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**SOZO Conference Travel Details**

**Two Weeks Prior**

* Please submit a count to Anna at anna.hill@summitchurchwylie.org. this count will be used to print the correct number of manuals. If you know of people that are planning on coming but have not yet registered please add them to your count.

**Personal SOZO’s Prior to Conference**

* You will need to have the applications sent to us at least 2 weeks prior to the event
* We will have an Admin person to run the organizational part of this day.
* We will need \_\_\_ rooms set up for SOZO’s
	+ To see how a SOZO room should be set up, see diagram at the end of this document.
	+ Rooms must be climate controlled
* Checks will need be made out to The Summit for the Individual SOZO sessions
	+ If they pay prior, you will need to note that
		- The checks can be made out to us
		- Or, one check can be made to us from you guys for the full amount.

**Our team**

* Housing
	+ We will have minimum of 5 people traveling with us.
		- Hotel Rooms for
			* Pastor Randy and Dana (1 room)
			* Sandra (shared with Amy and Anna, 1 room with two beds)
			* Amy
			* Anna
* Transportation
	+ If we will be driving to your city in one of our vehicles then transportation will not be needed.
	+ If we fly in, we ask that you provide transportation, to and from all meetings
	+ We ask that our team be to all meetings at least 30 minutes prior to the start of the meeting.
* Meals
	+ We ask that meals be provided for our team
	+ This can be done in a few ways, we have had people cook for us, or take us out. We are not picky!
* Water
	+ We drink A LOT of water during a conference.
		- We will need at least 3 cases of water (normal size).

**During the Conference**

* Technical
	+ We will need 4 microphones
		- It would be great if one of them was a headset
		- A wireless mic would be great, but we will work with what you have
	+ PowerPoint
		- We will have slides and will need someone to run it
* Schedule
	+ We can adapt anyway necessary, as long as there is enough time to cover the material
	+ Normally this is our schedule:

9:00-10:30 - Session

10:30-10:45 - Break

10:45-12:00 - Session

12:00-1:30 - Lunch

1:30-2:45 - Session

2:45-3:00 - Break

3:00-5:00 - Session

* Book Table
	+ We will need a table to set up product.
	+ Access to the internet