstiege 16 60549 Frankfurt am Main	Steigenberger Airport ***** <i>(day of arrival [earliest] 7/14/14, date of departure 7/23/14 [latest])</i> booking only via e-mail, fax or phone; code “JW.WELCOME.0714” phone: +49 69 6975 2426; fax: +49 69 6975 2419 e-mail: reservations@airporthotel.steigenberger.de they will send you a reservation form – please fill out and send back	100.00 – 130.00 €	80.00 – 110.00 €
	Sheraton Frankfurt Airport Airport Terminal 1 Hugo-Eckener-Ring 15 60549 Frankfurt am Main	Sheraton Airport ***** <i>(day of arrival [earliest] 7/14/14, date of departure 7/23/14 [latest])</i> booking <u>only</u> via: www.starwoodmeeting.com/BookJWFFM2014 choose the hotel; select RESERVE button; enter your travel data	125.00 €	109.00 €

Please note the later arrival/departure date for the Maritim Hotel Frankfurt

In case of booking problems, please contact: 2014Frankfurt.de@jw.org