

Christian Congregation of Jehovah's Witnesses



2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 24, 2013

TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES BRANCH
TERRITORY

Re: Delegate selection for special convention in Lisbon, Portugal

Dear Brothers:

We are pleased to inform you that some delegate selections have been made for the special convention in Lisbon, Portugal. Thus, as soon as possible, please click on the "Status Summary" link under the heading "Applicants" under the "Convention" tab on jw.org for updates to the applicants in your congregation. If the status of an applicant has changed to "Selected," then please do the following:

1. In the "Convention" column, click on the "Print Details" link, and print out the "Convention Selection Summary" page for each selected delegate.
2. Print out the *General Information Sheet* that is provided along with this letter.
3. Provide the above items to each selected delegate. Encourage him to secure his air tickets as soon as possible (either personally or by means of a travel agent). Instruct the delegate that as soon as the air tickets have been purchased or as soon as he has put a deposit down with the travel agency, he should inform the congregation secretary so that the delegate's status can be updated to "Confirmed." **Do not update the delegate's status if he has not yet purchased the air tickets or put a deposit down with the travel agency.**

Special rooming: If a delegate has been chosen to receive special rooming in the convention city, this will be indicated on his "Convention Selection Summary" printout. Thus, the host branch office will provide the special rooming details to the selected delegate by means of e-mail in the next couple of weeks. However, the delegates chosen for special rooming should immediately secure air tickets in the meantime.

We encourage all congregation secretaries to read each *General Information Sheet* as it becomes available so as to be familiar with the particular details of each convention. If a significant number of selected delegates are no longer able to attend, it is possible that in the future additional applicants will be selected to attend. However, if an applicant has not been selected at this time, there is no guarantee that he will be selected in the future.

Congregation secretaries should regularly check the "Status Summary" page for updates to applicants in their congregation. As delegate selections for the conventions in Argentina, Japan, Latvia, Myanmar, New Caledonia, Philippines, and South Africa are made, a letter similar to this one will be posted on jw.org.

Your brothers,
*Christian Congregation
of Jehovah's Witnesses*

cc: Traveling overseers
1/24/13-E Us

GENERAL INFORMATION SHEET

Lisbon, Portugal – July 19-21, 2013

TO ALL SELECTED DELEGATES TO THE 2013 PORTUGAL SPECIAL CONVENTION

We are pleased to inform you that you have been selected to attend the special convention in Lisbon, Portugal on July 19-21, 2013. The following information is being provided to assist you in securing your air tickets and hotel reservation. Please also consider the other details provided that will contribute to a safe and successful experience. (Note: You should have also received from your congregation secretary a jw.org printout entitled “Convention Selection Summary.” Make sure your e-mail, phone number, and “Travel Group Details” are correct.)

Air tickets: You are welcome to purchase air tickets on your own or through a travel agency of your choice. As another option, Four Ambassadors Travel has arranged for reasonably priced group air tickets into and out of the convention city. These are available on a first-come first-served basis. Please see the Four Ambassadors Travel contact information below under the heading “Pre- or post-convention tours outside the convention city.” *It is best to secure your air tickets before finalizing your hotel reservation.*

Hotel reservations in the convention city: It is expected that you would stay at least six or seven nights in the convention city so as to take advantage of activities with the local brothers before or after the convention. The Portugal branch office has made arrangements for you to reserve your hotel by means of an *Approved Hotel List*. The Marriott in Lisbon has a specific Web site for Watchtower delegates. All Sana Hotels have a promotional code for Watchtower delegates to access the negotiated pricing. **Note: Please do not share the promotion code with others as it is specifically for use by the selected delegates.** Persons not selected by the branch office should not be included in your plans. As a reminder, it is required that you use a facility on the *Approved Hotel List*, even if you feel you can find something less costly on your own. **If you will be using a travel agency to plan your trip, please inform the agency that while in the convention city you will arrange for your own hotel room through the organization of the convention you will be attending.** This is due to the fact that the price has been negotiated in anticipation that a given number of rooms will be filled, and it also simplifies the logistics of meeting delegates for the various activities with local brothers.

