



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMEU-CH

15 August 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Protestant Women of the Chapel–Europe Worship & Study Conference, 18–21 November 2011

1. **PURPOSE.** This memorandum provides information and guidance from the Installation Management Command–Europe (IMCOM-E), Religious Support Office (RSO) for the upcoming Protestant Women of the Chapel–Europe (PWOC-E) Worship & Study (W&S) Conference. This conference takes place 18 through 21 November 2011 at the Edelweiss Lodge and Resort in Garmisch, Germany. The purpose of this conference is to inspire women to grow in their personal faith and to encourage them to actively serve God in their local chapter communities. This Conference is designed to provide a wide variety of resources to enhance the spiritual growth of women in our chapel communities.

2. **BACKGROUND.** The PWOC-E Worship & Study Conference is a four day event of spiritual fitness training. This year, five speakers from within Protestant Women of the Chapel will present spiritually enriching and motivating content on a wide variety of topics. Corporate praise and worship will be lead by Gaelle Lauret. In addition, classes will be taught on a number of topics including prayer, evangelism, Bible study, family life and other special topics. The conference also includes opportunities for recreation and fellowship. This spiritual leadership conference is vital to the implementation of the Chief of Chaplains Strategic Plan and the training initiatives of RSO for FY 11. The IMCOM-E Region Chaplain encourages maximum attendance from among all chaplain advisors and PWOC-E chapters in the U.S. Air Force, U.S. Army, and U.S. Navy footprints.

a. The theme for this conference is “Your Kingdom Come” based on Mt 6:9-13. The PWOC-E Region board, with the speakers and Gaelle Lauret, will make this a conference of world-class caliber.

b. Speakers, conference prepacket and more information can be found at <http://www.pwoc.org/EuropeConference.html>.

3. **CONCEPT.** The Conference begins on Friday, 18 November. The earliest registration/check in time at the hotel is 1400. The first meeting starts at 1900 following dinner. Participants must be registered by 1700. The Conference will conclude at 1030 on Monday morning, 21 Nov.

4. **ACCOMMODATIONS.** Most rooms are double occupancy rooms, but triple and quad occupancy rooms are available. Some single rooms are also available on a need basis. All rooms have a private bath, TV, and telephone. All incidental hotel fees, i.e., telephone calls, internet access, stocked items in room refrigerators, fax charges, early arrivals, late departures, extra meals, special services, or other personal use charges, etc. are not covered in the

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conference package and must be paid by the room occupants. All personal charges with the hotel must be settled prior to departure.

a. Meals. Breakfast, lunch and dinner beginning Friday (18 Nov) with the evening meal, and concluding Monday (21 Nov) with breakfast, are included in the Conference Package per person price.

b. The Conference Package Cost includes a dynamic conference center, plus the use of the indoor swimming pool, hot tub, sauna, and free parking. An additional fee is required for massages and other leisure/sports activities.

c. The conference hotel is the Edelweiss Lodge and Resort in Garmisch, Germany. The local address is 17 Gernackerstrasse, 82467 Garmisch. The hotel phone number is (0049) 8821-9440. Their website is www.edelweisslodgeandresort.com.

5. TRANSPORTATION. Participants of the conference will provide their own transportation. Each Chapel organization can also choose to coordinate transportation to meet their needs. Use of TMP (Troop Motor Pool) vehicles is authorized.

6. RESERVATIONS/REGISTRATION

a. Deadline for registration is Monday, 3 October. Registration begins with each participant submitting their name and pertinent information to the Chapter President. Registration will be completed using the online registration tool, Event Brite, by each Chapter President (or whoever they designate to do so). The registration link will be emailed out through appropriate channels by August 14th. Registration opens August 15th and runs through October 1st. There is only enough space for 400 registered ladies, so once we reach our registration limit, those who wish to attend will be placed on a waiting list to attend. **No funds will be collected using this online tool.** Area Presidents will receive a completed spreadsheet for confirmation for all participants in her area. Final registration is complete when each person signs in at the registration table at conference on 18 November.

