



## MINISTRY PERSONNEL FAQs for ADVANCE 2020

Conference Dates: June 3 at 3:00 PM to June 7 at 1:30 PM.

Please see general FAQs for additional questions. This page is specific to anyone with a ministry budget.

### **WHAT IS INCLUDED IN THE REGISTRATION FEES \$1550/\$1650?**

1. Sessions and workshops at the Holiday Inn Kingston Waterfront
2. Off-site destinations
3. Transportation including flights, train, bus or gasoline for those driving
4. Most meals from Wednesday dinner – Sunday lunch
5. Accommodation based on double occupancy - \$400 extra for private
6. Childcare during day sessions

Please note the Navigator personnel registration fee is a reduction of the true cost of registration. The National Leadership has committed to fundraising for the conference and we all benefit. Thanks NLT!

### **WHAT IS THE DEADLINE FOR EARLY BIRD REGISTRATION?**

The early bird registration deadline is March 27.

### **HOW IS MY CONFERENCE FEE BEING PAID?**

The full amount is transferred from your ministry budget

1. Available travel savings will be released.
2. If there are insufficient travel savings, cash-on-hand will be used.
3. Insufficient cash-on-hand: a payment plan will need to be proposed and approved by your supervisor. Please notify [registrar@navigator.ca](mailto:registrar@navigator.ca) if this is the case.

### **WHEN SHOULD I PLAN TO ARRIVE AND DEPART BY?**

**Arrival:** 3:00 PM - 5:00 PM on June 3, **or June 2** if you are part of the campus pre-gathering

**Departure:** 1:30 PM on June 7

**Method of transportation:** With each national conference there has been a different approach for traveling to the venue from the airport. In the past, we have organized bus rides and individual pick-ups. This year, we have the added challenge of two airports that are almost the same distance from Kingston (Toronto and Ottawa) and people gathering a day earlier for campus meetings.

After much deliberation, we decided to give you the choice of how to get to Kingston. Once in Kingston, we will arrange the pick-up from airport, train or bus station. You may:

1. Arrange your own ride/flight to Kingston (with other staff, bus, train or plane)
2. At your request, the registrar will help you co-ordinate travel with others who are driving from Ottawa or Toronto
3. Rent a car (minimum of 3) arriving/departing on the same flight  
(Note: hotel parking is \$22/day)

**Reimbursement from Navigators Conference Fees:** All travel costs (air and ground) are being shared equally among staff, spouses and those with ministry budgets who are attending the full conference. They have been built into the registration fee. We estimated the costs for travel with the assumption those in Southern Ontario drive (and submit gas receipts) and flights are not done last minute. Everyone can help to keep the registration fees lower by finding the most reasonable form of transportation and if flying, we encourage you to look for deals on travel and book your flight as soon as possible.

1. Please submit your travel information and receipts directly to [registrar@navigator.ca](mailto:registrar@navigator.ca) for reimbursement from the conference. **(Do not submit it with your normal monthly ministry expense report sheets or ExpensePoint).**
2. Acceptable expenses (reimbursed by the conference):
  - Airplane, bus or train ticket
  - Car rental for those arriving by plane
  - Gasoline receipts if driving – submit mileage through your normal monthly ministry expense report. **You will not be reimbursed by the conference for mileage.**
3. International attendees - If you are flying directly in and out of Kingston from your ministry country, please submit your flight for reimbursement (up to a maximum reimbursement of \$1500/person, return). If you are already in Canada, or are planning on staying for furlough or ministry assignment, submit your in-country travel costs only.
4. If your spouse is only attending part of the conference, then travel costs are not included with the blended travel. However, they may be reimbursed through your Navigator ministry account.

Please contact Sue McIver [suemciver450@gmail.com](mailto:suemciver450@gmail.com) directly for any questions about the flight options.

Contact [kimberlym@navigator.ca](mailto:kimberlym@navigator.ca) for other questions.

