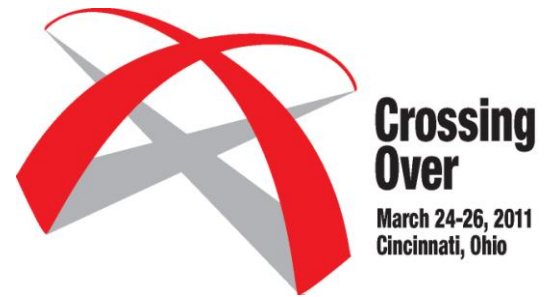


LEA Convocation Budget Guide

Crossing Over
March 24-26, 2011
Duke Energy Convention Center - Cincinnati, Ohio



Give Yourself a Head Start!

The 10th Triennial Lutheran Education Association Convocation is about a year away. Enclosed is important information to help you make plans now to attend.

Convocation Highlights

- More than 3,000 Lutheran educators at all levels in attendance
- Worship and Bible study
- More than 150 Sectionals and Keynote Speakers
- Banquets, fellowship, entertainment
- More than 100 exhibitors

Register Early to Save Money!

The registration fees are per person and include two banquets, sectionals, keynotes, and entry into the exhibit hall. LEA members will receive the registration brochure in late summer 2010. Online registration will be available after August 1, 2010 on the LEA Web Site - www.lea.org.

	Early Registration Through January 14, 2011	Late Registration After January 14, 2011
LEA Members	\$280	\$330
Non-Member Registration and one year LEA membership	\$389	\$439
Non-Member	\$439	\$489
Emeriti Member	\$230	\$280
Emeriti Non-Member	\$290	\$340
Student Member	\$180	\$230
Pre-Convocation Event	\$40	\$40
International Symposium	\$55	\$55

Hotel Room Rates

Discounted overnight room rates have been arranged at five downtown hotels. Most hotels are within walking distance of the Convention Center. More than 2,000 rooms have been reserved for the Convocation. Reservations will be accepted only via print or online registration forms. Discounted rates vary depending on the number of people in a room and the hotel. The rates do not include the current 17% room tax (room tax subject to change—hotel rates locked in).

Single/Double	\$109 - \$145	With tax	\$127.53 - \$169.65 (tax subject to change)
Triple/Quad	\$124 - \$170	With tax	\$145.08 - \$198.90 (tax subject to change)

Parking Fees

Downtown hotels charge for parking in their garages. Parking prices will range from \$8.00 per day up to \$15 per day for self-parking (no in/out privileges). All the downtown hotels have valet parking, which range from \$22 per day up to \$24 per day with in/out privileges (all rates are subject to change).

Airport Transportation

Airport Executive Shuttle is open 24/7 and will take you from the airport to your hotel for \$20 one-way or \$30 round-trip. Reservations are recommended but not necessary.

Taxis are available from the airport to your hotel. One-way fare is approximately \$28. (All rates are subject to change).

For more information on Cincinnati attractions and restaurants, visit www.cincinnatiusa.com.

Questions?

More information about the LEA Convocation is available by visiting our Web site at www.lea.org or calling us at 708-209-3343.

Budgeting Worksheet

Use this form to help you estimate the cost for your staff to join us for the 2011 Convocation!

Number of people: _____ x Registration fee: \$ _____ = \$ _____

Number of hotel rooms _____ x Number of nights _____ x Cost of room \$ _____ = \$ _____

Average parking fee \$ _____ x Number of vehicles _____ x Number of days _____ = \$ _____

Transportation Cost to Cincinnati per person \$ _____ x # of people attending _____ = \$ _____

Add totals together: Total estimated cost for Convocation \$ _____

Convocation Layaway Plan

LEA offers the Convocation Layaway Plan to help you set aside incremental funding for the Convocation. This might be especially helpful for budget line items that must be expended during a particular fiscal year or just as a convenient way to set aside money to avoid the sticker shock that comes with a total bill.

The Convocation Layaway Plan allows you to make any number of deposits through December 1, 2010. In July 2010, depositors will receive a coupon equal to the sum of their deposits to include with registration by mail or fax. See page 3 of this document for a deposit form. Receipts will be returned for each deposit.

2011 LEA Convocation Layaway Plan

Please add this deposit to our account for the 2011 Convocation:

This is our first deposit _____ We have already made a deposit _____

Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Contact Person: _____

Phone: _____ Fax: _____

E-mail address: _____

Amount of Deposit: _____

Return check and completed form to:
Lutheran Education Association
7400 Augusta Street, River Forest, IL 60305-1499

For questions contact LEA at 708.209.3343 or e-mail LEA at lea@lea.org.