Approved Hotel List

Hotel	Telephone	Rate	Information
Hotel Marriott – Lisboa (4 Stars) Av. dos Combatentes, 45 1600-042 LISBOA, Portugal	+351 217 235 480	Single 70€* Double 82€*	Access the link below, which is specifically for Watchtower delegates. Fill in the information as requested. http://www.marriott.com/hotels/travel/lispt-lisbon-marriott-hotel/?toDate=7/25/13&groupCode=JW0JW0A&fromDate=7/15/13&app=resvlink Email: lisbon@marriotthotels.com Marriott CANCELLATION POLICY: No penalties for cancellations until May 15, 2013. One night charge for cancellations from May 16 to June 16, 2013. Starting June 17, 2013, cancellations or no shows will have no reimbursements.
SANA Capitol Hotel (3 Stars) Rua Eça de Queiróz, 24 1050-096 LISBOA	+351 213 536 811	Single 72€* Double 77€*	Access link below to make room reservations: http://www.capitol.sanahotels.com/en/ Email: dir.capitol@sanahotels.com Select date of arrival, number of nights, number of rooms, and number of persons per room. Where the section “Code” appears, select “Promotion” and then type the code word “ JWCONVENTION2013 ” in the space provided. Sana CANCELLATION POLICY: 100% room rate if not cancelled by 12:00, 30 days prior to arrival. No show, charge of the full stay.

<p>SANA Lisboa Hotel (4 Stars) Av. Fontes Pereira de Melo, 8 1069-310 LISBOA, Portugal</p>	<p>+351 210 064 300</p>	<p>Single 80€* Double 85€*</p>	<p>Access link below to make room reservations: http://www.lisboa.sanahotels.com/en/</p> <p>Email: grp1.lisboa@sanahotels.com</p> <p>Select date of arrival, number of nights, number of rooms, and number of persons per room. Where the section "Code" appears, select "Promotion" and then type the code word "JWCONVENTION2013" in the space provided.</p> <p>Sana CANCELLATION POLICY: 100% room rate if not cancelled by 12:00, 30 days prior to arrival. No show, charge of the full stay.</p>
<p>SANA Malhoa Hotel (4 Stars) Av. José Malhoa, 8 1099-089 LISBOA, Portugal</p>	<p>+351 210 061 800</p>	<p>Single 75€* Double 80€*</p>	<p>Access link below to make room reservations: http://www.malhoa.sanahotels.com/en/</p> <p>Email: grp.malhoa@sanahotels.com</p> <p>Select date of arrival, number of nights, number of rooms, and number of persons per room. Where the section "Code" appears, select "Promotion" and then type the code word "JWCONVENTION2013" in the space provided.</p> <p>Sana CANCELLATION POLICY: 100% room rate if not cancelled by 12:00, 30 days prior to arrival. No show, charge of the full stay.</p>
<p>SANA Metropolitan Hotel (4 Stars) Rua Soeiro Pereira Gomes, Parcela 2 1600-198 LISBOA, Portugal</p>	<p>+351 211 982 500</p>	<p>Single 71€* Double 76€*</p>	<p>Access link below to make room reservations: http://www.metropolitan.sanahotels.com/en/</p> <p>Email: reu.metropolitan@sanahotels.com</p> <p>Select date of arrival, number of nights, number of rooms, and number of persons per room. Where the section "Code" appears, select "Promotion" and then type the code word "JWCONVENTION2013" in the space provided.</p> <p>Sana CANCELLATION POLICY: 100% room rate if not cancelled by 12:00, 30 days prior to arrival. No show, charge of the full stay.</p>
<p>SANA Epic Hotel (5 Stars) Av. Eng. Duarte Pacheco, 15 1070-100 LISBOA</p>	<p>+351 211 597 300</p>	<p>Single 140€* Double 160€*</p>	<p>Access link below to make room reservations: http://www.lisboa.epic.sanahotels.com/en/</p> <p>Email: ge.lisboa@epic.sanahotels.com</p> <p>Select date of arrival, number of nights, number of rooms, and number of persons per room. Where the section "Code" appears, select "Promotion" and then type the code word "JWCONVENTION2013" in the space provided.</p> <p>Sana CANCELLATION POLICY: 100% room rate if not cancelled by 12:00, 30 days prior to arrival. No show, charge of the full stay.</p>

