**CMCA 2021 Summit Site Visit Notes:**

**New Orleans Baptist Theological Seminary, September 11, 2019**

*Attendees: Linda and Bob Jackson, Karen Swanson, Laurel Larson*

Background: The CMCA 2021 Summit is a 2 day conference providing training and encouragement to Christians engaged in correctional ministry. The conference will take place on the NOBTS campus from Friday May 28 to Saturday May 29, 2021. Prior to the conference (Thursday May 27) we are planning to charter a bus to travel from NOBTS to Angola prison.

**Thursday event notes**

Initial inquiry indicates that the only time for a tour of the Angola facility would be 10:00am. We can schedule up to 6 months in advance. This would require departing NOBTS by 7:00 or 7:30 am on Thursday May 27th. A hamburger meal ($5) could be provided at the prison following the tour. We will speak with the prison chaplain prior to scheduling to confirm travel and tour details.

Linda Jackson provided important recommendations for our planning purposes.

* Hotard is recommended for bus charter services.
* If a boxed lunch is requested from the NOBTS area, Messina Catering (504-469-7373) is the preferred vendor.
* For an evening meal, Mulate’s—is a great dinner option that can easily accommodate 60 people. Meal pricing would be over $30/pp, however, but provide great atmosphere and Cajun dinner options.

**Housing notes**

The agreement outlines that participants will pay for housing in both the Providence Guest House and Dormitory Rooms (primarily Nelson Price Building). The entire room block will be available on Thursday and Friday night, and half of the block will be available Wednesday and Saturday nights.

Sixty rooms will be available at the Providence Guest House, 28 rooms available at the Nelson Price Building. We will offer rooms from Dodd/Spurgeon dormitories for $35 a night, however these dorms are single gender with community bathrooms. All reservations will be made to [phdirector@nobts.edu](mailto:phdirector@nobts.edu) under code CMSC0521. Reservations can be made up to 30 days before the event. There is no penalty for cancellations, but we will strongly urge individuals to cancel to free up the room to others for either our event or another event. Check in is 3pm, check out 9am dorms, 11 am guest house. *Linda emailed a list of preferred hotels in the area offering discounts to NOBTS if we run out of rooms or for individual preferences.*

**Meal notes**

The cafeteria seating has a capacity of 250, however there is additional seating in the Creole room if needed. If we need a room for an advisory meeting, there is the PLC conference room that can hold 25 people and they can bring in coffee, juice, pastry. With the timing of the Angola trip, it doesn’t appear that the Advisory meeting on Thursday morning is an option. It could occur later in the day on Thursday, possibly before the dinner outing (3:30-5:30?).

*We will send Linda 3 sample lanyards with nametag design so she can distribute to meal and security staff.*

**Facility notes**

Leavell Chapel will provide the primary meeting space for the plenary sessions. Leavell can easily accommodate our group size and handle any media needed for the event.

Bunyan Building will easily accommodate workshop rooms. Seating is comfortable with chairs and long table arrangements. Each room equipped with smart technology similar to what presenters use on Wheaton’s campus. Please note there is no coffee permitting in the classrooms.

Both buildings are located in the quad, very close to the cafeteria.

*Laurel will connect with Vanee:* [*vdaure@nobts.edu*](mailto:vdaure@nobts.edu)to discuss all specific media related needs of the conference.

Harten Student Center will provide spacious exhibit space. Harten is not located in the quad where the rest of the conference buildings are located. The center provides lounge seating and will have a coffee shop open on Friday. We can have up to 28 vendor tables with 2 tables for CMCA registration.

*Linda will see if the coffee shop can be open on Saturday. Is there a charge to use the student center? We would need to adjust our conference schedule to allow for specific times and larger breaks for attendees to browse exhibit tables.*

**Other notes**

The guest house and dorms are located at the edge of campus and not a far walk from anything. However, *we will still need to make sure to rent a van and secure a driver for two days* to drive some individuals from the lodging areas to the quad as well as from Harten Student Center to quad.

*It did appear as though there was adequate parking near the dorms, guest house, student center and quad. Need to confirm that it would be available during the weekend.*

*Still need to make a deposit to NOBTS and finalize contract.*

Schedule options:

Thursday, Angola: bus departs at 7am. Bring breakfast sandwiches/snacks/drinks on bus? Arrive Angola 10am for tour. Lunch at Angola. Depart Angola 1pm, arrive NOBTS 3:30pm. Advisory meeting 4-6pm or Wed 3-7 including dinner?

Friday:

Breakfast 7-8:30

7:00 -9 am Registration Open

8:15-9:15 am Exhibits Open

9:30-11:30 opening plenary/panel

11:30-1:00 Lunch

12:00-1:30 Exhibits Open

1:45-3:15 Workshop Session I

3:30-5:00 Workshop Session II

5:00-6:00 Dinner

5:45-6:45 Exhibits Open

7:00-8:30 Evening Plenary

Saturday:

Breakfast 7-8:30

Opening Plenary 8:45-10:00

Workshop III 10:00-11:30

Lunch 11:30-1:00

Exhibits Open: 12:00-1:30

Workshop IV: 1:45-3:15

Closing Plenary 3:30-4:15