

CONVENTION GUIDELINES

THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. *We admitted that we were powerless over our addiction, that our lives had become unmanageable.*
2. *We came to believe that a Power greater than ourselves could restore us to sanity.*
3. *We made a decision to turn our will and our lives over to the care of God as we understood him.*
4. *We made a searching and fearless moral inventory of ourselves.*
5. *We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.*
6. *We were entirely ready to have God remove all these defects of character.*
7. *We humbly asked Him to remove our shortcomings.*
8. *We made a list of all persons we had harmed, and became willing to make amends to them all.*
9. *We made direct amends to such people wherever possible, except when to do so would injure them or others.*
10. *We continued to take personal inventory and when we were wrong promptly admitted it.*
11. *We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us, and the power to carry that out.*
12. *Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.*

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CONVENTION GUIDELINES



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Part One

General Planning and the Convention Committee



GENERAL PLANNING

PURPOSE

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

Because conventions are sponsored by service committees of Narcotics Anonymous, they should always conform to the N.A. principles and reflect our primary purpose.

PLANNING COMMITTEE

Hosting a convention is a tremendous responsibility which requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee which might be made up of representatives from groups sponsoring the convention. If the convention is conducted as an area, regional or world activity, the committee should be organized as a subcommittee of the ASC, RSC or WSC. In areas and regions where annual conventions are held, the committee is oftentimes a standing committee of the ASC or RSC. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

TYPES OF CONVENTIONS

- world convention
- coastal/combined states convention
- regional/state convention
- area convention

WORLD CONVENTION: The first WCNA was held in La Mirada, California in 1971. The convention has been held annually since that date. Presently, it is a four-day celebration occurring over Labor Day weekend, which generates participation of the entire global N.A. Fellowship.

COASTAL/COMBINED STATES CONVENTION: Traditionally, these conventions involve several regions or states who combine efforts and resources to celebrate recovery.

REGIONAL/STATE CONVENTION: Generally initiated at the regional service committee level, a regional/state convention is designed to encourage unity and celebration within a particular region.

AREA CONVENTION: These conventions are sponsored by an area service committee and foster unity and the celebration of recovery in a specific area. Area conventions are rare because the effort and resources required to stage a convention are often greater than those which are available at the area level.

BID COMMITTEE

When bidding for convention sites is appropriate, an ad hoc committee should be formed to prepare a bid. This committee should be aware of the bidding criteria, presentation requirements and formats that are required. At the previous year's convention, the Bid Committee makes a presentation. Once the convention has been awarded or authorized, the next step is organizing a full Convention Committee. The Convention Committee is charged with the responsibility of organizing and carrying out the convention in its entirety and being responsible to those they serve.

CONVENTION COMMITTEE MEETINGS

All Convention Committee meetings should take place at a regularly scheduled time and place and follow the current edition of *Robert's Rules of Order*. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Even at this early stage, it is necessary to elect a chairperson to preside over Convention Committee meetings and activities. Election of officers should be based upon qualifications and experience. A description of Executive Committee members and duties is presented in these guidelines.

Voting privileges are extended to each member of the Convention Committee. Any member who holds an office or participates on a regular basis at the Convention Committee meetings is considered a member. Subcommittee voting privileges are determined by the chairperson of the subcommittee. All subcommittees hold separate meetings prior to Convention Committee meetings. The subcommittee chairpersons submit reports, recommendations and other details about their areas of responsibility.

Convention Committee meetings are scheduled monthly until four months prior to the convention, at which time they take place every two weeks. At two months prior to the convention, meetings take place weekly. It is advisable to schedule two or three hours to conduct Convention Committee meeting business. An agenda or format should be prepared prior to meetings. Many Convention Committees use the agenda shown below:

1. Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions.
2. Read and approve the minutes of the last meeting.
3. Chairperson's report (review progress to date and relay recent information).
4. Treasurer's report (update on expenses and new balance).
5. Subcommittees' reports (reports include goals and progress of each committee).
6. Old business carried over from the last meeting.
7. New business to be undertaken before the next meeting.
8. Closing prayer.

CONVENTION COMMITTEE

The Convention Committee is generally made up of members who were involved in the preliminary planning and bidding process. However, membership in the Convention Committee should be open to all members of the Fellowship. The Convention Committee consists of an Executive Committee, subcommittee chairpersons and attending members.

The Executive Committee and subcommittee chair positions are identified as follows:

- A. Executive Committee
 1. Chairperson
 2. Vice-Chairperson
 3. Secretary
 4. Treasurer

- B. Subcommittee Chairpersons
 1. Hotels and Hospitality
 2. Fund-Raising (entertainment)
 3. Public Information (institutional)
 4. Registrations
 5. Arts and Graphics
 6. Program
 7. Merchandising

Requirements and qualifications suggested for the Executive Committee and Subcommittee chairpersons of world conventions are as follows: (Adjustments can be made for regional/state conventions on clean time requirements)

- | | |
|---------------------|-----------------------|
| 1. Chairperson | five years clean time |
| Vice-Chairperson | four years clean time |
| Secretary | two years clean time |
| Treasurer | five years clean time |
| Subcommittee Chairs | two years clean time |
2. Working knowledge of the Twelve Steps and Twelve Traditions of N.A.;
 3. Willingness to give the time and resources necessary;
 4. Ability to exercise patience and tolerance;
 5. Active participation in Narcotics Anonymous.

THE EXECUTIVE COMMITTEE

The Executive Committee carries out (executes) the will of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees which may need extra help. However, it is

not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees as well as the convention budget and other matters which affect the convention. The results of these discussions are included in reports at Convention Committee meetings.

As soon as it is possible, the Executive Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period.

The Executive Committee also makes regular reports to the Service Committee sponsoring the convention. For example, the World Convention Corporation for Narcotics Anonymous oversees the world conventions, the regional service committee or area service committee would be appropriate for regional or area conventions. Comments and suggestions from the sponsoring service committee are included in the chairperson's report at the beginning of each committee meeting.

