



## FREQUENTLY ASKED QUESTIONS

### REGISTRATION

How can I register?

Is membership with The Church Network included in the registration fee?

If I am a member of a local chapter, but not a member of national, can I take the member pricing?

I am a national member; can others from my church attend at the member rate?

I am not a member of TCN but my co-worker is and cannot attend. Can I use that membership to register at the member price?

What are FastTracks?

Can I take the commuter discount for daily registrations?

What is included in Daily registration?

What is included in my registration?

What is NOT included in the registration?

If I share a room at conference do we both get the \$50/discount off of the room rate?

If I do not plan to stay for the entire conference can I get a credit or refund for meals?

My pastor/guest is coming along but not attending the conference or events. Can he/she reserve a room at the TCN conference rate?

### HOTEL

What is the conference hotel?

Can I make my reservation now?

What is the hotel room rate?

Does Tennessee provide Tax Exemptions?

Do I have to stay in TCN's hotel?

What are the charges for parking and internet at the hotel?

What amenities are included in the TCN room rate?

### FIRST TIMERS

Is there some kind of orientation for first-time attendees?

### SPOUSES AND FAMILY

I signed my spouse up for workshops; are meals included in that fee?

Are there any special events planned for spouses & children?

What if I need extra tickets?

## **SPECIAL EVENT**

What is the special event?

## **CANCELLATIONS**

What if I have to cancel my conference registration after the deadline?

## **SCHOLARSHIPS**

I want to attend the annual conference, but unfortunately my budget does not allow it. Is there a scholarship program?

## **TRANSPORTATION**

How do I get from the airport to the hotel?  
Which airport should I use?

## **CERTIFICATION CEREMONY**

When is the certification ceremony for CCAs?

## **CONFERENCE CITY**

Which nights are open for sight-seeing?  
What is the weather like in Nashville?

## **ATTIRE**

What kind of clothing should I bring?

## **MEALS**

Are breakfasts included?  
Where can I get breakfast?  
What is the meal included in the special event?

## **EXIBITORS**

Which nights are open for entertaining clients?  
How do I get day-passes to the trade show for my clients?  
Some representatives for my company will only be at the trade for one day. What is the charge?  
When will booths be assigned?  
We have three people who will be working in our booth but one of them is a workshop speaker. Do we have to pay for an additional registrant fee for our workshop speaker?

## **TECHNOLOGY AND SOCIAL MEDIA**

What is the cost of WiFi Internet at the conference?



## **REGISTRATION**

[Back to top...](#)

## **How can I register?**

Registration forms are available for download [here](#).  
Print the form, fill it out, and fax or mail it in to The Church Network office. Online registration is available by logging in to [TCN Website](#).

## **Is membership with TCN included in the registration fee?**

No.

## **If I am a member of a local chapter, but not a national member, can I take the member pricing?**

No, only national members can receive member pricing.

[Back to top...](#)

## **I am a national member; can others from my church attend at the member rate?**

Yes, if you are a member, other members from your church can attend at the member price. They will have to use the pdf form to register as online registration will not recognize them as members.

## **I am not a member of TCN but my co-worker is and cannot attend. Can I use that membership to register at the member price?**

Yes, if someone from your church is a TCN national member, you can attend from your church and use the member discount. When you [login to register](#), the site should recognize that your church has at least one member.

## **What are FastTracks?**

New to this year's conference are per-conference intensive seminars. FastTracks are held Monday July 13th, the day before the conference's evening opening event. They are intensive seminars focused on professional network disciplines. Individuals may attend these seminars as stand-alone events at \$149 each (lunch, conference launch, evening meal and tradeshow access included) or add on to a full conference registration for just \$99. [Learn more...](#)

## **Can I take the local commuter discount for a daily registration?**

No, the commuter discount applies only when you register for the entire conference.

## **What is included in Daily registration?**

Daily registrations include the general session, workshops, access to the trade show (applies to days 2 & 3 of conference only), and lunch for that day only. TCN is not responsible for lost meal tickets.

## **What is included in my registration?**

Registration fees include admission to the trade show and opening event, access to all general and workshop sessions, the special Grand Ole Opry event, and some meals. Meals included at the meeting are dinner Monday night, lunches Tuesday through Thursday, buffet on Wednesday evening, and refreshment breaks.

## **What is NOT included in the registration?**

Breakfast is on your own each day and dinner is on your own Tuesday evening. Denominational events such as breakfasts, lunches, banquets or field trips have additional costs; however, you can register for them on the registration form.

