



Bereaved Parents of the USA
28th Annual Gathering Conference
Registration and Information Packet



Hilton Washington Dulles Airport Hotel
13869 Park Center Rd
Herndon, VA 20171
703-478-2900

For more information contact:
Doris Maxwell, BPUSA Gathering Conference Coordinator
e-mail: 2023bpusa.ngc@gmail.com

www.bereavedparentsusa.org
www.facebook.com/BPUSAfamily

2023 BPUSA NATIONAL GATHERING CONFERENCE

“Forever in My Heart”

PLEASE READ THE ENTIRE REGISTRATION INFORMATION PACKET BEFORE COMPLETING YOUR REGISTRATION.

Many find the grief journey more bearable when shared with those who understand. Some have been on this journey for years, while others are just beginning. Hand in hand, we walk this road together, offering one another support and hope. We consider it an honor to share this weekend with you, knowing you will be touched and comforted in some way through your experience, whether by a speaker, a workshop, a song, or a “fellow traveler” seated next to you at a meal. Please join us the weekend of July 21-23, 2023 to experience *Forever in My Heart* in memory and honor of our children, siblings, and grandchildren gone too soon.

HOTEL INFORMATION

Hotel Accommodations: The full-service Hilton Washington Dulles Airport Hotel is located 3 miles from Dulles Airport and only 30 miles from Washington DC. The hotel is providing a guaranteed block of rooms for the nights of July 20-22, 2023, at a discount rate of \$94 per night (plus tax) for rooms **booked by June 18**. This rate is for single; double; triple; and quad rooms. There is limited availability for longer stays. Contact Jodi for other requests. In addition, the hotel is waiving parking fees for all conference attendees. Please reserve your parking space on our registration form. The hotel’s check-in time is 3:00 pm, and check-out time is 11:00 am. **Please make your reservations today using the special hotel link on our website.**

<https://www.bereavedparentsusa.org/annual-conference/annual-gathering-conference/>

June 18 - DEADLINE TO RECEIVE THE DISCOUNTED HOTEL RATE

If you have any questions or problems with the hotel reservations link, please contact Jodi Norman, 2023 BPUSA Gathering Conference Hotel Liaison: jodi.l.norman@gmail.com; 703-656-6999

Cancellations: You may cancel your hotel reservation for a full deposit refund up to 48 hours before your arrival date.

TRAVEL TO HERNDON, VIRGINIA

Travel: If traveling by air, book your flight to **Washington Dulles International Airport**. The Hotel provides a complimentary shuttle from 4:00 am to 12:00 am. Please exit Door #2 or #6 on the baggage claim/ground transportation level and proceed to curbside 2G and 2B at intervals of 15 minutes and 45 minutes past the hour to find the Hilton Dulles shuttle, which is a white vehicle with HELLO on it in many languages. As you plan your flights, we encourage you to attend the Gathering Conference from Thursday evening through Sunday at 11:00 am. Plan to arrive at Dulles Airport 2 hours before your return flight. Book your flights as soon as possible! If traveling by car, hotel parking is complimentary for conference attendees. Please reserve your parking space on our registration form.

AREA ATTRACTIONS

Consider arriving early or staying longer to experience all that Northern Virginia and the surrounding area has to offer.

Note: You can take the free hotel shuttle to Dulles Airport even if you are not flying out of Dulles. From the airport you can ride the Metro Silver Line to downtown Washington D.C. to visit the **National Mall**: <https://nationalmall.org/explore> or **Washington, DC**: <https://washington.org/>

Visit Fairfax County, Virginia: <https://www.fxva.com> or Maryland: <https://www.visitmaryland.org/list/25-top-maryland-attractions>

IMPORTANT CONFERENCE DETAILS

REGISTRATION:

- Adult (18 and up) -- **Early Registration** -- \$75 by June 1 and \$95 after June 1.
- Full-time student/Active Military (ID required at check-in) -- \$50
- Workshop Presenters and BPUSA Chapter Leaders -- \$50 by June 1 and \$75 after June 1.