The responsibilities and qualifications of the Executive Committee are as follows:

CHAIRPERSON: Five years clean time; demonstrated stability in local community; and administrative abilities.

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee, and provides help when needed.
2. Helps resolve personality conflicts.
3. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
4. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
6. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be

brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.

7. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
8. Votes only to break a tie.
9. Chairs the Convention Committee meeting as well as the convention.

4yr Clean Time

VICE-CHAIRPERSON: Personable and familiar with all committee members, in order to serve as a liaison between the subcommittees and the hosting community.

1. Acts as chairperson if the chairperson is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings in order to ensure that they get the necessary support to do a good job.
3. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
4. Makes a report to the hosting service committee on the progress of convention planning.

SECRETARY: Service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee function.
3. Maintains a list of names, addresses, and phone numbers of committee members for committee use.
4. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
5. Communicates to the local N.A. membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.

TREASURER: Five years clean time; demonstrated stability in the local community; accounting skills; service experience with conventions or other large scale Fellowship activities; and accessibility to other committee members, especially the Registration Committee.

1. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of four signators which are the Convention Committee Chairperson, Vice-Chairperson, Secretary and Treasurer. The cards and account information are filled out at the committee meeting.
2. Works with the chairperson and vice-chairperson to prepare a budget for the convention which is used for planning fund-raising activities. The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.
3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
4. Responsible for all monies, including revenues from registration and banquet tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.
5. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the treasurer's report.
6. Each check should require two signatures. Additionally, a complete treasurer's report within three months of the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.
7. A periodic review of all financial records should be made by the corresponding service arm. The records should be reviewed at the time of the actual funds distribution in accordance with the treasurer's financial statement requirements.

Helpful Hints for Treasurers

1. Have an accountant check your work.
2. Save all receipts in case you get audited by the IRS.
3. The Convention Committee Treasurer is the only one to handle checks.
4. Determine budgets for subcommittees as early as possible.
5. Maintain a separate account or record of monies received for banquet, brunch and registrations.
6. Utilize the WSC-approved financial guidelines whenever possible.

Helpful Hints for Budgets. The importance of making a budget for the Convention Committee and subcommittees needs to be emphasized. At this stage of planning, the committee should list as many financial responsibilities as possible. Each subcommittee does the same. Most of the subcommittees, with the exception of the Fund-Raising Committee and the Hotels and Hospitality Committee, should write a budget and adhere to it fairly closely throughout the planning period.

The Arts and Graphics Committee projects a monetary figure for flyers, programs, banner(s), literature, and other displays and graphics that will be used at the convention. The Program, Public Information and Registrations Committees estimate the costs of mailing, paper, envelopes, and other office supplies needed to carry out their duties. The Fund-Raising Committee sets a budget based on the entertainment which will be used at the convention. This committee also sets a new budget each month which includes the expenses of functions the other committees perform on their behalf, such as designing flyers or mailing. For the sake of expediency, the Fund-Raising Committee maintains a petty cash fund to aid in its operations. The Hotels and Hospitality Committee projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the convention. A reasonable projection of participation is a figure between 40 percent and 60 percent above the pre-registrations, depending on the efficiency of Fellowship communications. With regard to banquet tickets, prudence

and caution should be used when estimating the number of tickets because this is one important area where a committee can fall into the red.

SUBCOMMITTEES

Nominated or appointed from Convention Committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed above. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that the subcommittees have specific service responsibilities to perform.

Subcommittees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are as concerned for the member as we are for the service responsibility. It would be a contradiction of the primary purpose of N.A. to allow someone to serve who is unable to stay clean. Each subcommittee has only one chairperson who then recruits committee members. A list of committees is provided in this manual, although other committees may be established if needed. Experience has shown, however, that most other responsibilities can be incorporated within the framework provided.

Subcommittee meetings operate according to *Robert's Rules of Order*. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion. Each subcommittee chairperson should be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out.

Subcommittees maintain accurate records of the activities of the committee as well as all correspondence. Financial reports, including needs, expenditures, and receipts are included with each subcommittee report.

The subcommittees of the Convention Committee work together. At the onset, each subcommittee should decide whether or not it will use the services of another committee, or address that particular area of business itself. Although either way is effective, remember, cooperation and consideration are the keys that will make it work.

HOTELS AND HOSPITALITY Once the task of selecting a convention site is complete, the hotel and hospitality subcommittee can begin planning to host the Fellowship. To assist in this planning, it will be necessary to adopt and implement the procedures, or a reasonable facsimile, as they are outlined in this section. Care should be exercised in the development of this committee to insure that the tasks assigned to it are properly accomplished.

This subcommittee should consist of: a chairman to conduct business meetings, make sure the duties of the committee are carried out, and make progress reports to the WCNA Executive Committee; a co-chairman, whose job will be to act as chairman if necessary; and a secretary to record the minutes of the subcommittee. Additional responsibilities may be added or detracted as either the WCNA Executive Committee or subcommittee may deem necessary.

The work load of any one committee member will probably be determined by the size of the committee itself. There is probably no set formula for determining the size of this subcommittee. What worked for one convention may not work for the next. However, there is a set of objectives that need to be accomplished. Perhaps it will be best to weigh these objectives out and then determine who, on this committee, will be able to perform what tasks.

The first objective is to project an attendance figure to help determine the amount of meeting space which will be needed. The projected figure need not be accurate, through using criteria from previous conventions should help the committee to project a reasonable figure from which to work.

Once the committee has become comfortable with the projected attendance figure, they can plan how much meeting space will be needed, how the space can be utilized most effectively, and what would be the lowest possible expense. It would be wise to have alternate plans of action if the actual attendance should be higher or lower than the projected figure of attendance.

Keep in mind the need for unscheduled meeting rooms. These would be used by WSC, WSO, Board of Trustees, or any WSC subcommittee that may wish to meet as well as for use in other business matters.

