

Be Present, Inc

June 6, 2018

Hello!

We are excited that you will join us for the **National Black and Female Leadership Conference: *Black Women's Leadership in Building Inclusive Movements for Social Justice* on Thursday, June 21 through Sunday, June 24, 2018** at Forrest Hills Mountain Resort and Retreat Center in Dahlonega, GA.

This conference, open to all, will be facilitated by Black women and girls who recently completed an 18-month quarterly series of trainings, in partnership with trainers and facilitators from Be Present Inc.'s diverse national network. Together we will share lessons learned in using the Be Present Empowerment Model® to explore how the daily experiences of race, gender, power, class and power dynamics and 'isms' affect our capacity to build authentic relationships across differences.

We look forward to your presence!

Please take time to read this letter. It includes logistics and other important information to help you prepare.

CONTACT INFORMATION

By Phone: (404) 296-4000
By E-Mail: info@bepresent.org
By Cell Phone or Text: LaVerne Robinson: (404) 625-2298
Kate Lillis: (404) 374-8389

PLEASE NOTE: Beginning Monday, June 18 the leadership planning team will be on site. Please contact us via e-mail, text or cell phone.

DATES AND LOCATION

Dates: Thursday, June 21 - Sunday, June 24, 2018
Registration begins at 3:00 p.m. on Thursday. We begin with dinner and an evening session. We continue through Sunday with a morning session and end with lunch.

Lodgings: **Forrest Hills Mountain Retreat & Conference Center**
135 Forrest Hills Road
Dahlonega, GA 30533
800-654-6316
<http://forresthillsresort.com/>

Forrest Hills is located between the town of Dahlonega and the beautiful Amicalola Falls in the heart of the North Georgia Mountains – just one hour north of Atlanta. The site has a basketball court, swimming pool and walking trails. Please bring whatever you may need to participate in these activities during breaks.

Please note that some cellular telephone carriers, AT&T and Verizon receive coverage on the site. T-Mobile periodically receives coverage however, Sprint does not work at all. If you have another carrier, please check with them to confirm you will have coverage on the site. WIFI is available to all guests and there is no password necessary.

REGISTRATION PAYMENT

If you have not already paid your registration fee, you can make your payment in any one of three ways: (1) On-line via Network for Good; (2) By personal check on-site at registration; or (3) By credit card on-site at registration. We will have credit card readers at the registration table if you would like to pay by credit card on site.

To make payment online via Network for Good:

1. Go to Be Present, Inc. website: <http://bepresent.org/>
2. Click on SUPPORT US on upper right hand corner.
3. Click on DONATE NOW button.
4. Fill in the page that pops up (you can fill in registration amount in the “Other” box)
5. IN THE “DONATION PURPOSE” BOX, TYPE IN “REGISTRATION FEE FOR NAT’L BLACK & FEMALE CONFERENCE.”

WELCOME AND ON-SITE REGISTRATION

Plan to **arrive at Forrest Hills Mountain Retreat & Conference Center no later than 3:00 p.m. on Thursday, June 21.** Upon your arrival, follow the signs for **BE PRESENT** to register. You will receive your room key, and you can go to your room to get settled.

Dinner is served at 6:00 p.m. during which time you will meet with your small group members. You will receive information at registration about your small group and how to meet up. The opening session begins at 7:30 p.m.

TRANSPORTATION

If you requested a ride to the site, you will receive a separate email with your arrangement details.

By Car: Please use your favorite GPS navigation tool to map your driving route. Please plan to arrive to Forrest Hills by **3:00 p.m.** on Thursday.

By Air: **Hartsfield–Jackson Atlanta International Airport (ATL).** Forrest Hills is located about one hour north of Atlanta. *If you want a shared ride to and from Forrest Hills, please make your airline reservations to arrive no later than 12:00 p.m. on Thursday, June 21 and depart no earlier than 6:00 p.m. on Sunday, June 24.* Please send a copy of your travel itinerary to Kate at lilliskate@comcast.net.

By Train: Forrest Hills is located about one hour north of Atlanta. *If you want a shared ride to and from Forrest Hills, please make your train reservations to arrive no later than 12:00 p.m. on Thursday, June 21 and depart no earlier than 6:00 p.m. on Sunday, June 24.* Please send a copy of your travel itinerary to Kate at lilliskate@comcast.net.

