

Instructions to Attendees



1) All notifications and materials will be sent and posted **electronically only**. Please check the email you used to register with, the synod's website and social media sites for these notifications and materials.

Website: <https://neos-elca.org/2020-synod-assembly/>

Facebook: <https://www.facebook.com/neoselca/>

Twitter: <https://twitter.com/NEOSELCA>

Instagram: <https://www.instagram.com/synodhappenings/>

- 2) Training and Informational pre-assembly videos will be available on the synod website <https://neos-elca.org/2020-synod-assembly/> and YouTube channel <https://www.youtube.com/user/NEOSynod>.
- 3) This year's assembly offering will be for the ELCA COVID-19 Response Fund. If paying with a check, make checks payable to Northeastern Ohio Synod and include **2020 Assembly Offering** on the memo line. Mail checks to 1890 Bailey Road, Cuyahoga Falls, OH 44221. If paying with debit/credit card download the synod's **Northeastern Ohio Synod, ELCA Tithe.ly app** and under "NEOS Giving" click "Give to:" then select "Offering."
- 4) The Zoom waiting room will **OPEN 1 HOUR** before the opening of the assembly. All login information and codes will be sent to the email you registered with. Livestreaming will be available at <https://www.youtube.com/user/NEOSynod> or <https://neos-elca.org/2020-synod-assembly/>
- 5) The Help Desk will be available one hour before the opening of the assembly and will remain open to the end of business each day of the assembly.
- Please note: *When contacting the help center, you may be asked to verify that you are a registered voting member of the assembly by providing one or more of the following: name; email address used for registering; congregation & city; pastor or council president.*

Help Desk Email Address: assembly@neos-elca.org

Help Desk Phone Number: 330-929-9022

Help Desk Text: 330-738-1567

6) Emergency Number (Not For Tech Help) (330) 422-3922