

OVERSEAS CHRISTIAN FELLOWSHIP 50TH CONVENTION
MELAKA, 2009

Dear friend

FORMAL INVITATION TO BE A CONVENTION AMBASSADOR FOR THE OCF 50TH CONVENTION

On behalf of the Convention 2009 committee, we would like to formally invite you to be a Convention Ambassador for this year's OCF 50th Convention.

As you are aware, OCF holds its annual convention sometime in December. It is a time where members from the different centres across Australia gather in one location to worship and seek God, to fellowship with one another, to learn His Word and to act practically to serve others, particularly through missions. The Convention is also usually held in Australia and involves mostly current student OCFers.

This year's Convention will be similar in many aspects.

However, it will also be very different as we will be celebrating our 50 years of being based in the Australian campuses, where we actively reach out, build up and send back many generations of international students. As such, we want to take this opportunity to invite both past and present OCFers to gather together to seek and thank God for what He has done to and through OCF over the past 50 years. It will also be a time to look forward to the new things He will do in our midst.

To get things going, we will have to tell a lot of ex- and present OCFers that Convention is on and that they are invited to it. But the Committee consists of only a handful of us with a limited number of contacts.

This is where you come in!

We would like to invite you to be a Convention Ambassador: to be one to spread the word about Convention 09 to your peers, friends, cousins, brothers, sisters, parents, etc, namely everyone whom you know to have been involved in OCF or have been touched by OCF. With your help, we will be able to let more people know that the Convention is on.

If you have any further questions, please feel free to drop us an email at ocf50conv@gmail.com. We have also prepared a set of FAQs and other materials to help you through.

Thank you for your help.

In His love,

Wang Wei
On behalf of
The OCF 50th Convention Committee

OVERSEAS CHRISTIAN FELLOWSHIP 50TH CONVENTION MELAKA, 2009

frequently asked questions (faqs)

JOB DESCRIPTION

1/ What is expected of me as a Convention Ambassador?

It will be a mostly publicity role, with some minor administrative and coordinating tasks involved.

Specifically, we foresee the Convention Ambassador to do the following:

- To take ownership of the Convention and publicise it to their network of OCF peers through a variety of means, e.g. giving out of postcards, etc.
- To be the liaison person between the OCF Convention Committee and their network of OCF peers, e.g. through emails.
- To assist in the registration process e.g. by directing peers to the website, giving out paper registration forms, etc.
- To assist in fund-raising efforts among their peers, e.g. through the organizing of dinners, selling of goodies or seeking contributions from peers.
- (Optional) To assist in the coordination of transport to the hotel site among their peers at a common location.
- (Optional) To assist in finding other friends who may be interested to serve in the Convention in one way or another, e.g. finding people to do videos, lead groups, etc.

CONVENTION 2009 BACKGROUND

2/ What is the theme for Convention 09?

Each of us runs a race in life. We have gone through failure and success, suffering and joy, hardship and fulfilment. Some of us have given up, some of us have been distracted, some of us are still pressing on, and some of us are searching. Hence we see the Convention as a platform where we can seek God afresh and renew our passion and commitment to God; a time to restore the God-given vision for our lives and our community and renew hope for our future and the world.

Summed up aptly, our Convention theme is *Restoring Vision, Renewing Hope*. Our theme verse is from 1 Peter 1:3b, which states

Praise be to the God and Father of our Lord Jesus Christ! In his great mercy he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead...

3/ What are the administrative details for Convention?

Dates: 9 – 13 December 2009, Wednesday to Sunday

Venue: Hotel Equatorial, Melaka, Malaysia

Price: We are in the process of finalizing the prices. Please check back at www.ocfconvention.org for more details.

Registration: Registration starts on 15 August 2009 and runs till 30 September 2009.

4/ Who are the speakers?

We are privileged to have **Rev Chris Chia** from Adam Road Presbyterian Church in Singapore, as well as **Rev Dr Calvin Ma**, Director of Overseas Missions Fellowship (Australia) speaking to us. Both of them were ex-OCFers, with Rev Chia previously from OCF Sydney and Dr. Mah from OCF Melbourne.