CANCELLATION POLICY: 100% refund on or before June 15, 2022. Full refund minus a \$25 cancellation fee June 16 – July 10, 2022. No refund beginning July 11, 2022. We must receive Cancellation Requests in writing on or before the dates provided above. Please email all cancellation or substitution requests and changes in registration details or payments to bpusatreasurer@gmail.com

MEALS: We believe that the camaraderie and bonding during shared mealtimes is a vital and significant part of your Gathering Conference experience; therefore, we highly recommend the conference meal plan. All prices include tax and gratuity.

- **Conference Meal Plan** -- a discounted rate of \$235 (Fri-Sun includes 3 breakfasts, 2 lunches and 2 dinners)
- **Individual meals** -- Available to purchase at a non-discounted rate.

Please advise us of any special dietary needs, as the hotel will accommodate requests for Gluten Free, Diabetic, Vegetarian, Vegan, etc.

Thursday Night Reception: While the Gathering officially begins on Friday morning, July 21, we have planned a special reception on Thursday evening, July 20 for those attendees arriving early. Desserts and coffees/teas will be offered 8 pm - 9:30pm. Please purchase your ticket, \$25, in advance.

PHOTO BUTTONS: Pre-order a photo button of your child, sibling or grandchild on the registration form for \$5 per button. **The photo you send for the memorial slide presentation is the photo we use for the button.** If you wish to use a different photo for any additional buttons, please send a photo(s) by email to Matthew Groves bpusaweblinks@gmail.com in jpg format. Be sure to indicate how many photo buttons you wish to order on the form.

CANDLE LIGHTING CEREMONY AND MEMORIAL SLIDE PRESENTATION: After dinner on Saturday evening, we hold this event which is a very meaningful part of our Gathering Conference weekend. You can submit your child/sibling/grandchild's photo by one of three methods:

1. Upload a photo of your child/sibling/grandchild (alone in the picture) on the Online Registration Form on our conference web page: <https://www.bereavedparentsusa.org/annual-conference/annual-gathering-conference/>
2. Email your photo in jpg format to bpusaweblinks@gmail.com
3. Send your photo, no larger than 8x10, and the completed form (found later in this packet) to the address listed on the form.

July 1 - Deadline to submit photos by regular mail.

July 9 - Deadline to submit photos by email or online.

CLOSING CEREMONY: We conclude the weekend with a poignant closing ceremony on Sunday morning. This is a beautiful finale to an inspiring and amazing weekend shared with families and friends, both old and new.

SEATING FOR SPEAKERS, PERFORMERS AND SPECIAL EVENTS: Our speakers' presentations follow mealtimes on Friday and Saturday. We invite all attendees to join us. If you are not participating in our mealtime, we welcome you to join us 15 minutes after meals have been served. The **Candle Lighting Ceremony and Memorial Slide Presentation** takes place on Saturday after dinner. Again, if you are not joining us in our mealtime, please be there for the Candle Lighting Ceremony 45 minutes after dinner is served (approximately 6:45pm).

SPONSORSHIP OPPORTUNITIES

You have several opportunities to honor and remember your children, siblings, or grandchildren in a special way during the Gathering Conference. Sponsorships enable individuals, chapters, and businesses to support the Gathering Conference and honor their loved ones in a tangible and meaningful way. We invite you to choose one or more of the sponsorship opportunities listed below.

