SEMINARIO TEOLÓGICO DE SANTIAGO

Renewed Life Conference 2026:
Mental Health - Living with a *Renewed* Mind

Host Venue Guide

Overview

Thank you for your interest in hosting *Renewed Mind 2026: Mental Health - Living with a Renewed Mind*!

We are excited that you are excited about enhancing the quantity and quality of biblical counseling available in your church and community. We are grateful to have the opportunity to play a role in assisting you.

We created this document to help each **venue host** (that's you) create an experience where you are that matches the warmth and quality of the live event. We want every participant at every venue across the Spanish speaking world to feel like they are part of one event.

Seminario Teologico De Santiago (STS) will provide you with a *live feed* to our conference. That link will provide you with access to all of the conference teaching, worship, and announcements. The rest of this document is designed to equip you with everything you need to do before and during the conference to create a unified experience between the live conference and your venue.

This guide is meant to serve as a checklist so that no detail is overlooked when preparing to be a venue host. You're encouraged to think through (1) your **schedule,** (2) your **teams**, (3) your **supplies**, and (4) your **environment**.

1. Schedule

At the conclusion of this document is the conference schedule. As the venue host, STS asks that you send this schedule to those who will be attending the conference at your venue. For attendees at your site, communication about the conference will come from you.

Before the conference, STS will send a more detailed schedule with instructions for your responsibilities around each part of the conference schedule. An essential part of *Renewed Life 2026* feeling like a unified conference experience is for each venue to adhere to start time for each part of the conference and stay within the time allotments for local announcements. *Please familiarize yourself with this schedule, and let it inform the way you prepare for the day of the conference.*

2. Teams

You are encouraged to recruit a team of people to help you prepare to be a host venue. This team should include people in the following roles.

- *Venue Director*: this is the person who oversees the entire planning and implementation process. This is also the person who communicates with STS.
- *Production Lead*: this is the person who makes sure lights, sound, and other technology are ready. This person also makes sure that they have the team they need for the conference.
- *Social Coordinator*: this person thinks through and recruits the help needed for set up, check in, and tear down for the venue site. This includes refreshments.*Emcee*: this is the person who welcomes attendees and gives instructions for breaks. The warmth and smoothness with which this person harmonizes with the live conference schedule is a vital part of your venue feeling like it is part of the live conference.

3. Supplies

The following is a recommended list of preparations and supplies you should have to create a meaningful, memorable, and distraction-free event:

- *Clear Instructions*: make sure your announcements and emails about the event give clear instructions about what people should do and where they should go when they arrive at your venue. **STS will send you everything we are sending to live attendees.** *Modify these communications as needed* **to send to attendees at your venue.**
- *Check-In Table*: have a clearly visible and well organized table for check-in. You want people to know you were expecting them and a smooth process to receive conference materials.
- *Intentional, Comfortable Seating*: You know your venue and the total number of people you're expecting to host. Be intentional as you think through the possibilities of table covers, table decorations, name tags, and other ways to make this a warm and inviting experience.
- *Food*: have beverages and snacks available during the conference breaks. When we send the conference schedule, you can decide during the meal time breaks whether you want to host a meal at your venue or release people to get food and return.

4. Environment

A primary goal of the venue host is to remove all distractions so that conference attendees can focus on the conference worship and teaching. Think of your venue *less* as a "broadcast receiving site" and *more* like a living room: warm, comfortable, attentive to details and the needs of attendees.

You should think through each detail of their experience before an attendee has to think through it. Some suggestions:

- *Cleanliness*. Walk through the areas of your facility that attendees will see. Remove clutter and generally freshen up the area.
- *Reduce Distractions*. As much as possible, select a meeting space that is away from any other competing events. If necessary, consider additional signage that lets passers-by know that there is a

meeting in progress. Choose a room that fills full but not crowded for the number of attendees at your venue.

- *Lighting*. Remember that attendees will be taking notes, so the room should be dim enough so the screen is visible, but light enough so they can see their notebooks.
- *Creature comforts*. Provide charging stations, wi-fi passwords, and other items to make sure people can stay focused.
- *Proactive Posture*. One of the arts of hosting is anticipating needs before they arrive. Pay close attention to some of the suggestions above, and watch your attendees' reaction (positive or negative).

Cost

STS charges the venue host based on the anticipated number of attendees (see chart below).

Number of Attendees	Total Price for Host *	Value Per Attendee * *
1 Attendee	$50	$50
1-10 Attendees	$400	$40
11-25 Attendees	$900	$35
26-50 Attendees	$1,500	$30
51-100 Attendees	$2,500	$25
100+ Attendees	$5,000	$20

* STS strives to make hosting our conference as affordable as possible. If your church or ministry is able to contribute more than the fee listed above, your generosity would allow us to keep costs as low as possible for host venues in areas that do not have the same financial resources.

* * STS allows hosts to charge attendees a separate fee to offset their hosting cost. The host pays STS. Any funds received from attendees would offset the host expenses.

Example: If your church hosts for up to 50 attendees (Total $1500), you might charge $10 per person. In that case, if 50 people attend, that would offset $500 of $1500 for the host.

More Questions? Contact

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Mental Health - Living with a Renewed Mind

Conference Schedule

Friday

6:00 pm Check In
6:30 Welcome and Worship
7:00 Session 1
Sin and Suffering in the Experience of Mental Illness // Ed Welch

8:00 Break

8:15 Session 2
Mental Health and the Renewed Christian Mind // Dr. Miguel Nunez

Saturday

8:30 Check In and Coffee
9:00 Welcome and Worship

9:20 Session 3
Caring for the Body and Emotion in the Experience Trauma // Beth Broom

10:20 Break

10:30 Session 4
Renewing the Mind and Caring for the Soul after Trauma // Beth Broom

11:30 Break

11:40 Session 5
Renewing the Mind and Taming the Body with Addiction // Brad Hambrick

12:50 Lunch

2:30 Session 6
Renewing the Mind and Depression // Ed Welch

3:30 Break

3:40 Session 7
Models of Counseling for the Church // Brad Hambrick

4:40 Break

4:50 Panel on New STS program