

# Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

October 28, 2013

TO ALL BODIES OF ELDERS

Re: Convention Service Meeting part for week of January 6, 2014

Dear Brothers:

The material in the attached outline entitled "2014 Conventions of Jehovah's Witnesses" should be presented by the secretary to the congregation as a talk during the local needs part scheduled on the Service Meeting for the week of January 6, 2014. The convention assignment letter that you have already received should be read to the congregation at the beginning of that part. The secretary should adhere closely to the outline. If more than 10 minutes are needed for the part, you may adjust the timing of the other Service Meeting parts.

Many in your congregation may have already booked their accommodation from the *Recommended Hotel List/Bureau* (if available). As more accommodation is needed the list will be updated. If you have any questions regarding this list, the secretary should contact the rooming overseer for your local convention. As indicated previously, this list can be sent electronically to publishers who need the information. However, by way of a caution, this list should not go beyond congregation publishers as hotels do not want such information available for general use.

Regarding the portion on "Special needs," please note that before the secretary sends a *Special Needs Room Request* (CO-5a) form to the Rooming Department, the Congregation Service Committee should review the guidelines on the form and in the October 27, 2013, letter to all bodies of elders.

The list of conventions will be made available in December on [jw.org](http://jw.org) under the heading "About Us." If any publishers do not have access to the Internet, please assist them in obtaining the information they need rather than having them call the branch office. Please print this entire list prior to the Service Meeting that week, and place the information on the noticeboard.

Thank you very much for diligently following through on these important matters. We are confident that you will be spiritually refreshed by what has been prepared. May Jehovah richly bless your efforts to attend the entire programme.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*

Attachment

cc: Travelling overseers

## 2014 CONVENTIONS OF JEHOVAH'S WITNESSES

(To be given by the secretary as a talk during the local needs part for the Service Meeting the week of January 6, 2014.)

We eagerly anticipate and are truly excited about the spiritual banquet in store for us at the 2014 district and international conventions. All are urged to be present for *all three days*. Inform teachers and employers well ahead of time that the convention is a necessary part of your worship. By making your plans now and helping others as needed, you can be sure of Jehovah's blessing on your efforts.—Prov. 10:22; 16:3.

**Programme times:** Friday and Saturday: 9:20 a.m. – 4:55 p.m. Sunday: 9:20 a.m. – 3:50 p.m.

**Obtaining information:** A complete list of all conventions in Britain and Ireland will be placed on the noticeboard after the Service Meeting tonight. The list is also available on [jw.org](http://jw.org) under the heading "About Us." See your congregation secretary for assistance in obtaining this information if you do not have access to the Internet.

Please attend the convention to which your congregation is assigned. This is important because of facility limitations. This is especially important at the Cardiff district convention. If because of some unique circumstance you must attend a different convention, you may obtain a *Recommended Hotel List/Bureau* by writing to the rooming headquarters for that convention. The congregation secretary can provide the postal address or email address for the convention you select.

**Special needs:** Do you know of someone in the congregation who could use help in getting to and from the convention? Why not offer to assist? (Prov. 3:27; Heb. 13:16) When a publisher requests assistance in obtaining accommodation, the Congregation Service Committee will determine if the publisher qualifies to submit a *Special Needs Room Request* (CO-5a) form.

**Parking:** We continue to encourage each congregation to use a coach. We are investigating a national coach arrangement regarding travel to your convention. More detailed travel options and direction will be supplied to congregations. These may vary according to your congregation's specific requirements. At this stage, please postpone making a deposit for a coach until further options are presented to you.

The increased use of coaches in recent years has eased parking problems. At all convention sites where we have secured control of parking facilities, the spaces will be made available through the congregations at no charge. When it comes to the distribution of parking tickets, every effort will be made to ensure that the disabled and infirm are given priority. Congregation Service Committees should only accept requests for such tickets if there is a genuine need. We have an ongoing problem whereby many request parking tickets but do not use them. If for some reason you no longer need a parking ticket, please return the ticket so that another car party may use it. At some of the new indoor city centre venues, parking will only be available in commercial car parks.

**Malta:** The district convention will be held on September 5-7, 2014. Briefly review the letter dated COA:COC December 2, 2013, to all congregations regarding the appointed travel agent and hotel arrangements.

**Hotel reservation:** The *Recommended Hotel List/Bureau* is still on the noticeboard. When we deal with hotel staff (and other business employees), our speech and demeanour should always reflect the fruitage of the spirit. (Gal. 5:22, 23) Please adhere to the following instructions as you make your hotel reservations:

- Where a *Recommended Hotel List/Bureau* is available, we thank you for cooperating and booking hotels from the *Recommended Hotel List/Bureau*. Accept **only** the rate shown on the list. It is important to support the Hotel Lists that have been negotiated by our brothers. This will continue to help us in future years.
- The purpose of negotiating hotel rooms is to assist the greater number of brothers needing accommodation. We do not want this arrangement to be a burden to anyone. If you are able to afford the price range of the hotels on the list, then you should book from the list. If, however, someone has a more limited budget than what is available on the list of hotels, we understand you will have to make alternative arrangements that is within your means.

- The hotels listed through the Bureaus are slightly different because the individual hotels are not negotiated directly by the brothers. The Bureaus help us in getting the venue, so the commitment is not to the same degree of the hotels that the brothers have negotiated directly.
- Each room should be reserved in the name of the person who will actually occupy it. Please do not reserve a number of rooms from the hotels on the *Recommended Hotel List/Bureau*. Each one should only reserve rooms for his own family or for someone who is not capable of doing so for himself. Some hotels report that many rooms are being reserved and then cancelled. This is causing difficulty in working with some hotels and can bring reproach on the organization.
- If you must cancel a reservation, do so well in advance of the convention so others needing accommodation can use the room.
- Fire regulations require that you not exceed the number of persons that the hotel allows for each room.
- If there are no rooms available after calling ALL the hotels listed, or if you have a problem with a hotel, inform your congregation secretary. He should communicate with the convention Rooming Department, using the contact information on the *Recommended Hotel List/Bureau*.

Our annual conventions will afford us a fine opportunity both to take in divine instruction and to enjoy the warm association of our brothers and sisters. (Deut. 16:15) May Jehovah bless your efforts as you prepare to attend the 2014 conventions!

(After the meeting covering this material, please place this outline on the noticeboard until the convention.)