### **If I share a room at conference do we both get the \$50/night discount off of the room rate?**

*Yes, however, the Gaylord will only be doing one rebate per room. You will need to contact the national office to request the additional rebate.*

### **If I do not plan to stay for the entire conference can I get a credit or refund for meals?**

*No, but you are welcomed to post a note on the information board to sell the meal tickets to people who might be one-day registrants or need tickets for family.*

### **My pastor/guest is coming along but not attending the conference or events. Can he/she reserve a room at The Church Network conference rate?**

*Yes, we have plenty of rooms within our room blocks, we are happy for your pastor/guests to take advantage of our rates. Some years we are not able to offer this.*

## **HOTEL**

[Back to top...](#)

### **What is the conference hotel?**

*The Gaylord Opryland Resort and Convention Center  
2800 Opryland Drive  
Nashville, TN 37214*

### **Can I make my reservation now?**

*Hotel Reservations can be made through this link on TCN's conference [Web site](#).*

### **What is the hotel room rate?**

*The NACBA discounted room rate is \$187 plus a \$15 per night resort fee per night. There is a \$50 per night credit back for up to three nights (\$150 max). This \$50 discount or rebate or credit will be applied upon check out*

### **Does Tennessee provide me with a Tax Exemption Status?**

You may claim tax exemption in the State of Tennessee only if you have a State of Tennessee tax exemption certificate. To qualify for this exemption you must bring a copy of your Tennessee Sales Tax Exempt Certificate that shows your exempt number. (Follow this [link](#) to get an application.) If you obtained a certificate when the conference was here in 2008, it is still good. *Out-of-state 501(c)(3) entities with no Tennessee location addresses should use a copy of your 501(c)(3) exemption letter issued by the Internal Revenue Service when making tax-exempt purchases of goods and services in Tennessee.* They can look it up easily and will print and mail your existing certificate. **The name on the certificate must match the name on the check or credit card used for payment. The tax exemption cannot be granted if paying by personal check or personal credit card.**

### **Do I have to stay at the Gaylord Opryland?**

*No, but you do a **great disservice** to TCN if you don't. We initiated the program to provide the \$50 per night credit in order to address the problem of the availability of last-minute highly-discounted hotel pricing available over the Internet. This is a very serious problem being faced by all associations and TCN is no exception. If our people don't stay in our conference hotel because of cheaper last-minute rates elsewhere, then we face the possibility of attrition charges for not filling our room block. Attrition charges are significant and could potentially cripple TCN. You may think it is good stewardship to find a cheaper*

room elsewhere, but doing so creates very poor stewardship for the association. Please stay at the Gaylord. Book your hotel room through this [link](#) from our Web site.

**Please be aware that there are some companies out there contacting our members and exhibitors with the false claim that TCN's contracted rooms are full and that they can secure housing for them at a discount. This is a SCAM. Do not provide any information to any of these companies.**

## **What are the charges for Internet and parking at the hotel?**

[Back to top...](#)

Self-Parking Rate: \$15.75 +tax overnight. This is our special discounted rate (normally \$25+). Wireless Internet access is complimentary in the atrium and guest rooms. Wireless Internet access is not complimentary in the convention center.

## **What amenities are included in the TCN room rate?**

The Gaylord Opryland includes the following amenities in the guest rooms:

- In-room Wired and wireless high-speed internet access
- Wireless high-speed internet access in your room and public areas, excluding the convention center
- Secure safes with built-in AC outlet to accommodate and recharge your devices
- Flat-screen television with cable and pay-per-view movie service
- Fitness Center access
- Designated complimentary in-room beverages (2 bottled waters daily)
- Daily newspaper
- Local and toll free 800 telephone calls (20 minutes per call)

## **FIRST TIMERS**

[Back to top....](#)

### **Is there some kind of orientation for first-time attendees?**

*There is a First-timers Orientation scheduled for Monday, July 13<sup>th</sup> at 3:30 p.m. This is "come as you are," so if you've been traveling all day and feel a bit haggard, no problem, just show up in your travel attire. You will have time to freshen up before the Opening Launch Event at 5:30 pm and dinner in the exhibit hall at 6:30pm.*

***Please note: If your spouse/children are coming with you to the conference and want to accompany you, they will need name badges. If they will be with you for any meal/event functions you will need to purchase extra meal tickets for them prior to arriving at the conference. Deadline to purchase extra tickets is June 12<sup>th</sup>. This can be done when you register, or by contacting Tammy Mirau at [tammy@thechurchnetwork.com](mailto:tammy@thechurchnetwork.com) you have already registered.***

## **SPOUSES AND FAMILY**

[Back to top...](#)

### **I signed my spouse up for workshops; are meals included in that fee?**

*No, meals are an additional cost indicated on the registration form.*

### **Are there any special events planned for spouses & children?**

*Yes, there will be a Spouse and Family Activities Orientation on Tuesday, July 14<sup>th</sup> at 10:30 am. Door prizes will be awarded. Learn about what to do in the Nashville area.*

## What if I need extra meal/event tickets?

Extra tickets must be purchased before June 12<sup>th</sup>.