Secondly, this committee will submit, for approval, any catering proposals such as coffee, banquets, and brunches. Special attention should be given to the wording of any proposal. Beware of open end or additional charges. Inform

the hotel, as well as any other contractors who might be involved, that the convention committee is unable to pay for unexpected costs. Make them explain their bargain in detail, exerting yourself to be sure that there won't be any unexpected costs. Also make sure that they don't extend services which might be left unpaid.

Establish an arrangement so that a minimal number of individuals will have the authority to sign for services. Make it clear that the committee will only honor bills with specific signatures. Final approval of any contracts will be the responsibility of the World Convention Corporation of Narcotics Anonymous.

Information regarding transportation into the host site should be included on the convention flyer. Information regarding the location of airport, bus and train stations in relationship to the convention site is necessary for members to know. It helps them to make appropriate arrangements for their arrival.

Finally, this committee should open and operate a hospitality area where the Fellowship can gather and relax and drink coffee as well as obtain local transportation, tourist, dining or other information pertinent to the hosting community.

Keep in mind that the majority of problems arise from poor communication. Good communication between the Hotel and Hospitality subcommittee and all other subcommittees is extremely important. Almost everything that will be done by other committees will hinge on how well Hotel and Hospitality performs and communicates.

Try not to lose sight of the reason your committee is doing all of their work. Stay in tune with the spirit of recovery. As the convention draws near there will be a number of tasks available for newcomers to perform. Try to enlist the help of as many local members as possible.

FUND-RAISING AND ENTERTAINMENT New members not familiar with the Twelve Traditions may be confused by the concept of "fund-raising" in Narcotics Anonymous because it is so unlike the kind of fund-raising done in other organizations—even nonprofit organizations. We never, under any circumstances, accept any monetary contribution from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we do need to "raise funds," we fund-raise from our own membership.

With the adoption of these guidelines, surplus world convention funds flow from one world convention to the next. This procedure (see section two, part four) was established by the group conscience of Narcotics Anonymous as a whole, as expressed through our World Service Conference in 1985.

As a result, world conventions have almost no need for fund-raising, but do have to do planning for entertainment similar to area and regional conventions.

HISTORICAL PERSPECTIVE Early WCNA's were simple celebrations of recovery lacking in sophistication and grandeur. They voluntarily passed on all net proceeds to the next convention site. Those funds were used for start up expenses like flyers, printing and postage. Early world conventions were able to avoid the necessity for fund-raising by managing to keep expenses in line with income. Guided by historical data, it was possible to estimate accurately the number of banquets, breakfasts and registrations, which in turn limited not only liability but also the need for fund-raising.

The development of a truly worldwide Fellowship brought about changes. Fund-raising and merchandising took place on a tremendous scale, draining the hosting region's resources and membership. Excessive promotion—the familiar drive for money, property and prestige—was also quite apparent, sometimes to the detriment of our primary purpose, as well as our relations with the general public.

These guidelines are designed to eliminate the need for excessive fund-raising in an effort to make WCNA's more affordable to our members.

PURPOSE OF FUND-RAISING We must remember that we have only one need for money in Narcotics Anonymous, and that is to further our primary purpose of carrying the message to the addict who still suffers.

But the experience of many regions and areas is that fund-raising for world conventions is extremely important as it generates interest and support from the local N.A. community, in addition to raising money. Our guidelines do not prohibit groups, area or regions from hosting fund-raisers on behalf of WCNA. We would, however, caution against placing an unreasonable financial drain on local resources for funds in support of the WCNA, while at the same time welcoming activities which motivate attendance by increasing awareness of how conventions—like meetings—help us as members in our personal recovery.

APPLICATION OF THIS SECTION TO AREA AND REGIONAL CONVENTIONS Regardless of the ongoing financing of the world convention, area and regional conventions will probably continue to have a need for a fund-raising and entertainment committee. This subcommittee would plan and carry out activities such as dances and picnics and will need to interface with other subcommittees such as P.I., Arts and Graphics, and the Administrative Subcommittee in order to successfully complete its projects.

This subcommittee also has responsibility for entertainment activities, selecting the bands or disc jockeys to be used at all fund-raising and convention dances. They also arrange for all other forms of entertainment which are provided in conjunction with the convention.

We suggest one budget for fund-raisers and a separate budget for entertainment activities.

Activities can be held throughout the year; however, we suggest that events be scheduled at least three or four months prior to the date of the convention. Communication about your events is extremely important. A list of planned functions should be prepared and distributed through the area and regional service structure to the groups you serve to spark interest, encourage participation and support. Functions which are successful are well planned and publicized. Poor turn out and unsuccessful fund-raisers can generally be traced back to a lack of planning and/or exposure within the local N.A. community.

SELECTING A CHAIRPERSON When selecting a chairperson for the fund-raising and entertainment subcommittee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

1. A good working knowledge of the Twelve Steps and Twelve Traditions;
2. The willingness to work hard and the ability to motivate others;
3. The ability to deal effectively with people outside the Fellowship;
4. Demonstrated trustworthiness especially where funds are concerned.

ALL CONVENTIONS The N.A. logo, which will be in use on flyers, T-shirts, mugs, etc., is the property of the Fellowship of Narcotics Anonymous. Our World Service Office holds the copyright on our logo and symbol. Special and serious care needs to be maintained in order to assure that the use of the N.A. logo is always in good taste and in keeping with our Twelve Traditions. Any N.A. service board or committee created through our Ninth Tradition may use the N.A. logo, as well as any Narcotics Anonymous group.

Care should be exercised where concept and design of flyers is concerned. This is especially critical because many of these flyers find their way into hospitals, institutions and other facilities which relate to N.A. Appropriate use of language and graphics is crucial; these flyers may represent N.A. to the public. Utilize the expertise of the Arts and Graphics Subcommittee.

Use of the convention "theme" for fund-raising and entertainment events is more likely to excite and increase the local members' involvement in the upcoming convention.