5/ How can I register and pay?

You can register and pay online at www.ocfconvention.org between 15 August and 30 September 2009. Students will have a separate registration process. Please continue to check out for details on the website, or else if you have Facebook, feel free to join the OCF 50th Convention group. ☺

6/ Why is registration only open during this period? Do you allow for late registrations?

We are still preparing the registration form and processes, and as such have decided to have a specific registration period.

Unfortunately, we will not be able to entertain late registrations as we will have to confirm hotel room numbers and payment with the hotel one month before the event. As such, it is critical that you tell your friends that they should plan early for the Convention.

PUBLICITY AND REGISTRATION

7/ What is my role in publicity?

Essentially, we will need you to tell your peers about Convention 09, its details e.g. theme, venue, dates, etc and help them to sign up during the Registration period.

To give you a clearer idea of our publicity strategy, we have broken up publicity for Convention into two main phases. The first phase is generally to start informing people about Convention and to get them to visit the Convention 09 website (www.ocfconvention.org) to sign up for the e-mailing list. This will enable us to update them on the latest happenings on the Convention. This phase will take place from now until sometime in July.

The second phase will be the crucial phase. This will be when we actually have to get people to register for Convention online. As such, we will need your help to tell your friends that they will have to register quickly.

Attached to this FAQ is a calendar that states the important dates for you to take note of.

8/ How can I publicise to my peers?

There are many ways you can do it.

If you are a student, you can show the Convention videos during your OCF meetings and share a little testimony on why everyone should come for Convention. You can also do up little bookmarks or postcards, or even use our materials (see #9 below) to give out to people.

You can also organize a Publicity Party! So what is it? It is basically a time where you can invite your peers over to your house for a meal to catch up on the good times and publicise Convention. Here are some simple steps to organize a PP:

- a. Find a great date, say, a Saturday afternoon.
- b. Call all your peers to come over to your house.
- c. Organise a pot-bless so they can bring food to share, just like the good old days. Else you can always cater.
- d. On that day itself, welcome them into your house.
- e. Tuck in and share about the good old days.
- f. Show the Convention video on your TV.
- g. Give out the publicity postcards (see #9 below).
- h. Ask them to go for Convention.

This will also be the best time to catch up with your friends who may no longer be walking as closely with the Lord as before, and challenge them to grow close with Christ and of course come for Convention where we can learn about restoring vision and renewing hope. ☺

9/ Are there materials provided for publicity?

Yes, the Convention Committee will be preparing a set of materials for you to use for each of the phases. These will include postcards, bookmarks, videos, etc.

In this first phase, we have developed a series of postcards for you to give out to your peers. On this postcard is our website address – all you have to ask them to do is to go to the website and sign up for the e-mailing list. Do note that we are updating and refining our website now, so there may be a bit of glitches and missing content at this point of time. But we will update you by e-mail when the website is fully up and running.

Over time, we will develop the other publicity materials, which will be sent across to you to use.

10/ Are there other online modes of publicity?

We have also taken to other modes of publicity, which you can use to help promote Convention. Apart from our website (www.ocfconvention.org) which has all the information, there is a **Facebook** group kindly set up by an ex-OCFer at <http://www.facebook.com/home.php#/group.php?gid=23290191045>. You can tell your friends to join this facebook group.

11/ What happens during registration?

Essentially registration for Convention will take place online at the Convention website. This is to facilitate the collection of data, since we are expecting at least 500 people from all across the world, and will reduce any workload on your part.

During the registration period (15 August to 30 September 2009), direct your peers to sign up at the Convention website. They can also find out details about how to make payment then. Students will have a separate registration process.

12/ Will we entertain paper registration?

We recognize that there may be instances where we need paper registration. For such instances, we will prepare a form that you can download online from the website to fill up.

13/ What about collecting money?

The full details about the collection of money are not out at this stage. Once details are finalized, we will inform you on how to go about paying for the Convention.

