

NORTHERN ILLINOIS AREA DELEGATE AREA 20

N.I.A. Spring Conference Planning Guide

Note: The purpose of this Guide is to offer a checklist of details commonly occurring in the planning and producing of an N.I.A. Spring Conference. For additional information see A.A. Guidelines on Conferences and Conventions.

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I. Purpose and Guiding Principles

The annual Northern Illinois Area (N.I.A.) Spring Conference is an Area sponsored conference which is hosted by one or more Districts from within the Area, selected through a bidding process. As the sponsor of the Spring Conference, the Northern Illinois Area Committee has established that the Spring Conference will be a service conference which will provide an opportunity for members of Alcoholics Anonymous to become acquainted with and learn more about the various service activities being conducted in the Area, ways in which these are being improved, and developments within A.A. as a whole in the areas of service.

In furtherance of the service focus of the Conference and to foster the greatest degree of cooperation between the Area Committee and hosting District(s), the Northern Illinois Area has agreed upon the following Guidelines for the Conference:

- a) One of the Open Meeting speakers should be from the General Service Conference.
- b) Invite Al-Anon and Alateen to participate.
- c) Panels should include Answering Service, Corrections, Cooperation with the Professional Community, Newsletter N.I.A. Concepts, Public Information, Treatment Facilities, Special Needs, Grapevine, Literature, Archives, the Twelve Concepts, the Twelve Traditions, the Delegate's Workshop and the Trustee Report (if present)
- d) Panels may be combined as needed.
- e) District Committee Members (DCMs) should participate in panels.
- f) There should be areas for Archives, Grapevine, Literature display and sale, and movies.
- g) All movies and literature should be Conference-approved,

By bidding to host the Conference, a District(s) is indicating its desire and commitment to be the instrument through which the Area's intentions for the Conference will be realized. In furtherance of this, the District(s) interested in hosting the Spring Conference will offer a bid in accordance with N.I.A. Guidelines, and the hosting District(s) will, according to the Guidelines:

- a) Secure a location for the Conference and make all necessary arrangements with the facility staff;
- b) Prepare and disseminate promotional materials;
- c) Organize and print the Conference Program and secure the Open Meeting speakers and panel and event chairpersons/presenters
- d) Arrange for taping of Open Meeting speakers and panels, and signers for the hearing-impaired at the Open Meetings
- e) Conduct registration of all Conference participants
- f) Establish, collect and account for all registration fees and other income generated by the Conference
- g) Serve as the liaison with facility staff and see to all operations of the Conference
- h) Provide a Conference Report at N.I.A. Committee meetings and Assemblies.
- i) Select a Conference theme
- j) The Chair or Co-Chairs of the Conference Planning Committee agree to prepare a detailed final report for the next year's conference committee and the N.I.A. Archives, serve on the subsequent Conference Planning Committee and attend its meetings.

The hosting District(s) may, at its own discretion and in the spirit of carrying the message, add topics and meetings to the Program (such as Newcomer's Room, Big Book Study, Twelve Step Study, etc.) and is encouraged to experiment with format, using games, skits or other means to encourage participation by conference participants. However, the Alternate Area Chairperson must approve all proposed changes and those changes must be reported to the Area Committee before they are finalized. In the event that the Alternate Area Chairperson does not approve a change the hosting District(s) may request approval directly from the Area Committee. The hosting District(s) may also select the banquet menu, conduct dances, and organize hospitality areas as it wishes in cooperation with the facility.

Al-Anon and Alateen will establish their own committees, organize and conduct their own programs and determine their representation on the Conference Planning Committee. Their programs and events will be included in the Conference Program. Al-Anon and Alateen expenses will be included in the Conference budget; and, in the event that the Conference realizes income in excess of expenses, a portion of this excess will be contributed to Al-Anon equal to the proportion of Al-Anons and Alateens who registered for the Conference.

II. Formal Preparation & Presentation of Conference Bid

- A. Location
- B. Date - to be coordinated with Southern Illinois Area, Chicago Area and G.S.O. event dates.
- C. Budget - based on the minimum number of registrations anticipated at the proposed registration fee. A minimum-maximum range of registrations should be established based on past Conferences' experience. This reduces the risk factor and possible loss of Area funds. The Conference is expected to be self-supporting which includes returning the \$3,000 seed money to the Area and providing enough funds to cover the costs of all the Area people required to attend and participate in the Conference.
- D. Facility Requirements
 - a. Hotel brochures (handicap accessibility for all activities).
 - b. Dining space for a minimum of 600 people
 - c. Meeting rooms – Movies-1, Literature-1, Archives-1, Alcathon-2, Hospitality-2, Panel Rooms-3, AlAnon-2,, You may choose to have meditation room, Alateen room and Spanish Alcathon.
 - d. Room availability and room rates at the facility as well as room rates and availability in the immediate area.
- E. Negotiators and assistance available from N.I.A. Alternate Area Chairperson and Past Conference Chairperson (or Co-Chairpersons) automatic members of Planning Committee.
- F. Rotation - Hosting Districts will not bid for 3 years following an award; joint efforts of Districts are encouraged based on capability.
- G. All bid presentations will be limited to a period of 10 minutes and shall include all pertinent written confirmations.
- H. Bid presentations shall be submitted at the Fall (September) Assembly.
- I. Awarded Hosting Districts shall confirm in writing or by contract, on behalf of N.I.A., with the accommodating facility:
 - a. costs for hotel accommodations, meeting rooms
 - b. free Conference Planning Committee meeting space
 - c. coffee charges (including gratuities and any special charges) and banquets meals.
 - d. Dates and times within one month or more following Fall Assembly, considering facility requirements.
 - e. Confidentiality statement to be part of agreement with facility.
- J. In the event the Conference is to be held at a State University, be aware of all taxes not mentioned up front.

