



120th Diocesan Convention
Episcopal Diocese of Colorado
St. John's Cathedral
1350 Washington St.
Denver, Colorado
October 5 - 6, 2007

Pre-Convention Packet

This packet is being mailed to:

- ***Canonically-resident Episcopal Clergy***
- ***Designated Lay Delegates of Congregations***
- ***Lay Deputies to General Convention***
- ***Lay Members of the Standing Committee***
- ***ELCA Clergy serving Congregations of the Diocese***

The following items are enclosed:

- ***Bishop's Letter of Invitation***
- ***Schedule of Events***
- ***Proposed 2008 Budget (green)***
- ***Candidates for Elections (ivory)***
 - ***Clergy Deputies to General Convention 2009***
 - ***Clergy Deputy to Ecclesiastical Court***
 - ***Lay Deputies to General Convention 2009***
- ***Proposed Legislation (blue)***
- ***Training Event for the Diocese (TED 2007) Pamphlet***
- ***Transportation and Parking Information***
- ***Guidelines for Submissions to Convention***
- ***Parking Placard (yellow)***

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Schedule of Events

Friday, October 5th

11:00am - 5:00pm	Registration Open
11:00am - 10:00pm	Exhibitor Booths Open Lunch on your own
1:00pm - 2:30pm	TED Seminar Session 1
2:30pm - 3:00pm	Break
3:00pm - 5:00pm	TED Seminar Session 2 Supper on your own
5:30pm - 10:30pm	Hotel/Parking Shuttle
7:00pm - 8:30pm	Convention Eucharist
8:30pm - 10:00pm	Reception

Saturday, October 6th

6:30am - 3:30pm	Hotel/Parking Shuttle
7:00am - 11:00am	Registration Open
7:00am - 8:30am	Continental Breakfast available
7:30am - 3:30pm	Exhibitor Booths Open
7:30am - 8:30am	Hearings: 2008 Budget Proposed Legislation Candidates for 2009 General Convention
8:30am - 12:15pm	Morning Business Session
10:15am - 10:30am	Morning Break (approximate)
12:15pm - 1:15pm	Lunch (approximate) Box lunches will be provided.
1:15pm - 3:00pm	Afternoon Business Session
3:00pm	Adjournment (approximate)

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Transportation & Parking Information

Shuttle Buses

Convention Shuttle buses will circulate from 5:30pm-10:30pm Friday evening and 6:30am-3:30pm Saturday among the following three stops:

- RTD Civic Center Station (16th Street Mall Shuttle and other bus routes).
The shuttle will stop at E. 16th Avenue and Lincoln Street.
- Warwick Hotel, 1776 Grant Street
- Registration/Exhibitors' tent at the Cathedral, 1300 Washington Street.

Public Transit

RTD routes 2, 10, and 15 pass within ¼ mile (2-4 blocks) of the Cathedral. The RTD Civic Center Station is a short walk (½ mile, but use E. 14th Avenue). Light Rail lines C & E serve Union Station; lines D, F, & H stop at 16th and California/Stout Streets. From either, take the free 16th Street Mall Shuttle to the Civic Center Station. For further information, call RTD at 303-299-6000 or visit their web site at <http://www.RTD-Denver.com> for maps and schedules.

Parking

Please display the enclosed yellow placard in your windshield when using any of the Convention Parking Lots. It will prevent you from being towed.
NB: There will be a concert at the Fillmore Auditorium on Friday evening.

The parking lot west of the Cathedral Welcome Center will not be available for Convention parking. It will hold the Registration/Exhibitors' tent and a handful of assigned parking spaces (special placards required).

The Cathedral's primary parking lot is north of 14th Avenue, between Washington and Clarkson Streets. It will fill up quickly. ***Placard required after 5pm Friday.***

All adjacent on-street parking is limited to two hours from 8am - 6pm, Monday through Saturday; those restrictions are enforced by uniformed officers.

Limited off-street parking will be available at the Morey Middle School. Enter from 13th Avenue, between Clarkson and Emerson Streets. ***Placard required.***

Arrangements are underway for additional off-street parking in the immediate neighborhood (within ¼ mile of the Cathedral). Details will be posted on the Diocesan Convention web page*. Some will be limited by time of availability. ***Placards will be required at all times.***

* http://www.coloradiocese.org/06_newsandevents/dio_conv.html

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Guidelines for Submissions to Convention

General Criteria Per the *Rules of Convention*, all materials distributed within the Convention venue must be approved by the Secretary of Convention.
There will be no leafleting of the seating areas at any time.

Submission Format Each submission must be provided in three forms to the Secretary of Convention.

1. 8½”x11” electronic* or hard copy
2. Portable Data Format (PDF), if not provided above.
3. Large Print electronic or hard copy. *See below.*

Large Print In an effort to make all materials accessible to visually-impaired members of the Convention, printed materials will be made available upon request in Large Print format. This is a new requirement, which will evolve with experience.

The general guidance for editing text-based materials follows:

1. Rotate the document to 11”x8½” landscape mode.
2. Reduce the margins to maximize the print area.
3. Increase all text to at least 24pt, including footnotes.
4. Pages will be printed double-sided with two staples along the top.

For image-based 5½”x8½” pamphlets and the like, it will be sufficient to increase each page to 8½”x11” with ¾” margins or less.

Electronic Format All submissions will become part of the *Journal of Convention* and may also be uploaded to the Diocesan Convention pages of the Diocesan web site. They must therefore be available in Portable Data Format (PDF), which thus allows the use of color images and addresses those cases where the Large Print requirement is not sufficient to meet specific needs.

Nominations from the Floor The *Rules of Convention* require each nominee to provide a photograph and a biography to the Secretary of Convention for distribution to the Convention. Please provide these materials to the Secretary not later than Friday, October 5th to allow time for the production of copies for members of the Convention.

* Portable Data Format (PDF), Rich Text Format (RTF), MS Word/Excel, or Word Perfect