



台福基督教會總會
EVANGELICAL FORMOSAN CHURCH
9382 Telstar Ave., El Monte, CA 91731
Tel: (626)572-6630 Fax: (626)572-6637
E-mail: efc@efcga.org Website: http://efcga.org

2009 North American Bridging Conference Guidelines

Dear Pastors, Elders, Deacons, and Co-workers,

Thank you all for your interest and support in the 2009 North American Bridging Conference. There have been e-mails coming in regarding the specifics of the conference and the schedule for the conference, so I'd like to use this e-mail to explain some of the guidelines as well as the registration method. Attached to this e-mail you will find two documents. The first is a guideline including when to book flights, transportation available, hotel arrangements, web-registration, and reimbursement methods. The second document is a tentative schedule for your reference. I would recommend printing both of these out and having them with you when you travel. Thank you once again for your interest and feel free to contact me if you have any further questions.

I. Flight Arrangements

- A. If you are flying in, please book and confirm your flight before registering so that we can have your arrival and departure information**
- B. Hotel rooms do not become available until 12 PM, so please take this into account for your arrival time.**

II. Transportation

A. From Airport

- i. We ask that those who arrive by air take a shuttle bus to the hotel where we will be staying.**
- ii. Please take a shuttle that will go to one of these areas and ask the driver to take you to the Lincoln Plaza Hotel in Monterey Park (address in the hotel section)**
 - 1. Pasadena Area**
 - 2. San Gabriel Area**
 - 3. Downtown Area**
- iii. We would suggest taking the Super Shuttle (blue colored shuttle), however, you may take any shuttle that will arrive at the hotel.**



SuperShuttle
Your Airport Ride

- iv. Please ask for a receipt when taking the shuttle (not including tip)!**

B. From Hotel to Meeting Location



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i. We will provide transportation from the hotel to the meeting location, the bus schedule is as follows

1. Thursday Afternoon: 3:00PM, 4:00PM
2. Friday and Saturday Morning: 8:00AM, 8:30AM

C. From Meeting Location to Hotel

i. We will ask local volunteers to help take you back to the hotel

D. To Airport

i. We will ask local volunteers to help take you to the airport

E. Car Rental

i. You may choose to rent your own vehicle. If you want to do this, you can do so at the airport, or you can also do this at the hotel where we are staying.

III. Hotel Arrangements

A. We will be staying at the Lincoln Plaza Hotel in Monterey Park.

LINCOLN PLAZA HOTEL
123 South Lincoln Avenue,
Monterey Park, CA 91755
Tel (626) 571-8818 Fax (626) 571-4005

B. Rooms will be available at 12:00PM on Thursday, so please schedule your arrival accordingly

C. Rooms will be booked from 12PM on 2/19 until 10AM on 2/22, so you may stay at the hotel on Saturday night if your flight is on the next day.

D. Room assignments will be made before hand so all you have to do is let them know your name.

E. The hotel has several amenities including a Enterprise Car Rental, Coffee Shop, Business Center, Hair Salon, Shuttle Busing, as well as free Wifi.

F. A free continental breakfast is included at the hotel, and begins at 7:00AM and ends at 10:00AM. If you so choose, you may also buy Chinese breakfast across from the hotel.

G. If your flight is on Saturday night, please keep in mind that you will have to pack all your luggage and take it with you to the luggage deposit area at the meeting location on Saturday morning.

H. For more information on the hotel, please visit www.lincolnplazahotel.net

IV. Conference Check-In and Schedule

A. The conference location will be at the facilities of EFC Los Angeles

i. Address: 9537 Telstar Ave., El Monte, CA, 91731

B. Conference check-in will be from 3:00PM until 5:00PM on Thursday the 19th

C. Please refer to the attached tentative schedule for more information



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V. Web-Registration

- A. Once again, if you are flying in for this conference, please book and confirm your flight **before** registering, since the registration form will ask for your flight information!
- B. If you are a married couple coming to this conference, please register separately, but indicate who your spouse is in the comment box at the end of the form.
- C. **If you have been assigned to one of the two free registration openings by your church, please check the box above the “Submit” button, otherwise please DO NOT check that box.**
- D. Registration will be open from January 16th until February 6th.
- E. If you have read and understood all the above, then please go to www.efcchurches.org/2009NABC/registration.html to register.

VI. Reimbursement for the two exempt attendees per church

- A. General Assembly Reimbursement Guidelines
 - i. Southern California churches can send up to two representatives who will be exempt from the registration fee and banquet fee.
 - ii. North American churches outside of the Southern California area can send up to two representatives who will be exempt from all fees and have all their transportation and hotel accommodations paid for.
 - iii. Australia and New Zealand regions can send up to two representatives per region which will be exempt from all fees and have all their transportation and hotel accommodations paid for.
- B. Regarding the subsidy mentioned above, we hope to reserve these two free slots for the Senior Pastor/Chairperson and the English Pastor/English Ministry Leader
- C. Airfare reimbursement is limited to economy class tickets.
- D. Transportation reimbursement only includes transport from airport to the hotel (car rentals are not covered and transport from the hotel to meeting place, meeting place to hotel, and hotel to airport is already covered).
- E. To receive reimbursement for airfare and airport to hotel transport, please bring receipts on Thursday, February 19th to the meeting in an envelope. On the envelope please write
 - i. Your Name
 - ii. Your EFC Church
 - iii. The dollar total of your reimbursement claim.
 - iv. Who to write the check out to (you or your church?)



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F. If a reimbursement claim is given to us on the 19th, we will process it and you will receive a check on February 20th.

VII. Payment of the non-exempt attendees

- i. The non-exempt attendee will need to pay a \$25 registration fee if they are attending the conference only. If they also want to attend the closing banquet, they will need to pay a \$60 fee (\$25 registration fee + \$35 Closing Banquet Fee).
- ii. If a hotel room is needed, we will make arrangements for it, however, the attendee will need to pre-pay the total cost for the hotel stay along with the registration fees. The cost will be \$40 per night.
- iii. Please send a check, payable to "EFC" along with a detailed ledger stating the name of the attendee(s) and costs being paid (conference, banquet, hotel) to:

EFCGA

c/o Isaac Liao

9382 Telstar Ave

El Monte, CA 91731

Please write "Bridging Conference" in the memo field.

Isaac Liao
English Ministry Liaison
EFCGA

626-572-6660#133 isaac.liao@efcga.org