

*As if we  
were  
Dreaming*

## Presbyterian Youth Triennium 2025

July 28-31, 2025 | Louisville, Kentucky

PresbyterianYouthTriennium.org

# Registration Overview & Timeline

## REGISTRATION INTRODUCTION

Triennium registration is multi-layered with different pieces of information required in specific formats. Each of these layers is vital to making all the various aspects of Triennium possible. Our registration process allows the Kentucky International Convention Center and hotel staff to facilitate and host our event, enables the Office of Presbyterian Youth and Triennium to provide incredible programming as well as meet legal and risk management requirements, and ensures that Registrars & Adult Advisors can build and host their delegations.

Triennium registration is coordinated by the **National Registrar**. Analise Brown is excited to serve as the National Registrar for Triennium. Please reach out to her with any registration questions.

Email: [Analise.Brown@pcusa.org](mailto:Analise.Brown@pcusa.org) and [pytregistrar@pcusa.org](mailto:pytregistrar@pcusa.org)

Cell Phone: 502-537-1407 Zoom Phone: 502-569-5208

In addition to coordinating event registration, it is the job of the National Registrar to guide, support, and resource delegations from Mid Councils, churches, and caucuses wishing to send groups to Triennium.

Groups that attend PYT are called **delegations**. Registration for each of these delegations is made possible by wonderful volunteer registrars appointed by Mid Councils, churches, and caucuses. Every presbytery in the denomination is invited by the Office of Presbyterian Youth and Triennium to appoint a registrar.

Each delegation registrar is responsible for developing and building their delegation. They then work with the National Registrar to register and prepare all participants from their delegation for Triennium.

*This resource is meant to provide a helpful overview and timeline for registration. While deadlines are firm and should be noted, the overall pacing of registration as listed does not always line up with each delegation's timeline.*

*For example, many registrars are recruited and appointed in 2024, however, delegations continue to appoint registrars up until registration closes in June 2025. Please know you can adjust the overall timeline as listed to best fit your delegation's needs while still meeting important deadlines. Start wherever you are, note the big deadlines, and reach out to Analise with any question or concerns!*

*Please note: All deadlines listed are based on Eastern Time (Louisville, Kentucky).*

## REGISTRATION BIG PICTURE

1. **Registrar Recruitment** – begins Summer 2024
2. **Delegation Development and Details** – begins Fall 2024
3. **Delegation Building & Transportation** – begins Fall 2024
4. **Online Registration and Payment** – opens February 3, 2025
5. **Housing** – opens February 3, 2025
6. **Additional Registration Pieces** – Spring 2025
7. **Community Building** – Spring 2025
8. **Finalizing Registration and PYT Plans** – by June 13<sup>th</sup>, 2025

## REGISTRATION TIMELINE

### Summer 2024

#### Registrar Recruitment

- Information about Triennium 2025 is shared by the Office of Presbyterian Youth and Triennium!
- Mid Councils and Caucuses are contacted and invited to appoint Delegation Registrars.
- Immediately upon appointment, Delegation Registrars:
  - complete the [Registrar Contact Form](#) online.
  - download and read all [Registrar Kit](#) materials.
  - establish a Triennium Dream Team.

### Fall 2024

#### Delegation Development and Details

##### Registrars:

- Work with their Dream Team to develop a basic plan for their delegation using the *Delegation Guide*.
- Communicate their delegation plan to their mid council, church, or caucus.
- Begin to share & promote Triennium Information with all relevant groups, youth, and leaders.

#### Delegation Building

##### Registrars:

- Continue to share any Triennium information with all relevant groups, youth, and leaders.
- Promote Triennium using the [2025 PYT Information Sheet](#) & [2025 PYT Artwork](#).
- Invite, recruit, and begin to select participants.
- Submit the [Delegation Estimate Form](#) online.
- Download and maintain the *Delegation Information Spreadsheet*.

#### Transportation & Housing

##### Registrars:

- Begin to coordinate transportation for your delegation to and from Louisville.
  - PC(USA) agencies use Balboa Travel for booking travel for groups and meetings. By extension, registrars can utilize Balboa for the 2025 Triennium as well.