III. Establishment of Committees

Before the initial meeting to elect members of the Conference Planning Committee, a supply of the N.I.A. Spring Conference Planning Guides should be acquired from the Alternate Area Chairperson. It is suggested that those wishing to stand for a position on the Committee, review this document. Host district is free to meet as soon as the bid is accepted by NIA 20. The NIA liaison may not be able to attend committee meetings prior to May 1st due to prior conference commitments. The Area Chairperson may appoint a temporary liaison.

- A. At the first meeting of the new Hosting District, the following positions should be filled:
 - a. Conference Chairperson and Alternate or Co-Chairpersons
 - b. Secretary and Alternate
 - c. Treasurer and Alternate

- d. Program Chairperson and Alternate
- B. Other positions that should be filled at this meeting, or no later than the second meeting, would be:
- a. Registration
 - b. Alcahthon
 - c. Archives (suggest using Area Committee)
 - d. Printing
 - e. Coffee
 - f. Public Information
 - g. Decorations
 - h. Entertainment
 - i. Movies
 - j. Hospitality
 - k. Banquet
 - l. Grapevine (suggest using Area Committee)
 - m. Greeters
 - n. Literature
 - o. Special Needs
 - p. AND the Alternates for each of these positions!
- C. **Under NO circumstances should the N.I.A. Spring Conference Committee be involved in any way with or give the appearance of being involved with the sale of any trinkets or memorabilia.** The N.I.A. Assembly voted on this stance on 12/11/76, and the N.I.A. Committee voted on this on 4/13/91, and reconfirmed this stance in 1995.
- D. It is suggested that the previous Conference Committee Chairpersons be invited to your first meeting as these people can share their experiences with you pertaining to the committees they represented. This then gives you the opportunity to elect people who now have an idea of what each position entails.
- E. The previous Conference Chairperson or Co-Chairpersons and the Alternate Area Chairperson are automatically members of the Conference Planning Committee and remain as such through the running of the next year's Conference. These persons will be invaluable as planning begins. Information from previous Conference's will be made available and a final report from the preceding Conference should be in your hands.
- F. It is recommended that the N.I.A. Spring Conference Planning Committee meetings be held on Sundays to facilitate attendance by the Alternate Area Chairperson, The N.I.A. liaison (generally the Alternate Area chairperson unless someone with more Conference planning experience is needed) and others as requested.
- G. The Alternate Area Chairperson has the primary responsibility to represent the Area.
- a. As questions arise, the Alternate Area Chairperson will record the comments and a continuous up dating of the Planning Guide will be kept, with the objective of reprinting the Planning Guide for the following year's Committee, if required, with the approval of the Area Committee.

IV. Suggested Target Dates for Committee Functions

- A. Finalize all paperwork with the facility, etc. within one month, or by the date required by the facility, after being awarded the bid for the next N.I.A. Spring Conference.
- B. Since the bids for the N.I.A. Spring Conference are now awarded approximately one and one-half years preceding the event, the following dates are for the calendar year before the Conference.
 - a. January 1st: Establish structure of the Conference Planning Committee.
 - b. February 1st: Bank account opened and Post Office box established; work begun on the registration flyer so distribution can be made by the Winter Assembly, or earlier.
 - c. March 1st: Contact with and confirmation of main Conference speakers. Registration flyer insert to be placed in the Fall, but no later than the Winter issue of N.I.A. Concepts newsletter. Check with newsletter Editor for firm date.