In conclusion, fund-raising events for WCNA's should be held first to generate interest and support for the convention, and second to raise money. All fund-raising events held in support of the WCNA should include an explanation as to why money is needed. Finally, all of our events, be they to raise money or simply to provide entertainment for our Fellowship, should always be in good taste, consistent with our spiritual principles, and set a tone which emphasizes caring and sharing the N.A. way.

tainment for our Fellowship, should always be in good taste, consistent with our spiritual principles, and set a tone which emphasizes caring and sharing the N.A. way.

PUBLIC INFORMATION The Public Information Subcommittee may be considered a two part committee. One part deals with informing the Fellowship about the convention, the other deals with informing the public at large. These two jobs must be handled very differently. It is of the utmost importance that those chosen to serve in the area of public information have a thorough knowledge of the Traditions as they apply to anonymity and public relations.

Any area of communication that deals with the P.I. for the convention should be assigned to the P.I. Committee, so the message of N.A. is consistent and not diluted. The World Convention P.I. Subcommittee should work closely with the World Service Conference P.I. Committee in addressing any questions that may arise concerning the Fellowship and its members. The two committees should also work together to coordinate any contact with the media. In order that your P.I. work remain consistent, it is suggested that the Narcotics Anonymous *Guide to Public Information* be used in all areas of P.I. work.

There should be no reason to promote the convention. It is an event of sharing and fellowship, and needs no "advertisement." It is, however, the duty of the P.I. Committee to communicate to all concerned persons and agencies of the coming events and encourage their participation. This is done in a spirit of providing information rather than of promoting N.A. or its activities.

Caution is recommended in general announcements to the press and media concerning the upcoming convention and its participants. The issues of anonymity, non-affiliation, and "attraction rather than promotion" are sensitive, and should be studied carefully before any announcements are released. The P.I. Handbook and the WSC P.I. Committee can provide valuable guidance in this area.

Distribution of flyers and personal phone contacts can be done freely within N.A. groups at regular meeting places. But even here, discretion and good taste should prevail, so as not to promote but to attract.

REGISTRATION The Registration Subcommittee is one of the busiest committees of every convention. Although its most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning. This advance planning by the committee includes drafting the flyers and forms, which must be done well in advance (at least five or six months prior to the convention date), in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.

The first flyer announcing the convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will have an opportunity to schedule vacations or make other arrangements to attend the convention. This advance flyer can be distributed even if complete registration forms or convention fees have not been set. The flyer can be sent to the World Service Office to be included in the *Newsline*. The committee should also do a direct mailing to N.A. members listed on attendance rosters of previous conventions. When pre-registration and arrival registration information is available, the Registration Subcommittee prepares a finalized flyer. Copies of this flyer, and the registration forms, should also be sent to the WSO for *Newsline* inclusion and sent to all members on the mailing lists. The WSO *Newsline* includes information from convention flyers and reaches thousands of N.A. members around the world, at no cost to the Convention Committee. It is an excellent way of circulating information about the convention.

Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive.

The finalized flyer, with registration forms, should be sent at least four months prior to the convention date and again about forty-five days prior to the convention. In this way, members can make plans to attend and those who have forgotten or delayed in registering are reminded. Sometimes convention planning committees generate additional activities which were not scheduled when the original convention schedule was announced. The final mailing, at forty-five days prior to the convention, can be used to provide announcement of those changes or new activities.

A clear understanding should be reached between the Registration Subcommittee Chairperson, the full committee, and the Convention Committee Treasurer on the procedures for handling registrations and money. One person should be assigned the responsibility of picking up registrations from the committee's post office box or business address at least two or three times a week. Registration form records should be maintained on a weekly basis and all money received transferred to the Convention Committee Treasurer prior to full Convention Committee meetings.

As each registration is received, by mail or by a direct sale, a record should be made indicating information about the registree and all money received. If free registrations are given out as part of promotional activities, the committee must keep careful records of what is provided and to whom. When registrations are made at fund-raising activities, numbered cash receipts are used as a confirmation for the convention. The Convention Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received at these fund-raising activities. All registrations, with numbered cash receipts, are used for preparing confirmations. Each member of the Registration Subcommittee who is authorized to accept registration money should work out of one cash receipt book with three-part carbon copies.

The Registration Subcommittee conducts its activities within the scope of the budget authorized by the full committee. When funds are needed for expenses, they are obtained from the Convention Committee Treasurer. Undeposited cash received by the Registration Subcommittee should not be used for committee expenses, as it can result in confusion and possible misuse of funds.

The record system developed by the Registration Subcommittee should be simple and clearly understood by all members of the Committee. The records of all registrations and banquet or brunch ticket sales should be updated at least once a week. In this way, the full committee can be apprised of the financial status. This record system can be used to verify the Committee Treasurer's records, and provide an indication of the solvency of the convention.

A duplicate records system should be maintained for all Registration Subcommittee activities. A simple file box containing 3 X 5 cards arranged alphabetically is a simple and effective method. A card is made for each registration.

One card contains all the information about each registrant, including all functions for which s/he has paid, the receipt number and confirmation number (which are the same).

As each mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations which are received by the announced cutoff date. The cutoff date for pre-registrations is included on the convention flyer. Following is an example of a simple confirmation which has been used satisfactorily.

YOUR CONFIRMATION NUMBER FOR THE
CONVENTION IS # _____

PLEASE BRING THIS CARD WITH YOU WHEN
YOU PICK UP YOUR REGISTRATION PACKET AT
THE CONVENTION.

The Registration Subcommittee is responsible for preparing a complete registration packet. The packets include:

- Convention program
- Name tag or badge
- Tickets (banquet, brunch, etc.)
- Sightseeing information
- List of local restaurants with approximate price ranges (especially those open 24 hours)
- Marathon meeting list
- Souvenir items (N.A. phone books, keytags, etc.)

