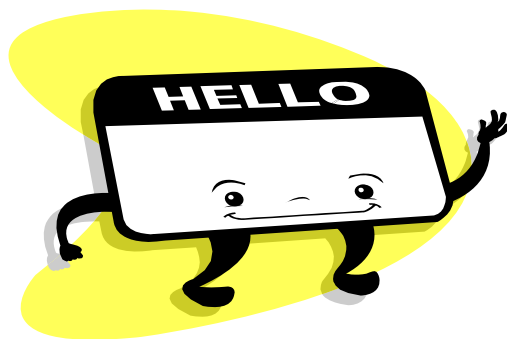


WEST CENTRAL REGION

SERVICE CONFERENCE HOST

**PLEASE PASS ON TO THE CURRENT
DELEGATE OF YOUR AREA**

PLANNING GUIDE



REVISED MARCH 2009

WEST CENTRAL REGION HOST PLANNING GUIDE

TABLE OF CONTENTS

	<u>Page Numbers</u>
A. PURPOSE	3
B. GENERAL PREPARATION AND PROCESS	3
C. RESPONSIBILITIES	
1. Chairperson	3
2. Hotel/Site	4
3. Finances	5
4. Printing	5
5. Signage	6
6. Meetings	7
7. Miscellaneous	9
8. General Preparation and Implementation Time Line	9
D. APPENDICES	
1. <i>Voice Book</i>	
a. Announcements for General Sessions	
b. Opening Session Format	
c. General Session Format	
d. Speaker Meeting Format	
e. A.A. Preamble	
f. How It Works	
g. Twelve Traditions	
h. "Why Do We Need A Conference?"	
i. Close meeting with Responsibility Declaration	
2. <i>Suggestions For Breakout Sessions</i>	
a. Moderator's Format	
3. <i>Evaluation Form</i>	
4. <i>WCRAASC Dates and Sites</i>	
E. EXAMPLES OF PRINTED MATERIALS	
1. Program	
2. Letter to Past Delegates	
3. Letter to Delegates/Trustee	
4. Flyer Example	
5. Directory Example	
6. Past Delegates Meeting-Instruction Letter	

PURPOSE

The purpose of the West Central Region Alcoholics Anonymous Service Conference (hereinafter referred to as WCRAASC) is to develop greater unity among members, groups and areas of the WCR, to encourage the exchange of ideas and experiences, and to provide an opportunity for members to discuss pertinent aspects of Alcoholics Anonymous. Recovery, Unity and Service should always be the primary purpose for each conference. The thought of how we can better serve AA should never be compromised.

GENERAL PREPARATION AND PROCESS

- 1) The dates for the WCRAASC should be firmly established as that weekend that includes the first day of March which falls on the weekend. The conference will be held annually, and rotated (see attached list).
- 2) The delegate of the area in which the conference is to be held will be responsible for putting on the conference; including site selection within their area (city and facility).
- 3) Delegate may serve as conference chair or select someone else.
- 4) A room will be available Thursday preceding the conference for a meeting of the area delegates and regional trustee from 7-9 p.m. (*see letter format to send to delegates/trustee*).
 - a. Minutes of the preceding meeting will be available and read.
 - b. Coffee should be available.
 - c. Financial report from the preceding meeting will be read.
 - d. The host delegate will assign a secretary for the delegates meeting.
- 5) A room will be available Friday preceding the conference from 10-12 noon and 1-3 p.m. for the past and present delegates' meeting (*see letter format to send to current delegates to send to their areas' past delegates*).
- 6) All current delegates, as well as trustee, of the WCR should attend the conference. All expenses of a principal speaker and the trustee will be paid by WCRAASC.
- 7) *Any activities outside of the scope of the WCR Host Planning Guide, e.g. ice cream socials, shall be the responsibility of the host committee.*

RESPONSIBILITIES

Chairperson

The conference chairperson should have a general, overall knowledge of Alcoholics Anonymous. Some experience with conventions, conferences or assemblies will be helpful. He/she should be a person who is willing to devote a considerable amount of time and effort to the conference. Approximately 13 months will elapse from start to finish.

