

Emerging Conference Individual and Group Registration Instructions

Thank you for your interest in attending the Emerging Conference. We want to do everything we can to make registration as easy as possible so if any of this is confusing, please call Josie Castillo 817.560.3300 ext. 255 or Kevin Prevou at 817.560.3300 ext. 261 and we will personally assist you with registration.

INDIVIDUAL REGISTRATION INSTRUCTIONS

Registering yourself or yourself and a friend or two:

1. Fill out the **Individual Electronic Registration Form F**(it is a Microsoft Excel file), save it to your computer then email it to jcastillo@fwdioc.org .
2. If you are staying at the Hyatt hotel on Friday, Saturday or Sunday nights, then fill out **Form H** (also an excel file) save it to your computer and then email to jcastillo@fwdioc.org
3. Now you are ready to fill out the **Individual Payment Form E1** and include payment for the conference and hotel (if you are staying at the hotel) and send the Form E1 in (snail mail or brought by the Catholic Center) with a **check made out to:**
Emerging Conference
Office of Young Adult Ministry, Diocese of Fort Worth
800 West Loop 820 South, Fort Worth TX 76108

Group REGISTRATION INSTRUCTIONS

Registering your parish or group (5 or more):

1. Fill out the **Group Electronic Registration Form F**(it is a Microsoft Excel file), save it to your computer then email it to jcastillo@fwdioc.org .
2. If you and your group are staying at the Hyatt hotel on Friday, Saturday or Sunday nights, then fill out **Group Form H** (also an excel file) save it to your computer and then email to jcastillo@fwdioc.org
3. Now you are ready to fill out the **Group Payment Form E2** and include payment for the conference and hotel (if you are staying at the hotel) and send the Form E1 in (snail mail or brought by the Catholic Center) with a **check made out to:**
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NOTE: Hotel rooms at the Hyatt are \$99.00 a night regardless of whether there is 1 person or up to 4 persons in the room. So if you have 4 persons in the room, the cost is approx. \$25.00 ea person, per night. If you have just 1 person in the room, the cost will be \$99.00 per night.