ARTS AND GRAPHICS SUBCOMMITTEE The Arts and Graphics Subcommittee is comprised of members who are artistic and energetic. Prior to the convention, this committee is responsible for designing and/or printing a banner, programs, tickets, flyers, convention posters and directional posters. Some conventions also produce coffee cups, T-shirts or other merchandise. The Arts and Graphics Subcommittee also designs these materials.

The Chairperson of the Arts and Graphics Subcommittee develops a budget which includes all printing and other expenses. Once the budget is developed, it should be presented to the Treasurer and to the Convention Committee for approval. The Arts and Graphics Subcommittee should present a variety of designs for each item to the full Convention Committee in order to provide a choice of selections.

Helpful Suggestions

1. Develop a set of priorities and keep first things first.
2. Encourage members with artistic talents to get involved.
3. Solicit the help of as many members as possible (especially newcomers).
4. Find a large room in which to work; banner and poster makers need a lot of space.
5. Utilize any and all resources available—members who work in hobby/craft stores, printing offices, copy shops, etc., may be able to provide services or supplies at discount rates.
6. Always present ideas and suggestions to the entire Convention Committee for feedback.
7. Always adhere to the group conscience of the Convention Committee, remembering that our Ultimate Authority is a loving God expressed through the group conscience.

PROGRAM SUBCOMMITTEE Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Program Subcommittee should be given therefore, appropriate attention.

The Program Subcommittee plans all the workshops and meetings at the Convention. The members of the Program Subcommittee select speakers, meeting chairs and others to help with the program. They schedule all events to take place during the convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions. One of the main problems in scheduling is the event of no-shows (people who don't call when they are unable to attend). The recommended procedure for speakers, chairpersons, readers or anyone else involved in the program is to note somewhere on the prog-

ram or the registration package that a check-in table will be set up. Include the specific location and times. This way, all program participants can sign in, thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show, the Program Subcommittee should have a pool of members available from whom to select replacements.

The basic qualification for participation on the Program of an N.A. convention is membership in N.A. A speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous.

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings to sustain their recovery. These qualifications assure an N.A. member gets an N.A. convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to N.A. These workshops allow attending members to ask questions, and learn about various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

The Fellowship of Nar-Anon often holds meetings and workshops during N.A. conventions. This is for the convenience of both Fellowships and is an example of cooperation not affiliation. We remember that Nar-Anon members wouldn't be in that Fellowship if it weren't for us, and sometimes the opposite is true. Nar-Anon meetings may be listed separately on the N.A. Convention program, or have a separate Nar-Anon program. The Program Subcommittee should be advised of scheduling requirements for Nar-Anon as well as any other matters of mutual concern.

Taping the speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home or to share with others. Care should be taken to inform the speakers and/or workshop participants that

they are being taped. When contracting with someone to record meetings, it should be clearly understood that the copyrights to the tapes are held by the convention committee.

Procedures for reimbursing travel expenses vary with different conventions. Whenever funds are available, a speaker's travel expenses are paid, thereby assuring attendance and participation. Sometimes a complimentary room is provided to the participant as a way of deferring travel expenses. Hotels usually give the convention a certain number of complimentary rooms which can be used for this purpose. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Subcommittee with an idea of available funds for securing speakers.

MERCHANDISING The Merchandising Subcommittee Chairperson should be business-minded and have an understanding of the Twelve Traditions, especially with regard to the sale of N.A. related items. The Merchandising Subcommittee Chairperson prepares a budget consisting of items to be sold and expenses incurred. Once the items are agreed upon within the subcommittee, the Merchandising Subcommittee Chairperson presents a list of the items to the Convention Committee. The list includes a statement of actual and marketing costs and a time frame for obtaining the items. This subcommittee is responsible for the sale of merchandise at the convention and fund-raising activities. Careful consideration should be made in negotiating the purchase price of these items; customarily three different bids are submitted.

The Merchandising Subcommittee is responsible for communicating with the Hotels and Hospitality Subcommittees to provide for a store at the convention site. Store hours should be established in conjunction with the Program and Hospitality Committees in order to provide harmony with the hotel.

The Merchandising Subcommittee is responsible for purchasing and storing the items in a safe place, and delivering all receipts promptly to the Convention Committee Treasurer along with a list of outstanding inventory items. Following the convention, a final statement of outstanding inventory is given to the Treasurer. This should be provided not later than one week from the closing date of the conven-

tion. The information should then be included in the Treasurer's final convention report. The Merchandising Subcommittee Chairperson maintains a set of records for the subcommittee in order to assure accountability for all merchandise and expenditure of funds.

The Merchandising Subcommittee is also responsible for obtaining and sale of N.A.-approved literature at the convention. Arrangements are made to purchase literature from the World Service Office.

MISCELLANEOUS QUESTIONS AND ANSWERS

The purpose of this section is to focus on the most significant questions asked by convention committees. Presented are responses developed from the best experience available.

1. *What about N.A. members who are unable to pay registration and/or banquet fees. Should they be allowed to attend free?*

First, the purpose of registration must be addressed. The registration fee is designed to defer the costs incurred for the facilities and functions of the convention. As outlined in the body of this handbook, these costs will vary and at times be unpredictable. Registration fees are not intended as a charge for meetings. Keep in mind that no convention has indicated they have turned away an addict who was unable to pay. However, there are methods in which this can be handled.

The most popular method is to provide a place at the registration desk where an individual with no money can go and a committee representative, responsible for making this type of determination, can be found. Members of the committee should be instructed to send people to this area to solve these problems when they occur. However, specific reference to this is not announced or written. A policy on this matter should be developed by the committee as a whole, long before the convention is held. Prior notification from an institution or hospital of the number of residents planning to attend who may have an inability to pay would be helpful and should be encouraged by the committee in advance of the convention. In this way the full committee can participate in developing a policy to handle these situations. Due to the sensitive nature of the problem it is essential that all members of the committee working in the registration area be in-

formed of the procedures involved and who the convention committee members are who are authorized to discuss and act on these requests.