Your registration includes one set of meal/special event tickets (indicated by asterisk on order form) for you; however, you will need to purchase extra tickets for the meals/special events for your spouse, children, etc. if they plan to attend. NOTE: **Deadline to purchase extra tickets is June 12<sup>th</sup>. This can be done when you register, or by contacting Tammy Mirau at [tammy@thechurchnetwork.com](mailto:tammy@thechurchnetwork.com) if you have already registered.**

The Gaylord Opryland must have the meal count prior to the Conference. **THERE WILL BE NO TICKETS SOLD AT CONFERENCE. Tickets must be purchased before June 12<sup>th</sup> (see Registration Form)**

## SPECIAL EVENT

[Back to top...](#)

### What is the special event?

The special event is on Wednesday evening, July 15<sup>th</sup>. This is a heavy hors d'oeuvres buffet at the hotel followed by a performance at [The Grand Ole Opry](#). Be sure to purchase tickets for this event for your family if they want to enjoy the buffet and show.

## CANCELLATIONS

[Back to top...](#)

### What if I have to cancel my conference registration after the deadline?

For cancellations received prior to May 14<sup>th</sup>, there is a \$50 cancellation fee. If you cancel between May 15<sup>th</sup> and June 18<sup>th</sup> there is a cancellation fee of \$100. After June 18<sup>th</sup>, there is no refund. You can do a one-time transfer to the conference in 2016. There is a \$50 transfer fee.

## SCHOLARSHIPS

[Back to top...](#)

### I want to attend the annual conference, but unfortunately my budget does not allow it. Is there a scholarship program?

Yes, applications for scholarships are available from this [link](#) on TCN Website.

## TRANSPORTATION

[Back to top...](#)

### Which airport should I use?

Nashville International Airport (BNA)

### How do I get from the airport to the hotel?

Taxis are available at the airport. Information about shuttle transportation is under the [Accommodations](#) tab on the conference page.

## CERTIFICATION CEREMONY

[Back to top...](#)

### When is the certification ceremony for CCAs?

The certification ceremony will take place on Tuesday morning, July 14<sup>th</sup>, during the general session. CCA candidates should arrive no later than 8 am for the rehearsal.

## CONFERENCE CITY

[Back to top...](#)

## **Which nights are open for sight-seeing?**

*Tuesday is the only free night, and some networks have scheduled events that night.*

## **What is the weather like in Nashville?**

*The average high temperature for July is 89° and the average low is 69°, so dress accordingly. Please note: The temperature in the Gaylord is set to 72 degrees year round. Always bring a jacket or sweater to ensure comfort.*

## **ATTIRE**

[Back to top...](#)

### **What kind of clothing should I bring?**

*Remember: bring a sweater or jacket since the meeting rooms are often cold! Casual wear is the order of the day. The dress for this conference is pretty much casual from start to finish, such as wearing your TCN logo shirt. Those being certified or receiving awards may want to be more dressed up, though it is not necessary. That is a personal decision. The denominational dinners tend to be coat and tie events, but there is certainly no dress code.*

## **MEALS**

[Back to top...](#)

### **Are breakfasts included?**

*No, but there are a restaurant and a coffee shop on the property. The UM Network group is having a ticketed breakfast event. See registration form for dates and ticket prices.*

## **EXHIBITORS**

[Back to top...](#)

### **Which nights are open for entertaining clients?**

*Tuesday is the only evening free for general attendees, but some networks are having ticketed events that night.*

### **How do I get day passes to the trade show for my clients?**

*One-day Trade Show passes are \$150 each and includes access to the Trade Show and lunch for that day as well as refreshment breaks.*

### **Some representative for my company will only be at the trade show for one day. What is the charge?**

*Two exhibitor registrations come with each booth registration. There is \$190 registration charge for each additional person who will be in the booth at any time during the trade show regardless of the number of days worked. This registration includes a name badge and lunch meal tickets for the days of the trade show.*

### **When will booths be assigned?**

*Booths will be assigned sometime after March 15<sup>th</sup>. You will be notified when assignments have taken place.*

### **We have three people who will be working in our booth but one of them is a workshop speaker. Do we have to pay an additional registrant fee for our workshop speaker?**

*Yes. If the workshop speaker will be in the booth at any time, you will have to pay the extra fee.*

**Is there a booth discount for Nonprofits?**

*No.*

## **TECHNOLOGY AND SOCIAL MEDIA**

[Back to top...](#)

**What is the cost of WiFi Internet at the conference?**

*Complimentary Wi-Fi is available only in guest rooms and public areas of the hotel, not in the convention center.*