- **Memorial Page in the Gathering Conference Program:** Fill out the form found in this packet or the online form on our web page for your loved one's memorial page to be published in the program. Mail or email the form with your page layout, print-ready, to Kathy Corrigan, at the address on the form **OR** upload your print-ready layout in jpg format on the online form on our web page. The cost is \$100 for a full page, \$50 for a half page and \$25 for a quarter page. **The deadline for including your child/ sibling/grandchild's picture in the Program Book is June 1.**
- **Advertise in the Gathering Conference Program:** Are you a business owner? An author? A singer/songwriter? Please place an ad in our Program Book: Full page \$300; half page \$150; quarter page \$75; business card \$25. Use the form found in this packet or upload a print-ready ad on the online form on our web page. **The deadline is June 1.**
- **Sponsor a Workshop Room:** For a \$50 donation, we design a foam board sign to include your child/sibling/grandchild's name, photo, and the person(s) sponsoring each workshop room. We display it in the workshop room for the entire day. Please email a photo, no larger than 8x10, to Doris Maxwell, in jpg format to 2023bpusa.ngc@gmail.com The sign is yours to keep at the conclusion of the Gathering Conference. **The deadline is July 1.**
- **Sponsor a Centerpiece:** Your child/sibling/grandchild's name and photo is displayed with the centerpiece on a table during mealtime for the entire Gathering Conference. The cost is \$35 per centerpiece. You are welcome to take the centerpiece with you when you leave on Sunday. Please email a photo in jpg format to Doris Maxwell at 2023bpusa.ngc@gmail.com **The deadline is July 1.**
- **Sponsor the Hospitality Area or Creative Station Area:** At the cost of \$150, we design a foam board that includes your child/sibling/grandchild's name, photo, and your name as the sponsor. We display the board in the area you choose to sponsor for the entire weekend. The sign is yours to keep at the conclusion of the Gathering Conference. If you are a Chapter Leader, consider listing your chapter as a sponsor. Please email a photo or your Chapter logo, no larger than 8x10, in jpg format to Doris Maxwell at 2023bpusa.ngc@gmail.com **The deadline is July 1.**
- **Sponsor a Meal:** At the cost of \$200, individuals, families, or BPUSA Chapters can submit your name, your loved one's name, or the Chapter's name and logo and we create and present a slide on the screen during a meal. Please email information and a photo in jpg format to Matthew Groves at bpusaweblinks@gmail.com **The deadline is July 1.**

MORE CONFERENCE DETAILS

MEMORIAL HEART TEMPLATE: You can decorate a heart memorial template for our memory tables during the Gathering Conference. Bring copies of your child/sibling/grandchild's photo to use for this project and other possible projects during the weekend.

DRESSING FOR THE GATHERING CONFERENCE: The dress is casual. The average temperature in Virginia during July is 83 degrees. **Please bring a sweater because the hotel workshop rooms can be cool.**

HEALING THERAPIES: Yoga and other practices are available throughout the weekend. You will find sign-up sheets and fees (if applicable) in the Vendor Gallery Area. Please remember to pack loose-fitting clothing and consider bringing your yoga mat with you.

PHOTOGRAPHS AND VIDEOS: During the Gathering Conference, we take photographs and videos. As an attendee at the Gathering Conference, you grant BPUSA full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the goals of BPUSA. This may include (but not limited to), the right to use them in our printed and online publicity, social media, press releases and funding applications. For children under the age of 18, you can sign a Media Release Form at the Registration Desk when you check in.

RAFFLE AND 50/50 DRAWING: Every attendee receives one free ticket for the Raffle with their Registration. All proceeds from the raffle and the 50/50 drawing support the mission of BPUSA. If you wish to donate an item to the raffle, please email Doris Maxwell at 2023bpusa.ngc@gmail.com or Lori Scragg at lscragg@verizon.net for more information.

SHARING SESSIONS: These informal meetings led by a facilitator take place on Friday and Saturday evenings. We will announce the specific topics of the Sharing Sessions during the Gathering Conference. The Registration Table will also have this information.

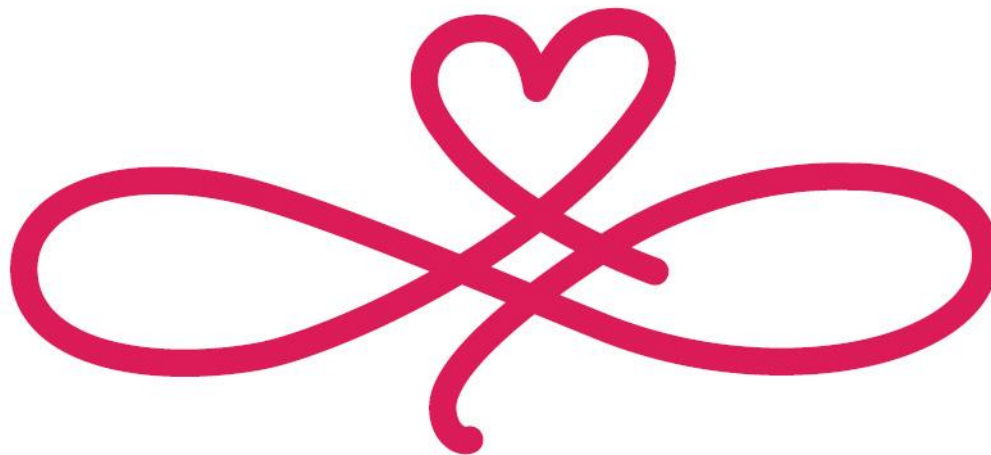
SIBLINGS: We welcome siblings, ages 15 to adult, at the Gathering Conference. We offer workshops dedicated to the particular experiences of bereaved siblings. Unfortunately, we are unable to provide childcare for younger children.