2. *How do we set registration and banquet prices in relationship to the costs?*

Registration, as discussed in this handbook, is intended to explain the major, if not all, factors related to costs incurred for convention facilities, functions and activities. The registration price should only be set after a careful examination of budgets and estimated attendance. Once this has been established, committees should consider the possibility of under budgeting and an incorrect estimation of attendance. If this should this occur and registration price was set low, the ramifications may be devastating to the committee and the Fellowship.

Careful consideration should be taken to allow for this possibility in establishing the registration price. Keep in mind that extra revenue will go to furthering our primary purpose.

Banquet prices are usually formulated from a fixed amount negotiated with the hotel. The common problem which occurs is that hotels only negotiate on the price for the meals and not the tax and gratuity which accompany all prices. So careful focus on this is essential in determining the price of the banquet ticket.

Once the price of the meal, tax and gratuity are established, attention should be placed on the possibility of not making the estimated banquet count. Hotels require prior notification of the number of persons attending the banquet. They must prepare the right number of meals and therefore if you are way under the agreement number, the committee must still pay for unused meals. If the committee is fortunate and has a number in excess of the agreed number of meals, the restaurant may be able to accommodate the situation if given enough time. If not, the committee must be careful not to oversell the number of banquet tickets. The situation is made more complex when special diets may be requested or required, as these usually have different prices from the regular meals.

All of these factors should be taken into consideration when establishing the banquet price. Most conventions have found it practical to charge a standard price even if some of

the dinners will cost less. In this manner the committee can balance low attendance, unexpected additional meal costs and meet other expenses related to the banquet.

- 3. Who provides for the basic tasks of convention set up and break down? How does security fit into the Convention Committee scheme of things?*

In considering the operations of conventions, it is important to cover issues of security and functional aspects. This includes crowd control, set up and break down tasks, as well as transportation for out-of-towners. All of these tasks will probably involve every member of the committee and all subcommittees although it may not be considered a separate committee. Most frequently these tasks are managed by the Hotels and Hospitality Subcommittee in cooperation with the hotel staff. The needs and resources are identified and planned for in the latter stages of planning for the convention. This is an area of work that many of the newer volunteers can be assigned to.

Security is necessary whenever large functions take place in order to maintain harmony between the hotel and the convention. Most hotels have rules and by signing the contract, the committee indicates agreement with those rules. Every attempt should be made to maintain harmony and reduce any negative reflection on N.A. or future conventions. However, security decisions should remain with the Executive Committee and the hotel staff.

This function is sometimes referred to in some conventions as the Bulldog Committee, Blood Sweat and Tears Committee and the Operations Committee.

- 4. To what extent should the convention be publicized by a Public Information Committee?*

A serious danger exists with respect to conventions and inappropriate activity in the area of public information. In the non-N.A. sphere of activities, conventions are most frequently used as media events. In this way, social service, business and religious organizations encourage public attention to their activities, members, goals and objectives. This is most often done as a means of promoting their organizations, their goals and objectives. N.A. on the other hand, if

we are to live within our Traditions, should avoid this form of public information or promotional activity.

Public information should be available at all conventions as a precaution, should any media discover the convention and desire to report about it. The convention Public Information Subcommittee should be prepared to convey to interested media members the appropriate ways in which they can correctly report activities of the convention and at the same time not endanger the anonymity of members or allow the media to convey promotion rather than attraction.

Convention public information endeavors should be encouraged with respect to increased participation from hospital treatment programs and institutions, so that their staff, patients and residents might be encouraged to attend and benefit from the convention experience.

Conventions are transitory activities and should not have an impact on the public information plans and programs of the local N.A. membership in whose community the convention is being held. The tendency to capitalize on the "event" of a convention to promote N.A. through the local media is inappropriate and a violation of our traditions.

5. *What about special interests? To what extent should special meetings or activities be provided at the World Convention?*

N.A. World Conventions are many things to many people, but most N.A. members would agree that the World Convention is primarily a celebration of our shared recovery, a living testimony to our worldwide unity, and a public statement of our common purpose—to help the addict who still suffers. With these purposes in mind, the idea of special interest meetings at the World Convention is narrow and divisive. Special interest meetings compromise the spirit of unity pervading world conventions and subvert the purpose of these conventions.

The World Service Board of Trustees agree with this and believe that N.A. world conventions are not an appropriate place for special interest meetings of Narcotics Anonymous. Unity, however, is something that can always be increased and enhanced. The Trustees feel that world conventions offer an opportunity for recovering addicts from different backgrounds and lifestyles to learn about each other and, by

doing so, break down any remaining barriers between us. The more we know about each other the more we can help each other.

The Trustees recommend, therefore, that world convention committees be particularly sensitive to the differences in backgrounds of N.A. members and be careful to select N.A. speakers who represent a variety of experiences and lifestyles and who carry a message of commonality and unity in recovery.

We also recommend and encourage the program subcommittees of world conventions to schedule workshops—open to all N.A. members—which address topics such as sexuality, gender, race, ethnic background, etc., in recovery. These workshops allow us to gain a greater understanding of each other and bring us closer together rather than separating us.





Part Two

Corporate and Legal Matters,
Bidding and Site Selection
Processes and WCNA Geographics

1. 11. 1971
Carpenter and Taylor
Building and Site
1. 11. 1971

CORPORATE AND LEGAL MATTERS (Refer to World Convention Corporation Bylaws)

BIDDING AND SELECTION PROCESS

Bids are prepared in accordance with bidding criteria and presentations are then made. Regardless of which bid is adopted, presentations are most effective when they stress "how, where and why." Given the spiritual nature of the N.A. Program, presenters are urged to avoid side show tactics and emotional displays of a manipulative nature. A good presentation is one that comes from the heart.

BIDDING REQUIREMENTS FOR THE WORLD CONVENTION OF N.A.