* 1.00 Euro = about \$1.33 US Dollars

“Confirmed” delegate status: You must immediately inform your congregation secretary when you have purchased your air tickets or have put a deposit down with a travel agency. At that time, the congregation secretary will change your status from “Selected” to “Confirmed” on jw.org. (If you will be using airline mileage reward programs, you may have to wait for tickets to become available by the airlines. Thus, if you have the amount of credits needed to obtain a reward-travel ticket and otherwise have definite plans to participate as a delegate, inform the secretary and he will change your status from “Selected” to “Confirmed.”) Informing your congregation secretary at this juncture is very important. (See “Arranging activities with the local brothers,” below.)

“Canceled” delegate status: If for any reason you are not able to participate in these arrangements, please inform the congregation secretary immediately so that your status can be changed to “Canceled” and thus others could possibly be invited.

Arranging activities with the local brothers: Once you have informed your congregation secretary of your updated status and he changes your status to “Confirmed,” the Portugal branch office will then e-mail you further information about activities that have been scheduled during the days before and after the convention. Arrangements are being made for you to enjoy activities such as field service, gatherings with the friends, and sightseeing in the convention city with the local brothers. While these arrangements will be optional, you are encouraged to take advantage of these occasions to be with your brothers in Portugal. Some of the activities will involve an expense on the part of the branch office. Visiting delegates may be asked to make voluntary contributions to cover these expenses.

Pre- or post-convention tours outside the convention city: While some may choose to attend the convention only (and two or three additional days of association with the local brothers), many also take advantage of such a trip to include sightseeing in other areas. You can arrange such excursions on your own or with a travel agency of your choice, keeping in mind that in the convention city you must use the *Approved Hotel List* provided by the branch office. However, many enjoy such excursions in the company of fellow believers. If so, we have prearranged for Four Ambassadors Travel to prepare some optional tour packages for you to consider. Their contact information is as follows:

<i>Prearranged Travel Agency</i>			
Name	Address	Telephone	Web Site and E-Mail
Four Ambassadors Travel	7400 SW 50 th Terrace, Suite 100 Miami, FL 33155	1-800-685-4669 1-305-444-1991	Web site: ic.fourambassadorstravel.com (Your Applicant Number** is required to access the special convention tour information) E-mail: Portugal@fourambassadorstravel.com

** Your Applicant Number is located on the jw.org printout entitled “Convention Selection Summary,” which should have been provided to you by your congregation secretary.

Lapel cards: Please use the same lapel card that you would normally use while attending a district convention in the United States. It is expected that you will wear it at all times, such as when traveling, at the convention, and while sightseeing.

Travel documentation: Citizens from the United States do not need a visa to enter Portugal. However, you will need a valid passport. **Please check to be sure your passport is valid for at least six months beyond the length of your trip.** Ensure that your documents are safe at all times by keeping them either on your person or in the safe at your hotel. We recommend that you make a photocopy of the information page of your passport and keep it in a separate safe place.

Baggage: It is strongly recommended that you restrict your baggage to one small or medium-sized suitcase and one carry-on type bag. Travel as lightly as possible and bring wash-and-wear clothing that does not easily wrinkle. Take no more baggage than you *personally* can carry.

Medical: Bring a sufficient supply of your medication for the trip. Also be sure to bring your medical directive, making sure it is properly filled out and signed.

Funds: The use of major credit cards and ATMs is suggested. Check with your bank or credit card provider about options available in the countries you will visit. You will need cash in the local currency for small transactions. It is recommended that you do not keep your funds in one place.

Dress and grooming: When you attend the convention and engage in the ministry, your attire should be the same as for congregation meetings. Even when less formal dress is appropriate, please be mindful that a high standard is expected of delegates, since you represent the organization in a special way and will be in the public eye at all times. Please do not wear blue jeans even for casual occasions.

Program language: The program will be presented in the Portuguese and English languages.

Applicant instructions: Please reread the *Applicant Instructions* provided previously, as this will remind you of the adjusted arrangements in conjunction with special conventions.