TOTE BAG ITEMS: We greatly appreciate donations to include in our tote bags such as pens, note pads, tissue packets, water bottles, candy, etc. If you or your chapter wish to donate, please contact Doris Maxwell at 2023bpusa.ngc@gmail.com

VENDOR GALLERY: The vendor area is where different vendors showcase unique bereavement-related items and books. Some tables feature information about a variety of available grief resources. **To apply as a vendor, please complete the vendor application form on our website <https://www.bereavedparentsusa.org/annual-conference/annual-gathering-conference/> and email it to Doris Maxwell 2023bpusa.ngc@gmail.com or call 336-263-4411.**

VOLUNTEERS: We need volunteers such as Meal Ticket Takers, Workshop volunteers, Raffle volunteers, Hospitality Room volunteers, and Creation Station volunteers. Please indicate your interest on the registration form or contact Doris Maxwell at 2023bpusa.ngc@gmail.com

WORKSHOPS: We offer workshops facilitated by skilled presenters and designed to address a wide variety of topics. This is a time of learning and sharing with the presenter. The Gathering Conference Program Book contains listings of Workshop topics and the bios of Workshop Presenters along with a schedule of events.



IMPORTANT DEADLINES

March 1– Workshop Presenter Applications Due

Vendor table fee \$50 by **May 31** ; \$75 by **June 30** ; \$100 after **July 1**

June 1 – Early Bird Registration ends

June 1 – Gathering Program Book Memorial Pages Due

June 1 – Gathering Program Book Business Ads Due

June 18 – Hotel Reservations Deadline for \$94 Discount Rate

July 1 – Deadline to submit photos **by regular mail** for slide presentation

July 1 – Deadline for emailing photos for all other sponsorships

July 9 – Deadline to submit photos **by email** for the slideshow presentation

IF YOU ARE A CHAPTER LEADER:

- Make copies of this registration information to give to your chapter members or share this link to registration by email as soon as possible.
<https://www.bereavedparentsusa.org/annual-conference/annual-gathering-conference/>
- As a chapter, you can donate an item for the Raffle in memory of your children/siblings/grandchildren gone too soon.
- As a chapter, you can donate an item to put in the tote bags given to every attendee in memory of your children/siblings/grandchildren gone too soon. We estimate that we will need approximately 200 items.
- As a chapter, you can sponsor a sign for the Workshop Room, Hospitality Area, or Creative Station Area. Or you can sponsor a digital display during a Meal (breakfast, lunch, dinner).
- Decorate memorial templates with your chapter members which you can display at the Gathering Conference. (The template is found in this packet.)
- Consider sponsoring a Chapter Memorial page in the Gathering Conference Program.
- **Plan to attend the Chapter Leadership Training on Thursday afternoon, July 20. (Scholarships Available). Please RSVP on our website.**
<https://www.bereavedparentsusa.org/annual-conference/annual-gathering-conference/>

2023 BPUSA NATIONAL GATHERING CONFERENCE
MAIL-IN REGISTRATION FORM (Online Registration Preferred)
***Please complete ONE FORM for EACH PERSON attending**

Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone _____

Email: _____

Child/sibling/grandchild's name #1: _____

Birth Date: _____ Death Date: _____ Your relationship: _____

Child/sibling/grandchild's name #2: _____

Birth Date: _____ Death Date: _____ Your relationship: _____

Child/sibling/grandchild's name #3: _____

Birth Date: _____ Death Date: _____ Your relationship: _____

Child/sibling/grandchild's name #4: _____

Birth Date: _____ Death Date: _____ Your relationship: _____

How did you find out about the Gathering Conference: Local Chapter Friend Family Other