The Chairperson has many responsibilities including:

1. Making no commitments or agreements other than those necessary for the specific conference for which they are chair.
2. Select a conference committee which shall consist of a secretary, treasurer and others as needed.
3. Make arrangements for meetings.
4. Determine how housing and transportation will be handled.
5. Arrange for taping of the meetings *in accordance with the A.A. Guidelines, titled "Conferences & Conventions" under the section on page six, 'Taping Guidelines'.*
6. Make up and mail out preliminary flyers by the end of September. *(see flyer example). Preliminary information would be desirable one year prior.*
7. Formulate a program in conjunction with the regional trustee. The program should cover various aspects of A.A. such as the General Service Conference agenda.
8. Print appropriate handouts; to include (but not limited to); Conference Agenda program, West Central Regional Directory, and current Final General Service Conference Agenda Items. *(see attached copies).*
9. Provide for conference-approved literature as needed. It is the host areas responsibility to provide Literature, Archives and Grapevine material displays and the incurred expenses. Host Area of the conference is welcome to sell Conference Approved Literature and Grapevine Material. *We do not sell items with the WCRAASC name on it. This includes mugs, trinkets, bookmarks, etc.*
10. Turn over to succeeding chair and the regional trustee, a file consisting of all finances, minutes of meetings, correspondence and other records. (The chairperson should maintain a file consisting of all reports, letters, printed material and other material pertaining to the conference)
11. Update and pass on to the succeeding chair the history book of the WCRAASC as outlined in the Conference Guidelines *(see attached copy).*
12. Notify the General Service Office and *AA Grapevine* of the conference so dates will be published in the *AA Grapevine* and *Box 4-5-9* *(contact GSO to get deadline to get info turned in).*
13. The evaluations should be summarized in writing and sent to current delegates and regional trustee before the General Service Conference (in April).
14. Assign historian for your event.

Hotel/site

1. Establish a master account with site hotel. A credit check may be required. From history book, provide previous hotels we have used. Chairperson would sign contract with the hotel.
2. Negotiate sleeping room rate.
3. Establish a room block. Know total sleeping room usage from previous year.
4. Make room reservations for speaker.
5. Try to establish a 1:00 p.m. checkout time.
6. Negotiate meeting room rate.
7. Main room should seat 400-500 people (theater style).

8. Identify room for Thursday and Friday delegates'/trustee meetings.
9. Determine and assign meeting rooms for breakout sessions. Depending on number of topics, secure a room that seats 40-80, for each session.
10. Determine area to be used for registration.
11. *It is the host areas responsibility to provide Literature, Archives and Grapevine material displays and the incurred expenses.* Determine and assign space for: Archives, Grapevine, Literature, Taping, others as requested.
12. Negotiate coffee price.
13. Arrange for water stations in main meeting room.
14. Determine area to be used as "coffee room" (near main room if possible).
15. Print hotel phone numbers on flyer.
16. Arrange for tables and chairs as needed by committees and registration.

FINANCES

1. Prudent reserve of WCRAASC is \$6500.00 (established in 1998).
2. The current registration price is \$12.00 per person (2008).
3. At the end of each conference, after all debts have been paid, all money shall be transferred to the area delegate or chair of the next conference within 30 days after the conference site has been affirmed. The recipient of such funds shall place them in a special bank account in the name of the West Central Regional Conference. Two signatures shall be required on checks drawn on such account. The delegate must be one of the names on the signature card for the checking account; however, two people other than the delegate may sign the checks. Checks drawn on such account shall never be executed in blank. All bank account records of the West Central Region shall be made available to all A.A. members at reasonable times and places.
4. Produce a preliminary financial statement within 14 days of the conference to the trustee and current delegates.
5. Submit a final financial report by the General Service Conference (held in April) to the current delegates and trustee.
6. Contact area that most recently held the WCRAASC about the Federal Tax Identification Number process as the region is able to keep the same number. A change of address and contact person is needed when rotating from area to area.

PRINTING

1. Flyers (*see attached copy*)
 - Preliminary fliers should be mailed out by the end of September. Preliminary information would be desirable one year prior.
 - Contact the delegates of each area in region (4 months prior to conference) to find out how many of the final copies of fliers each would like – many times the delegates want a small number sent, and they make copies to distribute to their areas. This helps with the cost of postage. (*November 1st prior to conference*)
 - Flyers should be mailed out 3 months prior to conference date. (*December 1st prior to conference*)
 - Flyer should include the following information:

- Conference region, conference theme, when, where.
- Hotel information
- Complete schedule of weekend events starting with Friday P.M. to include: Registration time, Early Bird Meeting, Opening and Welcome, General Session I by area and topic, Meet the Delegates and Discussion of General Service Conference Agenda Items (Part 1).
Saturday A.M. to include: Early Bird Meeting, General Session II by area and topic, Breakout Sessions by topic, delegate and area.
Saturday P.M. to include: Breakout Sessions by topic, delegate and area, General Session III by area and topic, Discussion of General Service Conference Agenda Items (Part II), Open A.A. Speaker Meeting, Ask-It-Basket, and Discussion of General Service Conference Agenda Items (Part III).
Sunday A.M. to include: Early Bird Meeting, Regional Trustee Report, General Session IV by area and topic, Thank you and Closing.
- Registration Form to include address, contact information, and registration fee.

2. Programs (*see attached copy*) Estimate 2 per person (about 600).
3. Treasurer’s Report
 - Available for distribution to delegates and trustee within 14 days after conference.
4. Evaluation forms
 - 300 available at conference.
5. Regional directory (*see attached copy*)
 - 300 available at delegates’ pre-conference meeting.
6. Final agenda items for the General Service Conference
 - About 500 available for general distribution at conference.
7. Previous delegates/trustees’ meeting minutes
 - To be available at Thursday night meeting.
8. Letters of instruction to all breakout session moderators (*sent to area delegate to give to moderator – see attached copies*).
9. Have voice book available in a three ring binder.
10. Send one original letter to current delegates inviting past and present delegates to Friday meeting (*they will copy and send to past delegates in their areas – send them letter of instruction on doing this – see attached copies*).

SIGNAGE

1. Theme banner (occasionally host city convention center will furnish).
2. “Registration” sign.
3. Breakout sessions – identify each session.

Area Officers	Archives
Correctional Facilities	Cooperation with Professional Community
DCMs	Grapevine
GSRs	Literature
Newsletters	Public Information
Treatment Facilities	Trustees/Delegates
4. “Coffee Room”.

MEETINGS

1. Delegates' Meetings

- Regional Trustee chairs the meetings and determines the format.
- Thursday night meeting for present delegates and trustee (alternate delegate may attend as an observer).
- Friday meetings for past and present delegates (only present vote, if necessary).
- Have previous meeting minutes available (Thursday).
- Self-support – pass basket for cost of coffee at these meetings.
- Will need a recorder to take minutes; minutes should be sent to delegates before the General Service Conference.

2. Early Bird Meeting

- Choose Chairperson.
- Determine meeting format.
- Choose reader and A.A. literature to be read (if any).

3. General Sessions

- The four first year delegates are chairpersons. Session responsibility is assigned by the host area by drawing from the hat, with adjustments made, if necessary, so far distant areas are not given first session or last session on agenda.
- Reader and reading are chosen by respective delegate.
- Readings are one minute in length, pertain to session topic and are from conference-approved literature.
- Meeting format is in “voice book” (*see attached copy*).
- Two presenters are chosen by respective delegate. Could be a GSR or DCM; consider allowing people new to service to present. Presentation length should be 5 to 7 minutes per person.
- Sharing from the floor should be limited to two minutes per person. Assign a timer to monitor this process.
- Session chairperson should make sure to reiterate before open discussion the following statement: “Everyone is entitled to, and should, express their opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the microphone and say it again.”

4. Open A.A. Speaker Meeting

- Host delegate is chair. Meeting format is in “voice book”.
- Regional trustee introduces speaker.
- Readers for the following are chosen by host delegate:
 - AA Preamble
 - How It Works
 - Twelve Traditions

5. Breakout Sessions

- Sessions assigned to areas by host delegate/committee.

- Session moderator is chosen by area delegate.
- Moderator chooses secretary/reporter (or asks for volunteer).
- Sessions conducted in accordance with suggestions for moderators and format
(D2). Session Moderators should announce at the beginning of each session that this is a time to discuss what other areas are doing in their respective committees or service positions, and not focused on the conference agenda items. There is adequate time to discuss conference agenda items throughout the weekend in designated sessions in which to do so.
- Breakout session summaries will be available in print upon request.

6. **Regional Report**

- Regional trustee sets format and chairs meeting.

