

Instructions for JMC 2019 Local Church Representatives

Dear Church Representatives,

Please read the following instructions carefully to ensure a smooth JMC 2019 registration for your church.

1. Promotion:

All Local Church Representatives should receive a JMC 2019 Package in February 2019. Inside the package, you will find the following materials:

- Registration Pamphlet – Please photocopy the registration pamphlet if more copies are needed.
- Updated Poster

You should have received the JMC 2019 posters in 2018. The JMC 2019 Promotion videos are available on the CCACA website: www.ccaca.org/jmc.

2. Registration:

a. Early Bird Registration (Application submitted by individuals on and before April 21, 2019):

- Please collect the early bird registration forms, free of charge before March 31, 2019.
- Please mail the collected forms in each month to CCACA office in the first week of the following month (e.g. we encourage all application forms collected in the month of January and be mailed in the first week of February).
- The mailing address is **80 Nashdene Rd., Block E, Unit 223-228, Scarborough ON M1V 5E4**

b. Final Registration (application submitted before June 30, 2019):

- Please continue to collect the registration forms and fees. Starting from April 1st to June 23rd, the price will go up to \$10/person.
- Also, please mail the collected forms and fees (cheque only) in each month to CCACA office in the first week of the following month.
- The mailing address is **80 Nashdene Rd., Block E, Unit 223-228, Scarborough ON M1V 5E4**

The Key Dates are listed as follows:

JMC 2019 Attendees Registration Deadlines

- Early Bird Registration: March 31, 2019**
- Final Registration: June 23, 2019

** All early bird registration forms/fees need to be collected on/before March 31, 2019 and submitted to CCACA no later than April 21, 2019.

Registration Form Deadlines: CCACA must receive the registration forms and fees (by mail) by the following dates:

- Early Bird Registration: April 21, 2019
- Final Registration: June 30, 2019

Conference Payment:

- We only accept cheque for the conference fee. Please make it payable to “CCACA” and with memo “JMC2019” on the front of the cheque.
- If your church decides to subsidize the conference fee, we strongly recommend the conference registrants to pay for the full amount first and the church can reimburse the subsidized amount to the registrants separately.

Conference Pre-Registration Package:

- Two weeks prior to the JMC 2019 Conference, CCACA will email the Conference Pre-Registration Package to all registrants (contact person on the form). Therefore, it is crucial to include and print the registrant’s contact email address clearly on the registration form.
- CCACA will also email to the church representative the full package that contains all registrants’ names as well as the conference details. The church representative is required to print the package to those registrants that do not have email addresses provided (or all the registrants in your church).

Please submit the forms/fees ON TIME, it is essential for all of us to work as a team to make the process run smoothly, any late submission may cause delayed distribution of the Pre-Registration Package.

If you have any problem about the registration timeline or you have any questions, please email jmc@ccaca.org or call 416-918-8895 for assistance.

Thank you for your cooperation.

In Christ,

JMC 2019 Registration Committee