(Please explain other) _____

Are you newly Bereaved (less than 3 years)? Yes No

Is this your first time attending the Gathering? Yes No

Do you have other surviving children? Yes No

Are you a bereaved sibling? Yes No

Registrant Age Range (please check one): 15-17 18-24 25-34 35-44 44-54

55-64 65 and older prefer not to respond

Do you require parking for your privately owned vehicle or rental car? Yes No

I'm willing to volunteer as a Meal Ticket Taker Workshop Volunteer Raffle Volunteer

Hospitality Room Volunteer Creation Station Volunteer As Needed

(Continue on page two)

Early Registration Postmarked BY JUNE 1 -- \$75 per adult; \$95 after June 1 • Full-time students/Active Military with ID -- \$50
 • Workshop Presenters and Chapter Leaders -- \$50 by June 1; \$75 after June 1

ITEM	QTY.	PRICE	TOTAL
Registration Fee (see above) Register EARLY for the best price!	1		
Meal Plan (Friday-Sunday: 3 breakfasts, 2 lunches, 2 dinners) **		\$235.00	
Thursday Reception with dessert bar and coffee/teas		\$25.00	
Individual Meals:			
Friday Breakfast \$25			
Friday Lunch \$40			
Friday Dinner \$47			
Saturday Breakfast \$25			
Saturday Lunch \$40			
Saturday Dinner \$47			
Sunday Breakfast \$25			
Workshop Sponsorship		\$50.00	
Centerpiece Sponsorship		\$35.00	
Hospitality Area Sponsorship		\$150.00	
Creation Station Sponsorship		\$150.00	
Mealtime Sponsor (a digital slide display)		\$200.00	
Program Memorial Page Sponsorship (\$100 Full page, \$50 ½, \$25 ¼)			
Program Business Ad (\$300 full page, \$150 ½, \$75 ¼, \$25 business card)			
Picture Buttons (slide presentation photo will be used for button)		\$5.00	
A Donation in Memory of (please write name/s)			
	TOTAL AMOUNT DUE		\$

**Special Diet Needs and/or Food Allergies (explain in detail): _____

Register Online (preferred) at <https://www.bereavedparentsusa.org/annual-conference/annual-gathering-conference/>
 OR send this completed Registration form (ONE FOR EACH PERSON attending) AS EARLY AS POSSIBLE with your check
 or money order made payable to BPUSA to Charlotte Jackson, BPUSA Treasurer,
 34 Parish Lane, Lake Katrine, NY 12449, Phone: (845) 336-7654

BPUSA NATIONAL GATHERING CONFERENCE MEMORIAL SLIDE PRESENTATION MAIL-IN FORM

The memorial slide presentation during the Candle Lighting Ceremony is a meaningful part of our Gathering Conferences. We need a completed form and photo for **each** child/sibling/grandchild being remembered in the slide presentation. Please submit your photo in one of the following ways:

1. Upload your photo during the Online Registration found on our conference web page:
<https://www.bereavedparentsusa.org/annual-conference/annual-gathering-conference/>
2. Email your photo in jpg format and this form to bpusaweblinks@gmail.com NO LATER THAN **July 9**
3. Send a photo of your child, sibling, or grandchild **alone in the picture** with their name and your address on the back of the photo and this completed form to the address listed below:

Matthew Groves, 1190 Worthington Drive, Bridgeport, WV 26330

(Must be **POSTMARKED NO LATER THAN July 1**)

You can pick up your picture(s) at the Gathering Conference Registration Table when you arrive or enclose a stamped self-addressed envelope so that we can return them to you.

_____ I am enclosing a photo of my child/sibling/grandchild.

_____ The photo should be in your file from a past National BPUSA Gathering.

_____ Include my child/sibling/grandchild's NAME ONLY with appropriate representation (no photo available).

_____ No photo for the slideshow presentation.

_____ I'm not a bereaved parent/sibling/grandparent.

PLEASE PRINT CLEARLY

Child/Sibling/Grandchild's Name: _____

Phonetic Pronunciation: _____

Birth Date: _____ Date of Death: _____

Your Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

**Be sure to upload a photo on the online registration form
<https://www.bereavedparentsusa.org/annual-conference/annual-gathering-conference/>
or Email this form and a photo to bpusaweblinks@gmail.com NO LATER THAN July 9.
If you do not receive a confirmation email, please follow up to be sure it was received.
You do not want to miss out on having your loved one's photo
included in the slide presentation.**

PROGRAM MEMORIAL SPONSORSHIP PAGE FORM

Sponsoring a memorial page in the Gathering Conference Program is a meaningful way to remember our precious children, brothers and sisters, and grandchildren. Design your page around your loved one's photo or your memories of them. The memorial pages are in color. If you do not include a page design with your photo, the Program Team will create a design for you.