## **WHAT ITEMS CAN I SUBMIT FOR REIMBURSEMENT FROM MY NAVIGATOR MINISTRY ACCOUNT?**

1. Meals not covered by the conference fee (Thursday, Saturday breakfast, Friday lunch)
2. Meals en route to and from the conference
3. Baggage fees charged by the airlines
4. Cancellation insurance
5. Activities/meetings attended as a work team (two or more people) outside of those in the program. "Ministry and hospitality" is an appropriate expense, but it needs to be connected to your job. In this case, it would be building relationships with your co-workers or networking.
6. Submit all applicable expenses above on your expense report

## **CAN I BRING MY SPOUSE AND CHILDREN?**

Yes! We want to have spouses who participate in Navigator ministry to attend Advance 2020. Additionally, there will be childcare available for children up to age 12 to allow for both spouses to attend. Spouse and child registrations can be paid for from your Navigator ministry account. Note: flights for children are not part of the blended travel costs.

## **HOW DO I REGISTER MY SPOUSE/CHILDREN FOR THE FULL CONFERENCE?**

1. Register online through the Eventbrite portal which will start the process for an internal transfer by the Finance department.
2. Submit travel information for you and your spouse directly to [registrar@navigator.ca](mailto:registrar@navigator.ca) for reimbursement (this is part of the equalized travel costs).
3. Submit flight costs for children on your own ministry expense report.

## **I AM ACCOMPANYING MY SPOUSE, WHO HAS A NAVIGATOR MINISTRY EXPENSE BUDGET, BUT I AM UNABLE TO ATTEND THE WHOLE CONFERENCE. HOW SHOULD I REGISTER?**

1. Contact the registrar directly to determine your cost if you want to be reimbursed through their Navigator ministry account.
  - a. **Note: Accommodation and travel are not included in the three advertised prices on the Eventbrite registration page for non-staff.**
2. If you don't submit expenses for reimbursement from their ministry account, you can register and pay for one of the three non-staff/public conference options and arrange your own transportation and accommodation.

For other questions about partial attendance, please contact [kimberlym@navigator.ca](mailto:kimberlym@navigator.ca)

## **WHY IS REGISTRATION FOR CIPs LOWER THAN STAFF, SPOUSES AND ASSOCIATES?**

We are praying and planning for a movement of conventional income people (CIPs). To encourage the attendance of CIPs this year, the leadership has decided to keep the fees as low as possible. Their registration fees (which don't include travel or accommodation) only include the variable fees. DO NOT register on the CIP registration page via Eventbrite..

## **I HAVE MADE OTHER PLANS AND WON'T BE ABLE TO ATTEND – IS THIS A REQUIREMENT?**

For staff, interns and associates with ministry budgets, the Advance conference is mandatory. This is a time of connection for all Navigator staff, and it is important everyone shares the experience and brings their voice and ministry to the table. This time also doubles as professional development, which is important to your growth as a leader. If you have extenuating circumstances that will not allow you to attend all or part of the conference, discuss this with your supervisor immediately. Supervisors will need to notify the registrar of your situation.

## **WON'T MY DONORS BE SURPRISED BY THE AMOUNT OF MONEY I NEED TO RAISE FOR THIS EVENT?**

From previous conferences, we've heard testimonies from staff that donors are not surprised by the costs for this event – most of them understand and appreciate the benefits of national conferences such as this. The connection and development you will receive at this national gathering will have a meaningful effect on your ministry. As you are speaking with donors, we encourage you to share with them the vision and importance of this conference. The conference team is praying with you, believing God will provide what you need to attend.

## **MAY I INVITE DONORS AND/OR MINISTRY PARTNERS?**

Everyone is welcome at Advance 2020! However, we have also designed a shorter portion from June 5-7 for anyone living out, or interested in, the Navigator mission. If the whole weekend isn't doable, we encourage you to invite your friends for the Saturday (June 6).

## **ARE THERE BURSARIES AVAILABLE TO HELP MINISTRY PERSONNEL ATTEND THE CONFERENCE?**

This conference is a significant time of development and connection. We do not want finances to be a barrier for anyone attending. The NLT has already generously subsidized the cost of attendance by approximately \$400/pp. Please contact your supervisor or city team leader to ask about further resources that may be available in your city, should you have need of them.