1. Each bid must be from a committee formed by a regional service committee with fifty (50) meetings or more.
2. The region must have had conventions previously and some of those committee members must be on the bid committee.
3. All bids must be submitted by October 1st of each calendar year at the World Service Office, P.O. Box 9999, Van Nuys, CA., 91409, Attn: World Convention.
4. Has not had a WCNA within the prior four years in the region and/or zone.
5. Have a letter of support for the bid from the regional service committee and surrounding regional service committees.
6. Provide a letter giving summary information as to why the region wants the convention and how this region can best serve the Fellowship by hosting the convention.
7. Provide a written history of the region and conventions that have taken place within the region.
8. Letter from the bid committee explaining their experience with past conventions and the qualifications of principal committee members along with information on their clean time.
9. A package from the hotels where the convention would be held, if the bid is accepted. The package must contain figures on room rates, banquet rates, coffee

expenditures, projected registration rates and other financial information that may be helpful in understanding the bid.

10. Complete and submit the Hotel Search Fact Sheet found in the back of the *Convention Guidelines*.

SITE SELECTION

The world convention is an activity of the World Service Conference under the control and direction of the World Convention Corporation for N.A. In January of each year, the Convention Corporation recommends several options for world convention locations. However, the site selected in this manner is not utilized until sixteen months after the succeeding World Service Conference. The participants of the Conference vote to select the location for the convention.

The World Convention Corporation organizes a committee of N.A. members in the city where the convention is to be held in order to manage the routine affairs of the convention. The World Convention Corporation maintains all final authority and responsibility for management of the convention. In this manner, the world convention is an activity directly responsible to and controlled by the N.A. Fellowship through the World Service Conference. All income and expenses are controlled by the World Service Convention Corporation.

[See Note 1 on page 36]

SURPLUS FUNDS DISTRIBUTION

Some conventions show a positive balance at the end when all expenses have been paid. This money is not profit because it is not disbursed to those whose efforts brought it about. Their reward is service and a feeling of usefulness. Excess funds from a convention go directly to the service efforts of reaching addicts seeking recovery. Since most conventions do produce a surplus of funds, it has been found necessary to determine in advance, how these funds will be distributed.

DISTRIBUTION PLAN FOR WCNA

If any surplus funds from a World Convention of N.A. become apparent after all expenses have been paid, then all of those funds are held in an escrow account by the Treasurer

of the World Convention Corporation to be dispensed to the next awarded World Convention Committee, for the purpose of putting on a world convention.

[See Note 2 on page 36]

WCNA CONVENTION GEOGRAPHICS

The world convention is held in different locations each year according to the rotational system described below. Conceivably the convention could be held in each of the nine zones before recurring in any one zone. There is a requirement that the convention not be held in one zone more frequently than every four years. The zones consist of six in the continental U.S., one in Canada, one in Australia and one in Europe/Asia. The zoning is reviewed by the World Convention Corporation for Narcotics Anonymous annually for possible revision, as the needs of the Fellowship outside the Continental United States grow.

ZONE ONE (NORTHEASTERN U.S.)

Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, Maryland, Washington D.C., West Virginia, Ohio, Indiana, Michigan, Delaware

ZONE TWO (SOUTHEASTEN U.S.)

Virginia, Kentucky, Tennessee, North Carolina, South Carolina, Mississippi, Alabama, Georgia, Florida, Virgin Islands, Puerto Rico

ZONE THREE (CENTRAL NORTHERN U.S.)

Illinois, Wisconsin, Minnesota, Iowa, Nebraska, South Dakota, North Dakota

ZONE FOUR (CENTRAL SOUTHERN U.S.)

Kansas, Missouri, Arkansas, Oklahoma, Louisiana, Texas

ZONE FIVE (NORTHWESTERN U.S.)

Alaska, Washington, Oregon, Idaho, Montana, Wyoming

ZONE SIX (SOUTHWESTERN U.S.)

Hawaii, California, Nevada, Utah, Colorado, New Mexico, Arizona

ZONE SEVEN (Canada)

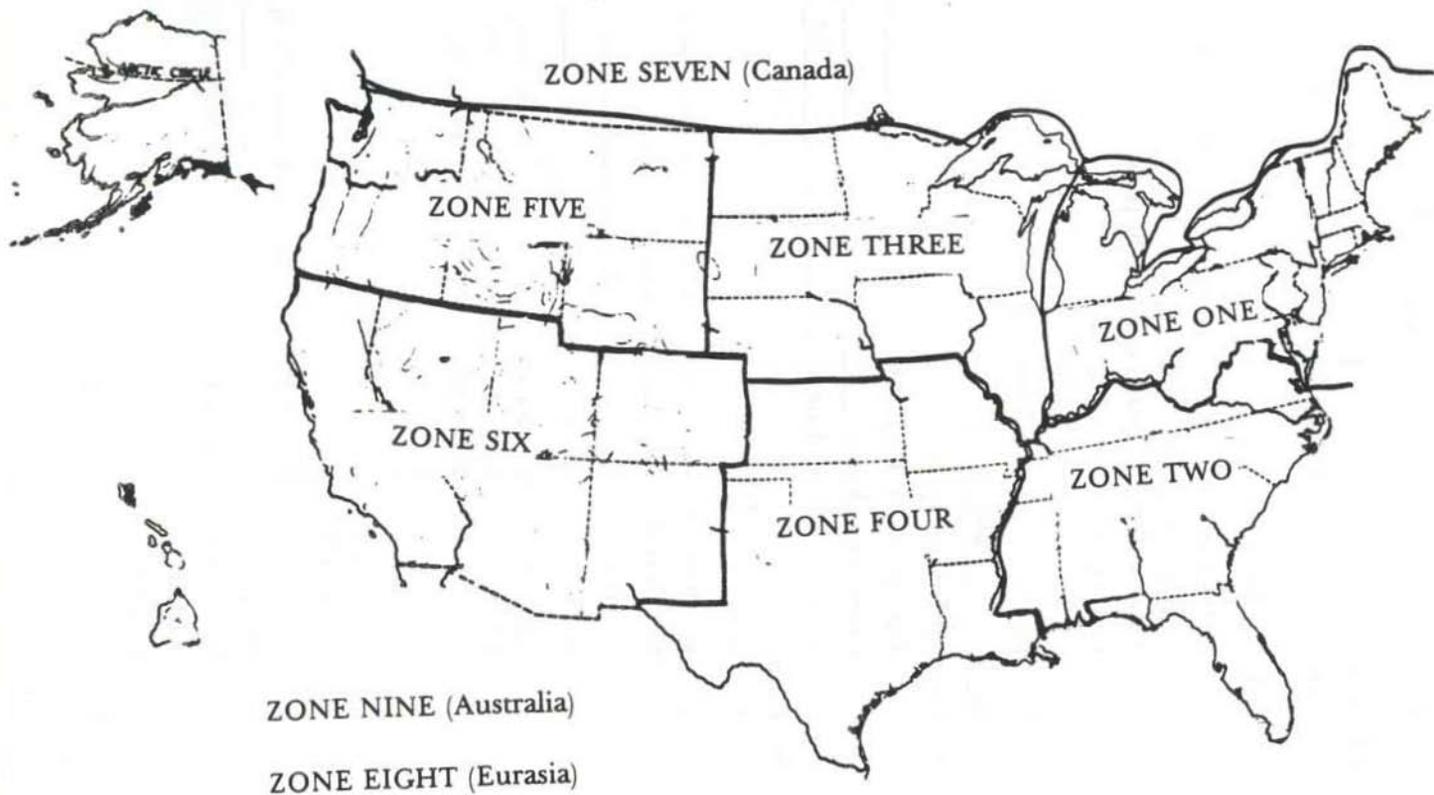
ZONE EIGHT (Eurasia)