Name of Person Placing Memorial Page: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

Please check the memorial page size you would like:

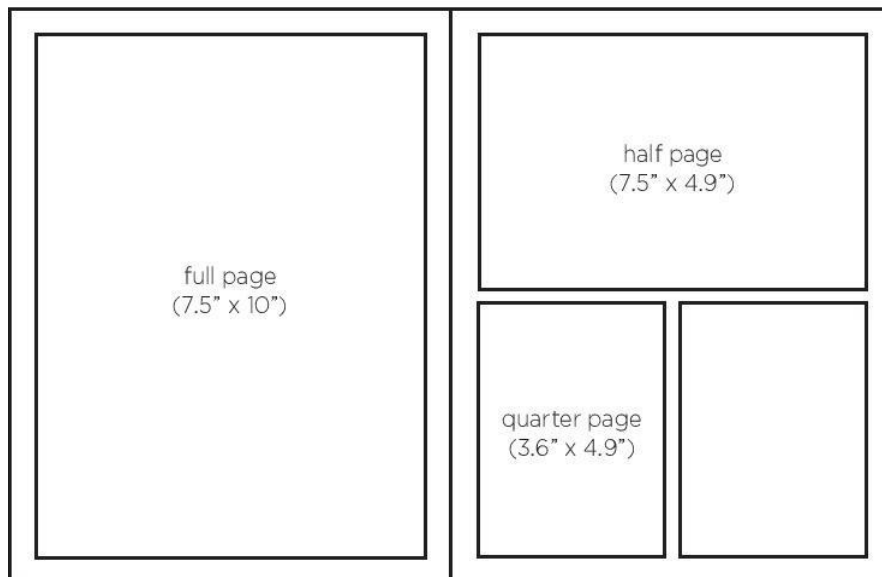
_____ Quarter Page (3.6" x 4.9") \$25.00 _____ Half Page (7.5" x 4.9") \$50.00

_____ Full Page (7.5" x 10") \$100.00 Enclosed amount: \$ _____
(Checks payable to BPUSA)

We must receive all memorial page entrees with your payment NO LATER THAN JUNE 1, 2022.

***Note: If you registered online and paid for your memorial sponsorship page, you do not need to send payment with this form.**

The Gathering Conference Program is printed in 8-1/2" x 11"-page format. Please use these dimensions when creating or selecting your memorial page size.



The program book will be printed in 8-1/2" x 11"-page format. Please use these dimensions when creating or selecting your memorial page size.

If sending by email OR mail, we must receive everything NO LATER THAN June 1:

Email to **Kathy Corrigan** at kjcorrigan5@gmail.com

Please include "Memorial Sponsorship Page" in the subject line. Include your name, address and phone number in the text and attach all information and photos.

or

Mail to **Kathy Corrigan, 5 Vanek Road, Poughkeepsie, NY 12603**
(Checks payable to BPUSA)

Additional Instructions for Submitting Your Loved One's Memorial Sponsorship Page

Here's what we need from you:

- A completed *Memorial Sponsorship Page Form*.
- Your design for the page or portion of the memorial sponsorship page.
 - If you wish the Gathering Program Team to design the page for you, you may skip this step.
 - If you prepare your own design and submit it "Print-Ready" we would prefer to receive it in digital format with a resolution of 300 pixels per inch or higher. It may be submitted as an Adobe PDF file, an MS Word file, a JPG file, or a TIF file. It may be sent to us as an attachment to an email.
- Requirements for any photo(s) which are to appear on your memorial page:
 - Digital photo file(s). The best format is a JPG file. Be sure the resolution is at least 300 pixels per inch!
 - If you don't have a JPG file(s) of the photo(s), you can take the original photo(s) to a copy center such as Fed Ex/Kinkos, Office Depot, or Staples. They can scan the photo and create the JPG file for you.
 - Original photo(s), which we can scan and return to you. Please do not send a printed photocopy or inkjet printout of a photo. They do not scan and reproduce well and result in a poor quality for your page – you don't want that – nor do we!
 - If you are submitting a "Print-Ready" version of the memorial page, you do not need to submit the photo(s).
- Send to us by email or mail:
 - Your completed form
 - Any special instructions
 - Your design
 - The desired text
 - Your photo(s)