7. **Suggested Meeting Schedule:**

- Friday
 - 3:30 Early Bird Meeting
 - 7:00 Opening and Welcome
 - 7:15 General Session I
 - 8:00 Break
 - 8:15 Meet the Delegates and Part One of Discussion of GSC Agenda Items
(First year delegates will give their two-minute highlights for the General Service Conference)
- Saturday
 - 7:45 Early Bird Meeting
 - 9:00 General Session II
 - 9:45 Break
 - 10:00 Breakout Sessions
 - 11:30 to 1:00 Lunch
 - 1:00 Breakout Sessions
 - 2:15 Break
 - 2:30 General Session III
 - 3:15 Break
 - 3:30 Part Two of Discussion of GSC Agenda Items
 - 5:15 Dinner on your own
 - 7:00 Open A.A. Speaker Meeting
 - 8:00 Break
 - 8:15 Ask-It-Basket
 - 9:15 Part Three of Discussion of GSC Agenda Items
- Sunday
 - 7:00 Early Bird Meeting
 - 8:15 Regional Trustee Report
 - 9:15 Break
 - 9:30 General Session IV
 - 10:15 Thank you and Close with Responsibility Declaration

MISCELLANEOUS

1. Taping: Arrange for taping services in accordance with the “A.A. Guidelines”.
2. Arrange for adequate floor mikes.
3. Basket for Ask-It-Basket (if there is a designated time on agenda for this session).
4. Box for evaluation forms to be deposited in.
5. Ribbons for host committee, name tags if desired.
6. Stopwatch for timing general sessions floor sharing.
7. Bell for timer.
8. Give timer specific instructions about timing.
9. Baskets for open meeting Seventh Tradition.
10. Consider having shuttle (volunteers) to pick up people at airport, train station, etc.
11. Host for speaker.
12. Assign people to pass baskets at open meeting.
13. Assign people to do timing of floor sharing.

GENERAL PREPARATION AND IMPLEMENTATION TIME LINE

September (prior to conference)

- Print preliminary flyers and mail a few copies to each delegate by the end of September. Preliminary information would be desirable one year prior.
- Confirm all details with hotel, date, time, room block, phones numbers for flyer, etc. See HOTEL/SITE information in this guide for specific responsibilities in setting up the conference.
- Assign a historian for the conference to help with the history book.
- Notification of conference dates to GSO and *AA Grapevine* for inclusion in *Box 4-5-9* and *AA Grapevine*.

October (prior to conference)

- Work with West Central Regional Trustee to set and finalize agenda for the WCRAASC.
- Arrange for taping of the conference.

November (prior to conference)

- Contact delegates from each area in the region to find out how many flyers each would like. Print fliers and mail to each delegate.
 - Send letters of instruction to area delegate for breakout session moderators and responsibility.
- Send notification of Delegate’s Only meeting on Thursday prior to conference and Past/Present Delegates meeting held on Friday.
- Notify first year delegates of General Session topics, area time to present and area responsibility.
- Provide for conference-approved literature (the host area is responsible to provide literature, archives and grapevine material displays and the cost incurred). Notify area trusted servants responsible for these displays.

December (prior to conference)

- Conference flyers should be mailed to all delegates and regional trustee.
- Compile information to West Central Regional Directory and print.

January (prior to conference)

- Develop agenda programs and print.

February (prior to conference)

- Print evaluation forms.
- Print Final agenda items for the General Service Conference.
- Finalize Voice Book in three ring binder.

March (conference)

- Have a secretary available to take minutes at both the Delegate's Only meeting on Thursday night and Past/Present Delegate's meeting on Friday. Have minutes finalized by delegates prior to end of the conference.
- Have previous delegate/trustee meeting minutes from throughout the year available, as well as a financial report from previous meeting, for Delegate's Only meeting on Thursday night prior to conference.
- Have a preliminary Treasurer's Report available for distribution to delegates and trustee within 14 days after the conference.

April (General Service Conference)

- Submit a final financial report to the current delegates and trustee at the regional meeting during the General Service Conference.
- Have summary of evaluation forms available for review during the regional meeting at the General Service Conference.
- After all debts have been paid, all money should be transferred to the area delegate or chair of the next conference.
- Turn over to succeeding chair and the regional trustee a file of all finances, minutes of meetings, correspondence and other records.
- Update and pass on to the succeeding chair the history book of the WCRAASC as outlined in the Conference Guidelines brochure.
- Delegate for next year's conference should give updated report on date, location, chair for event, etc. at the regional meeting during the General Service Conference.
- The delegate for the conference location in two years should report on any information available for the conference in their area during the regional meeting at the General Service Conference.

Revised 3-2009