b. The United States Army Garrison Chaplain Fund Managers will receive a completed registration spreadsheet generated from Event Brite registration for their area from the PWOC-E registrar, Amber Olsen, EuropeAdmin@pwoc.org. Preferred payment is by Electronic Funds Transfer (EFT). Each Fund Manager should send payment by EFT to IMCOM-E CTOF. The instructions are at ENCL 1. The Fund Manager must upload information about the EFT and number of registrants into SharePoint. The instructions are at ENCL 2. Early registrations are encouraged. **Suspense for submission for each USAG is NLT 1300 on Monday, 3 October 2011.**

c. U. S. Air Force and U. S. Navy PWOC-E Chapters will designate a registration person to receive a completed registration spreadsheet generated from Event Brite registration for their footprint and coordinate with the PWOC-E registrar, Amber Olsen, EuropeAdmin@pwoc.org. Preferred payment is by EFT, sent to IMCOM-E Headquarters CTOF. The Instructions are at ENCL 1. Electronically forward the EFT documents to the IMCOM-E Chaplains Office, Mr. John Aupke, john.aupke@eur.army.mil DSN 314-370-6199. Early registrations are encouraged. **Suspense for submission is NLT 1300 on Monday, 3 October 2011.**

d. Chapters are obligated to pay in full for all conference participants registered on or before the 1 October 2011 deadline. No refunds will be granted for cancellations.

e. If an EFT payment is not feasible, chapters may pay by check with approved coordination with Mr. John Aupke; however, group registration must be used. Payments made by check must be made out to the IMCOM-E CTOF. Check in is not possible without payment for the full amount.

7. CONFERENCE FEES.

a. The cost of the conference based on Single Occupancy is \$170 per person a night, Double Room Occupancy is \$113 per person per night, Triple Room Occupancy is \$94 per person per night, and Quad Room Occupancy is \$84.50 per person per night. These package prices include 3 nights lodging, dinner - Friday night, and all meals through Monday breakfast. It also includes all coffee breaks between sessions.

b. REGISTRATION FEE. For those who register prior to September 15th will pay a \$65 registration fee. Those who register after will pay a \$75 registration fee.

Total Cost Example:

Register BEFORE September 15th	Register AFTER September 15th
Triple Reservation \$282.00	Triple Reservation \$282.00
<u>Registration Fee \$65.00</u>	<u>Registration Fee 75.00</u>
Total per person \$347.00	Total per person \$357.00

Using the example above, the cost for a single occupancy room is \$575.00 (\$585.00 after 15 September); \$404.00 per person for a double occupancy room (\$414.00 after 15 September); \$347.00 per person for a triple occupancy room (\$357.00 after 15 September); \$318.50 per person for a quad occupancy room (\$328.50 after 15 September).

8. GENERAL INFORMATION.

a. Needed Documents. DOD ID cards are required. Tricare Medical Cards or any other personal health insurance cards are highly recommended. Passports are recommended if traveling from outside of Germany. Packing list is online in the prepacket.

b. At this conference the positions of Europe Region President, 1st VP/Conference Coordinator (Worship & Study 2011) and Admin Coordinator will be selected for service. The PWOC-E Board is looking for women with hearts and gifts to serve in PWOC Europe. Nominations will come from women in chapters prior to conference. Please encourage this woman to apply if you see her. Interviews will take place at conference. The application is online at pwoc.org

Attention Fund Clerks

EFTs can be used and are preferred for payment of registration/conference fees for this conference. When the EFT is sent to the bank a copy of the authorization is to be uploaded into

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SharePoint. The Instructions are at ENCL 2. Please cc a copy to Meredith Cooper, Conference Registrar, EuropeFinancial@pwoc.org

For bank transfer information, see ENCL 1.

Attention Chaplains

1. The registration fee is not required for Chaplains attending the Conference.
2. Chaplains working during the conference should request local TDY funding.
3. Use of Government TMP is recommended for Chaplains. If unavailable, local USAG's may fund transportation.
4. Chaplain ministry schedule at W&S will be coordinated by CH (COL) Randall Dolinger.

9. POC's for this action are:

a. **Chaplain (COL) Randall Dolinger, PWOC-E Army Chaplain Advisor,**
Randall.Dolinger@eur.army.mil, DSN 431-3079, CIV 0049 (0)7031-15-3079;

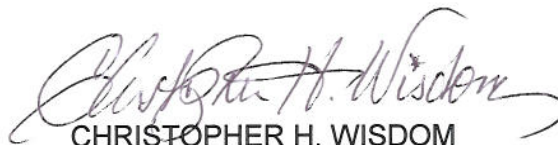
b. **Christine Young, PWOC-Europe Region President** at EuropePresident@pwoc.org,
0031-464-39-8172

c. **Meredith Cooper, Registrar,** EuropeFinancial@pwoc.org, 0049-245-593-0748;
IMEU-CH Office,

d. **Mr. John Aupke,** Unit 29353 Box 200, APO AE 09014 at john.aupke@eur.army.mil,
DSN 370-7863, CIV 0049 (0)6221-576199-3079.

Encls

1. EFT Instructions
2. SharePoint Instructions



CHRISTOPHER H. WISDOM
Chaplain (COL), USA
IMCOM-Europe Region Chaplain

Distribution:

NAVEUR Command Chaplain
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