YOUR ROOM

We have reserved semi-private rooms for you (double occupancy). **If you haven't included your rooming request on the registration form you sent, please email this information today to info@bepresent.org.** If you do not request a roommate, one will be selected for you. While we will attempt to accommodate these requests, we don't guarantee it will always be possible.

WHAT TO BRING

Visit www.weather.com or another website to check weather conditions for the week. The retreat site is in Dahlonega, GA. In June, the average temperature is 88°F for the high and 56°F for the low. Scattered showers are common during this time of year. **There will be chair, couch, floor and pillow seating, so plan to dress comfortably.**

PHYSICAL AND DIETARY NEEDS

If you have not shared your physical needs on the registration form you sent, please email this information today to info@bepresent.org. We will make every effort to accommodate you.

The kitchen serves a varied, wholesome buffet. **If you have not shared your dietary restrictions, allergies, or specific food needs on the registration form you sent, please email this information today to info@bepresent.org.**

CHILDREN & YOUTH LEARNING & PLAY

Children and youth are full participants in all Be Present training programs. To ensure they have the support they need for additional movement and/or activities when necessary, members of our Children & Youth Learning & Play Team partner with the parent(s) or primary caregiver to offer support throughout the training. If you have not already, **please let us know if you have children and youth who are attending the Conference (how many and their ages). They will need to register.**

COMMUNITY BUILDING SPACE

The community space supports us to set intention for creating a common place for our work together throughout the conference. This is an intentional space that we collectively create to hold our energy and to help us remember who we are when challenging moments emerge. It reminds us that we are creating new moments and actively building a community of trust. ***Please bring a symbol that connects to personal values and inspires you to be a part of community.*** This symbol can be anything—a physical object, photo, song, story or poem.

EXPRESSION OF OUR SPIRITUAL SELVES

Another important part of our work is expression of our spiritual selves. This may take many forms and involve different spiritual practices. For example, we will celebrate Shabbat, the Jewish Sabbath, on Friday evening. Additional information will be shared at the Conference. Please let us know if you would like to share another spiritual practice.

THEATER ON THE ISSUES

Saturday evening is our Theater on the Issues. This evening is another opportunity to share your learnings and highlights on the issues of race, gender, power and class through creative expression. Bring your song, story, reading, dance, drawing, poem, or any creative offering to share with the group. We will have computers, projectors, and speakers available. Each sharing should be no longer than five minutes. The theme for the evening is “summer fun,” in celebration of the summer solstice which is on June 21. It’s a wonderful opportunity to dress in your favorite summer and fun clothes that celebrates the season. It’s also a great night to wear something special, if you like.

MIND, BODY, SOUL

There will also be an invitation to any of you who would like to make an “offering” to the group. For instance, if you are a yoga practitioner, you might be willing to offer early morning yoga sessions. Or if you play a musical instrument, you might offer to play during a break. We will also have a few opportunities to offer a brief poem, song, or movement as an opening or closing to some of our sessions. To share in this way, please bring whatever you may need.

BE PRESENT MERCHANDISE

We will have a wonderful selection of Be Present and other merchandise for sale. If you would like to be a vendor in the conference marketplace, please complete the [survey](#). Vendors are asked to contribute 15% of sales to Be Present which will be used to support our scholarship fund. If you need support with completing and submitting the [survey](#), please contact Noa Mohlabane, 510-551-6043 or noasnew@gmail.com.

We are having our first ever online Raffle where you can view the raffle prizes, buy and sell raffle tickets online. To become a **Ticket Seller**, email noasnew@gmail.com. To buy raffle tickets, [click here](#).

If you become a **Ticket Seller**, any tickets you sell or buy can go towards your own fundraising by having the ticket purchaser indicate your name from the drop down menu as shown [here](#).

Saturday night, June 23rd, during Theatre on the Issues, we will announce the winners who will then choose their prizes.

SCENT FREE ENVIRONMENT

In order to maintain a scent free environment to allow people who are environmentally or chemically sensitive to participate, we ask you to please refrain from wearing perfume, cologne or other scented personal care products or from burning incense/sage in public meeting spaces.

We look forward to seeing you in the circle!

The Black & Female Leadership Conference Team