- They may be able to provide your group with discounted rates for flights, particularly for seat blocks and/or groups of 10+, and bus transportation.
- If you are interested, please send an email with your travel details (dates, mode of transportation, estimated number of people, departure city, etc.) to Dana Boyce [dboyce@balboa.com](mailto:dboyce@balboa.com) and Stephen Thomas-Schulere [stthomas-schulere@balboa.com](mailto:stthomas-schulere@balboa.com).
- Review the *Housing Basics* PDF and start to think about your delegation's hotel needs.

Monday, February 3<sup>rd</sup>, 2025

### Online Registration and Payment Opens!

- Registration using the PC(USA) Online Conference Registration System opens **February 3** and closes **June 13, 2025**.
- To Begin Registration and Payment, Registrars must:
  - Submit finalized *Delegation Information Spreadsheet* to Analise.
  - Read & follow the *Registration Instructions* PDF available when registration opens.

### Housing Opens!

- Book housing for your delegation through Louisville Housing starting **February 3, 2025**.
- Please refer to the *Housing Basics* PDF on the website for additional information.

### Additional Registration Pieces

- Each registered participant must complete the *Participant Release Form* online.
- Adult participants complete the Background Check Process & Abuse Prevention Policy Training.

Monday, March 3<sup>rd</sup>, 2025

### Young Adult Registration and Exhibit Hall Registration Open!

Spring 2025

### Community Building

- Plan and host Pre-Triennium Events for your delegation.
- Create fun and meaningful Triennium Traditions for your delegation.
- The *Commissioning Service Resource* will be made available online.
- The *Adult Advisor Guide* and [Triennium Schedule](#) will be made available online for adults to review before PYT.
- Share event and travel information with participants and parents.
- If your delegation includes Global Partners, connect them with the rest of your delegation.

### Finalizing Registration, Housing Details and PYT Plans

- Registrars should double check that all aspects of registration and payment are complete by reviewing the *Registrar Checklist*.
- The National Registrar will reach out and provide support to delegations and participants with incomplete registration.
- Finalize housing and transportation for your delegation, including Global Partners if applicable.
- Make sure the Lead Adult Advisor has access to *Participant Release Forms* in case of emergency.
- Work with your Dream Team to make sure everything is in order for a great Triennium 2025!

Friday, May 16<sup>th</sup>, 2025

**Room Block Request Deadline** at 12pm noon ET

- All room block requests must be submitted to Louisville Housing by noon on 5/16. Room blocks are for any delegations needing more than 9 rooms.
- After this date, rooms can be reserved on an individual basis (9 rooms or less).

Thursday, May 22<sup>nd</sup>, 2025

**Rooming List / Individual Names Due** by 11:59pm ET

- All individual reservations (up to 9 rooms) must have individual names (who is in each room) assigned for each room by 5/22.
  - On 5/23, any reservations that do not have names will be canceled and returned to general sale in the attendee block.
- All room block reservations (more than 9 rooms) must have individual names (who is in each room) assigned for each room by submitting your Rooming List to Louisville Housing by 5/22.
  - On 5/23, any room blocks that do not have names will be canceled and returned to general sale in the attendee block.
- After this date, individual rooms (9 rooms or less) can still be reserved with individual names (who is in each room) provided upon booking.

Friday, June 13<sup>th</sup>, 2025

**Regular Registration Deadline** at 5pm ET

- All on-time event registrations are due by 5pm on 6/13.
- Registration cancellations received before 5pm on 6/13 will receive a partial refund of \$100.
- Each registration received after 5pm on 6/13 will incur a late fee of \$40 per participant.
- We will not be able to offer refunds after 6/13 with limited exception due to extenuating circumstances.
- We will accept substitutions in the same participant role after registration closes with an incurred late fee of \$40.00 per participant.

Thursday, July 3<sup>rd</sup>, 2025

**Late Registration Closes** at 5pm ET

- All late registrations must be received by 5pm on 7/3 and will include a late fee of \$40.00 per participant.
- We will continue to consider substitutions in the same participant role after 7/3 with an incurred late fee of \$40.00 per participant.

**Housing Cut-Off Date**

- All hotel reservations must be booked by 7/3.
- Reservations canceled starting 7/3, will forfeit the deposit of 1 night's room and tax to the hotel.

July 28, 2025

**Presbyterian Youth Triennium begins!**