Do note however that the bank account is opened in Singapore and money can be transferred via telegraphic transfer or bank cheques directly to our account or to our treasurer.

FUND-RAISING

14/ Is there any need for fund raising?

Yes, we will need you and your peers' help in fund raising to cover some of the additional costs needed to organize the Convention. But how this is done will be entirely up to you – for instance you could work with your other friends or single-handedly organize an event.

15/ How can we help to fund-raise?

You can help through two main ways:

One, you can organize a fund-raising activity, for instance a dinner, sell postcards or candies at school, or simply ask around for your peers who may be interested in donating a sum. In particular, students can organize a 'night market' where you can cook and sell foodstuff or other little gifts to raise funds. One way is to use the Publicity Party (see #8 above) to share about fund-raising.

Two, you can be a donor yourself. You can find more information on our website at www.ocfconvention.org.

We are also aiming to sell t-shirts, bookmarks, postcards, etc to raise funds. Do stay tuned for more information.

TRAVEL

16/ (only applicable to non-students) If I am from overseas (not Singapore or Malaysia), what airport do I fly into? Will there be any transport arrangements from the airport to the hotel?

You can choose to fly into **Kuala Lumpur International Airport** in Kuala Lumpur, Malaysia or **Changi International Airport** in Singapore. It is about 144km from KL to Melaka (traveling time of around 2 hours) or 196km from Singapore to Melaka (traveling time of around 2.5 hours).

At this stage, we are likely to arrange for transport from Singapore only and you are advised to fly into Changi. More details will be available on our website www.ocfconvention.org.

17/ (only applicable to students) Are there any transport arrangements made for students?

We understand that this will be the holiday season for the universities and expect that many of you will be flying back home for the holidays.

Unfortunately, we are sorry that we are unable to make any transport arrangements for the students from Singapore or Malaysia. However, we will work with Exco to see how they can arrange for transport from certain pick-up locations in either Malaysia or Singapore to make their way to Melaka. We will keep you updated on this matter through Exco as well as our website at www.ocfconvention.org.

OTHER ROLES

18/ Do you need help in other roles? If my peers are interested in contributing, what else can they do?

Yes, we will definitely need more help. In particular, we will need help in the generation of more creative publicity materials like bookmarks, videos, etc. If your peers have any interest in making videos or doodling designs for Convention, please ask them to get in contact with us.

CONTACT DETAILS AND ANY LAST BITS

19/ Who should you contact for more details?

You can reach me, Wang Wei, at ocf50conv@gmail.com or +65 96444368. For students, you can contact Danny Wong at convention2009@ocfaustralia.org or +614-33187737.

We will also be sending out a bi-monthly e-newsletter to update you of any latest happenings and changes, so do pay attention to your inboxes.

20/ Any last points to note?

We really are thankful for your help to make this Convention work. Please feel free to exercise creativity in publicizing to your peers – you can form a ‘let’s travel from Singapore to Melaka together for Convention 09’ facebook group if you want to!

If in doubt, check the Convention website at www.ocfconvention.org (and pray as well!). We will be updating the website with more details that you can refer to. If you can’t find what you need, please feel free to email us.

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calendar of events

<p>January</p>	<p>February</p>	<p>March</p> <p><i>Round one of publicity.</i> Publicise at your university orientations.</p>
<p>April</p> <p>Publicise at your Easter camps. Ex-OCFers to start receiving publicity materials.</p>	<p>May</p> <p>School exams in Singapore / Malaysia Organise your Publicity Parties!</p>	<p>June</p> <p>University exams School holidays in Singapore / Malaysia Organise your Publicity Parties!</p>
<p>July</p> <p><i>Round two of publicity.</i> Publicise at your winter camps and July orientations.</p>	<p>August</p> <p>Registration opens on 15 August!</p>	<p>September</p> <p>Registration closes on 30 September.</p>
<p>October</p> <p>Finalise transport requirements.</p>	<p>November</p> <p>University and school exams.</p>	<p>December</p> <p>Convention is here! 9-13 Dec.</p>