

Welcome to the University of Indianapolis and the 2023 National Lutheran Secretariat Annual Gathering! We are glad you are here and know that you will reconnect with many VdC friends and make new ones as well.

A very important part of this Gathering is the use of a designated website where all information and documents related to the Gathering will be found. The website is annualgathering.viadecristo.org. You may ask any Host Committee member for assistance navigating the website any time during the Gathering. There is also an information table at the Schwitzer Student Center where volunteers are available to help and answer any questions you may have. WiFi is available during the entire Gathering. You'll need to connect to UIndy Guest and agree to the terms, and then you will be connected.

On behalf of the Registration Team, we'd like to give you some check-in and check-out information. Our entire Annual Gathering group will be housed in Central Hall, just a short walk from the Schwitzer Student Center.

If you have any questions either before the Gathering, or during, please ask for help! We are here to serve you and provide you with a comfortable environment.

Check In Procedure

Check-in will take place in the lobby of Central Hall. As you arrive on campus, please make your way to the dorm, which is located at 1308 Campus Drive, Indianapolis. The dorm is just north of the Schwitzer Student Center. There will be signs showing you the way. We will greet you outside in front of Central Hall, weather permitting. Then you'll need to go into the front lobby and provide your name to the UIndy staff person there. They will provide you with your room key and an access card. UIndy must have everyone checked in and accounted for in the event of any unforeseen emergencies, for our own safety. Then you may go to your room. The doors to the rooms are open at this point, but once you leave, please lock up accordingly and no one but the occupants of each room may enter it. If you need help with luggage or any other needs, we will have Host Committee folks available to assist.

There will be linens on your bed. There are extra hotel-style toiletries available in bins on each floor if needed. If you do not see these items, please let us know. Please remember to bring the completed Emergency Medical form and Photo release form with you, which are on the Home page of the Annual Gathering website (listed above.)

If you have any non-emergency situation come up while on campus, please contact anyone on the Host Committee. If further assistance is needed, Campus Security will be called. For a true medical emergency, 911 may be contacted.

Sunday Check Out Procedure

On Sunday morning, please be packed up and ready to vacate your room by 10:30. Closing worship is set for 8:45 so you would possibly have a short time after the service to go back one last time to secure everything. We must be completely out of Central Hall between 11:30 and 12:00. Thanks for your help with this!

You will need to check out at the same front lobby area in Central Hall as when you checked in. You will need to turn in your room key, access card, and your bed sheets and bath linens at this time. We will be charged \$50 for any key not turned in, and \$20 for any access card not returned.

At that point you are free to leave if you'd like, or remain at Schwitzer Student Center until you are taken to the airport, if you are flying out. The last trips to the airport will leave from Schwitzer at NOON.



Looking forward to a great Spirit-filled weekend!

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