

1 September 2009

Dear PWOC sisters,

This email is being sent to local presidents and POCs—if you are not the correct recipient, please forward to someone who is!! Thank you!!

I am praying for each installation as you kickoff for fall. Many of you have already begun conference registration at your meetings—this is so exciting!!

Here are a few more notes to remember:

- I need to have names and numbers of attendees to me by 15 September. This is important as I have to ensure that we have enough rooms for everyone. ☺
- Invite your chaplains! Please give your local chaplain the attached information sheet.
- Trying to figure lodging costs?? There is a chart attached with prices per attendee based on lodging type and occupancy. Please call me to make certain the lodging type you want is available!
- Mailing address for fees
 - Send only one check for the complete amount owed (CHECK WITH ME FIRST!!)
 - Make check out to “Fort Sill CTOF”
 - Send to:
ATTN: CH (Col) Alexander
PWOC-Central Region
Religious Support Operations Center
3212 NW Marcy
Fort Sill, OK 73503
 - Since each local funds office had different procedures, please call me regarding deadline for fees and if you need an ‘invoice’
- As you take registrations, be sure to follow up with each woman to match roommates—consider allergies to smoke, scents, dander; night owls vs early birds; top bunk preference. Also ask about special needs such as sleep machines or medication that requires being kept chilled. This is also an opportunity to see who wants to carpool and who can drive. I also suggest gathering mobile phone numbers and compiling a contact list for each lady to have on her person at the conference.
- If possible, driving is the best option for travel, but if your group must fly (understandable for our sisters at near 1000 miles away!!), consider your airport choices:
 - Kansas City (MCI is the airport code) may be the most inexpensive option since it is a major airport and the lovely sisters from Leavenworth can help make arrangements for travel to Windermere (fly in on Wednesday, spend the night at Leavenworth and carpool down to Windermere Thursday).

- Springfield (SGF) and Saint Louis (STL) both have airports at which ladies arriving could choose to rent a car. A rented van would also make the short trip from the lodges to the dining and meeting hall easier.
- Our sisters at Leonard Wood have offered to carpool with any who land at the airport there (TBN). The trip to Windermere is about 40 miles.
- I still need help with a few items:
 - Shuttle driving to and from Springfield Airport (this is best for a group traveling via 44 past the airport)
 - Shuttling to and from the lodging to the dining hall and conference building at Windermere (for those who fly)
 - Greeters at the main sessions
 - Workshop aides to help workshop leaders (passing out materials, etc)
 - Hospitality baskets (both for our special guests and for emergency kits in the restrooms)(If we have already discussed these items—please call me to verify your interest and ability after you check with your board.)

Double-check the attachments and be sure to send the chaplain information letter to your advisor!!

Call me with any questions—I am here to help!!

Each installation is unique—if you have not talked with me yet, please call me now—254-432-6020 at home.

I know that we are all busy right now, but you are each so vital to this process and I appreciate your time and energy—it is a sacrifice of love!!

~Diane Porter, VP
PWOC-Central Region
2009 Conference Coordinator
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