ZONE NINE (Australia)

Note 1: A motion passed at the 1985 World Service Conference stated: "All guidelines will apply to WCNA-15 with the following exception: that the Bidding Selection Process established by WCNA-15 *BE MAINTAINED FOR 1986 ONLY*. The Convention selected as a result of this process will then comply with all Approved Guidelines. All conventions who have been notified of WCNA-15 site selection process shall be notified of this procedure."

Note 2: A second motion passed at WSC '85 stated: "That WCNA-15, Inc. be requested to amend, as needed, their Articles of Incorporation, to include the language 'that no more than 33-1/3 percent of aftercost proceeds will remain in the hands of WCNA-15, Inc. for the purpose of distribution as they see fit and that the remaining 66-2/3 percent of aftercost proceeds be forwarded to the World Service Convention Committee Treasurer to be held in an escrow account as per approved guidelines and that the WSO act as the Treasurer of the World Service Conference Convention Committee'."

MAP OF GEOGRAPHIC ZONES



HOTEL SEARCH FACT SHEET

Name of Facility: _____ Date: _____

Phone #: _____ Sales Representative: _____

Convention Needs:

1. 2,000-3,000 Attendees / approx. 750-1,000 rooms
2. Banquet Attendees 1,200-2,000
Time & Day: Saturday 6:00-10:00 p.m.
3. Brunch Attendees 800-1,400
Sunday 11:00 a.m.-1:30
4. Dates: Labor Day Weekend

Pertinent Data from Hotel:

A. General Information

1. Size (number of rooms): _____
2. Conference Space: _____
3. Recreational Facilities: _____

B. Rooms

1. Best Rates:
 - a. Single: _____
 - b. Double: _____
 - c. Triple: _____
 - d. Quad: _____
2. Rates guaranteed for one week before to one week after convention? Yes No
3. Maximum number of persons per room permitted _____
4. Check in and out times:
In: _____ Out: _____

C. Banquet and Brunch

1. Price per person inclusive [Tax and Gratuities]
Banquet _____
2. Price per person inclusive [Tax and Gratuities]
Brunch _____
3. Snack Services _____
4. Coffee Shop Occupancy _____

D. Meeting Room Needs (These rooms should be furnished by the hotel at no additional charge contingent on the number of rooms booked)

1. Space for 24 hour marathon meeting
2. Space for additional eight meetings per day
 - a. Thursday: Registration / Welcome / Marathon meeting Yes No
 - b. Friday: Approx. eight rooms, 75-100 persons each / One room 1,000-1,500 Yes No
 - c. Saturday: Approx. eight rooms, 75-100 persons each / Banquet Room 2,000 Yes No
3. Complementary (no cost) meeting space? Yes No
 - a. How many registrations needed? _____
4. Hospitality Suite? Yes No
 - a. How many registrations needed? _____
5. Dance Space? Yes No
 - a. To facilitate how many? _____
 - b. Both Friday and Saturday nights? _____
 - c. Curfew? _____
6. Registration booth/room? Yes No
7. Committee offices? Yes No

E. Miscellaneous Needs

1. Coffee Needs
 - a. 2,000-4,000 gals. Cost: _____
 - b. 24 hours a day? Yes No
 - c. Replenishing/Resupply Commitment: Yes No
2. Pool Hours
 - a. Thursday—Sunday

 - b. Whirlpool? Yes No
3. Parking
 - a. Valet available or required? Yes No
 - b. Free and adequate space available? Yes No
 - c. Parking Costs _____

4. Complementary/Discount Attraction Passes?

Yes No

Buses and Transportation available to attractions?

Yes No

5. Lobby Meeting Privileges?

Yes No

F. General Notes/Comments: _____

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. *Our common welfare should come first; personal recovery depends on N.A. unity.*
2. *For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.*
3. *The only requirement for membership is a desire to stop using.*
4. *Each group should be autonomous except in matters affecting other groups or N.A. as a whole.*
5. *Each group has but one primary purpose—to carry the message to the addict who still suffers.*
6. *An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.*
7. *Every N.A. group ought to be fully self-supporting, declining outside contributions.*
8. *Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.*
9. *N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.*
10. *Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.*
11. *Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.*
12. *Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.*

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