If sending by email OR mail, we must receive everything NO LATER THAN June 1:

Email: to Kathy Corrigan at kjcorrigan5@gmail.com

Please include "Memorial Sponsorship Page" in the subject line. Please include your name, address, and phone number in the text so we can easily contact you if we need more information. Please make sure that you attach your photo.

Please make checks payable to BPUSA.

Mail to: Kathy Corrigan, 5 Vanek Road, Poughkeepsie, NY 12603

Questions? Please call Kathy Corrigan (845-462-2825)



PROGRAM BUSINESS SPONSORSHIP PAGE FORM

Thank you for sponsoring a business ad in our **2023 Gathering Conference Program Book**. With your help, we can continue the important work of providing support, understanding, and education to grieving families across the United States.

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

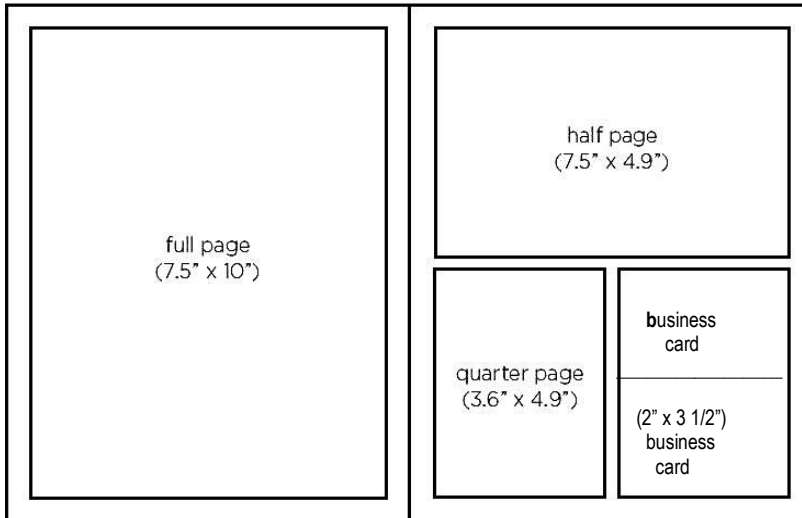
Phone: _____ Email: _____

Please check the size you would like for your business page ad:

_____ Full Page (7.5" x 10") \$300.00 _____ Half Page(7.5" x 4.9") \$150.00

_____ Quarter Page (3.6" x 4.9") \$75.00 _____ Business Card (2" X 3 1/2")\$25.00

Enclosed amount: \$ _____



The program book will be printed in 8-1/2" x 11"-page format. Please use these dimensions when creating or selecting your memorial page size.

Please submit your ad "Print-Ready" with a resolution of 300 pixels per inch or higher in a JPG or PNG format. Please send it to us as an email attachment or by mail on a flash drive.

If sending by email OR mail, we must receive everything NO LATER THAN June 1:

Email to: **Kathy Corrigan** at kjcorrigan@gmail.com

Please include "Business Sponsorship Page Form" in the subject line.
Include your name, address and phone number in the text so we can easily contact you if we need more information.

Please make checks or money orders payable to **BPUSA**.
Mail to: Kathy Corrigan, 5 Vanek Road, Poughkeepsie, NY 12603.

“FOREVER IN MY HEART” MEMORIAL TEMPLATE

Decorate this heart template in memory of your loved one and bring it with you to place in a special memorial area at the Gathering Conference. **If you are a Chapter leader and plan to attend**, you can invite your members to decorate heart memorials during a chapter meeting. Please bring them with you to the Gathering Conference to display with others in the special memorial area.

