

**2012 Southeastern Jurisdictional Conference**  
**Lodging Protocol**  
9/25/2011

In an effort to streamline the process for lodging at Lake Junaluska for the week of Jurisdictional Conference, the Planning Team has worked out the following protocol:

I. Blocked Rooms

The SEJ Program and Arrangements Committee will block rooms for persons with special functions related to the Jurisdictional Conference in the Terrace or Lambuth Inns. These positions include:

- A. College of Bishops
- B. Committee on Episcopacy
- C. Nominations Committee
- D. 2012 Lay and Clergy Delegation Heads
- E. Council on Finance and Administration
- F. Working Conference Communicators
- G. Secretarial Staff
- H. Program Staff

Persons in these categories will:

- A. Be notified of the blocked rooms and will have until January 15, 2012, to confirm their desire for a room.
- B. Be reimbursed on the conference-approved per diem, which assumes double-occupancy to cover the full costs of room and board. (Bishop's are not on the conference per diem. Each Bishop will be responsible for his/her lodging costs and seek reimbursement using normal procedures.)
- C. Declare roommates by January 15, 2012, if possible.
- D. Have their unclaimed room released on January 15, 2012. Unclaimed rooms will be released and will be made available for other delegates during open reservations.

Persons holding the above-listed positions will only have one room held regardless of the number of qualifying positions they hold. For example, 2008-2012 Committee on Episcopacy members who are also a 2012 Delegation head will only have one room reserved in the room block.

II. Other Rooms

All other rooms (totaling approximately 150 in Terrace, Lambuth, and Lakeside) will be **available on February 1, 2012**, on a first-come-first-served basis **for delegates**. Reservationists will check the delegate master list to confirm eligibility for one of these rooms.

To secure one of these rooms, call the Lake Junaluska Reservations Office at 1-800-222-4930 ***beginning at 8:00 a.m. on February 1, 2012***, listen for the prompts, and select the option for individual reservations. Should you encounter continued busy signals, you may try (828) 452-2881 and ask to speak with Reservations.

A second alternative is to book the room online. Please log on to [www.lakejunaluska.com](http://www.lakejunaluska.com) and follow the link to Accommodations, then to Reservations. Please carefully follow the procedure outlined there for online reservations. Rooms booked online will be "tentative" until reservationists confirm your name on the delegate master list. Online reservations begin at 8:00 a.m. on February 1, 2012.

III. Room rates are posted below:

Terrace or Lambuth Inns:		Lakeside Lodge	
1 person	\$96.00 each	1 person	\$78.00
2 persons	\$55.00 each	2 persons	\$45.00
3 persons	\$41.00 each	3 persons	\$34.00
4 persons	\$33.00 each	4 persons	\$ 29.00

**IMPORTANT NOTICE: All persons staying in hotel rooms at Lake Junaluska will be on the American Meal Plan, which means you will be charged \$ 29.00 per person for three meals each day. This information will be confirmed with you at the time of reservation. Lake Junaluska is planning a "deluxe" meal menu for this conference.**

Waiting List: Once all rooms are reserved, Lake Junaluska will keep a waiting list for this event. To be placed on the waiting list, you will need to speak directly with a reservationist at 1-800-222-4930. Delegates will have priority over conference guests on the waiting list.

Deposits: A deposit of \$35 per person or one night's lodging will be charged at the time the reservation is made. Cancellations made less than 30 days prior to the event will forfeit the entire deposit.

Cancellations and Refunds: Requests must be made 30 days prior to the scheduled arrival date. A refund of deposit, less a \$15 per person processing fee, will be made provided the 30-day notice is honored.

#### IV. Cottages

Lake Junaluska has access to a wide array of cottages for rental on a weekly basis (Sunday through Sunday). To browse the selection of cottages go to [www.lakejunaluska.com](http://www.lakejunaluska.com). Follow the link "Accommodations" and select "Cottage Rentals."

To request a cottage, contact Cathy Owen, 1-800-222-4930 ext. 4 or 5.

Requests for cottage rental are being gathered now. Cottage owners have until early January to declare the available dates for their property. Lake Junaluska will begin confirming cottage reservations in mid-February 2012.

Most persons interested in renting a cottage will list a preferred property and several backup selections.

A \$50 application fee is required for cottage space and is non-refundable.

#### V. Area Hotels

Below is a list provided by the Maggie Valley Area Visitors Bureau, which identifies other area hotels you might consider. The SEJ Program and Arrangements Committee encourages you to research the options thoroughly before making reservations. Contact these properties directly for reservations.

<http://www.maggievalley.org/maggie-valley-hotels-motels.html>