- d. July 1: Color scheme is selected. Be sure to have “Early-Bird” flyers available for the Illinois State Conference held sometime during August each year. “ Early-Bird” flyers should also be inserted into the fall issue of Concepts.
- e. September or October: Meet at the facility where the Conference will be held, especially if the regular Conference Planning Committee meetings are not being held at the facility.
- C. The following dates are for the year of the Conference.
 - a. January: As close as possible to the January N.I.A. Committee Meeting, make mass distribution of the registration flyer (including neighboring Areas, adjacent States, etc.). Need paper proof.
 - b. All panel chairpersons and Alcathon people should be assigned. Ask Area people to sign-up.
 - c. February 1st: Expand Committee functions to include coffee, decorations and such other functional needs as required, IF they were not elected in the very beginning!
 - d. March 1st: Meet at the Conference facility! Send Conference Program to the press. Step up contact with facility, if not already done, and monitor the room availability, in the facility and the immediate area.
- D. WEEK PRECEDING CONFERENCE:
 - a. Meet at the facility with the facility staff for a “Walk Through” and final preparations.
 - b. Everyone should know where everything will be and where they need to be at what times during the Conference.
 - c. Communicate, communicate!!
 - d. It is recommended that the chair and co-chair go to the facility one day prior to the Conference to review room assignments, menus, etc.
- E. NOTE!! IMPORTANT THAT TARGET DATES REQUIRED BY THE FACILITY be integrated with the above list. Some dates and events may need to be adjusted to meet facility staff requirements!!!

V. Conference Committee Personnel/Area of Responsibility

- A. The following job descriptions are simply general suggestions based on previous Conference experience; situations will vary, naturally. Implicit are cooperation and communication with others! The N.I.A. Spring Conference Planning Committee is responsible for and arranges for ALL functions with Area Committee approval and participation.
- B. Chairperson & Co-Chairpersons
 - a. Coordinates the election of members to Chair the various committees.
 - b. Calls Committee Meetings (time and place) and prepares meeting Agendas.
 - c. Prepares the pre-Conference Budget
 - d. Has the information obtained on alternate housing, rates, phone numbers, etc.
 - e. Invites AI-Anon and Alateen participation.
 - f. Writes notes of appreciation to speakers before and after Conference.
 - g. Keeps close check on all phases of planning and progress. Participates in individual Committee meetings as required.
 - h. Prepares and presents all reports to the Northern Illinois Area, unless delegated.
 - i. Be sure to emphasize, both to the Committee and the facility staff, that the
 - j. Chairperson and Co-Chairperson (if there is one) are to be the only ones to negotiate with the facility.
- C. Secretary
 - a. Keeps meeting attendance records (names, addresses, phone numbers and committee positions).
 - b. Sends meeting minutes, notices, and agendas to committee members, together with updated Committee Rosters.
 - c. Send minutes to Delegate, Alternate Delegate, Area Chairperson, Alternate Area Chairperson, Area Treasurer, Area Secretary, Hosting DCM (if not on Committee), East Central Regional Trustee and the G.S.O. East Central Regional Correspondent.
 - d. Prepares and maintains the Committee Roster including names, addresses, phone numbers and committee positions. Also include all AI-Anon Committee members’ information.
 - e. Handles correspondence (always with copies to the Chairpersons concerned).
- D. Treasurer

- a. Applies for Post Office box.
 - b. Opens Conference checking account, with two signatures required for each check (Treasurer and Chairperson or Co-Chairperson). If the host district does not have the required EIN# contact the Area Treasurer or go to the Area website (<http://www.aa-nia.org/>) for the necessary forms.
 - c. Coordinates with registration and picks up mail, extracting checks and making deposits (always keeping copies of everything).
 - d. Pays bills. Reimburses speakers for all travel expenses.
 - e. Signs tabs for facility services (where necessary).
 - f. Presents financial report to each meeting and after the Conference is over. Always compare the Actual with the Budget.
 - g. Present at the Registration Table during the Conference registration or has volunteer to cover Registration Table during preset hours.
 - h. Final disposition of all funds should be made by the Summer Assembly.
- E. Program Chairperson
- a. Plans program format in consultation with other Committee members including Al-Anon and Alateen.
 - b. Listens to tapes and contacts desired speakers. (See Purpose & Guiding Principles, second paragraph, item 'a') Arranges to pay for speaker's transportation to and from Conference site, accommodations and room reservations. This does not include paying for the speakers' spouses, families or significant other unless those individuals are on the Conference program.
 - c. Arranges for recording of main event and panels.
 - d. Advises Area Committee of their part of the Program and obtains names and cities of those participating.
 - e. Arranges for panels unless the Planning Committee establishes a separate Panel Committee.
 - f. Supplies the Printing Chairperson with complete information on flyers, registration forms, the program and any other printing needs..
- F. Special Needs
- a. Arranges for interpreter for the hearing-impaired.
 - b. Coordinates seating of hearing impaired with the interpreter
- G. Printing Chairperson
- a. Coordinates with Program Chairperson.
 - b. Plans layout for flyers, registration forms and printed program.
 - c. Gets comparison pricing, lead times and places orders.
 - d. Has program layout ready but holds as long as possible for changes, ask printer for last possible deadline.
 - e. Provides the N.I.A. Secretary and N.I.A. Concepts Editor with registration form for their printing. MUST BE black print on white background for printing in their publications.
 - f. Provides the N.I.A. Webmaster with a copy of the conference flyer and registration form to be placed on the N.I.A. website.
- H. Registration Chairperson
- a. Keeps a running record of registration by category: A.A., Al-Anon and Alateen
 - b. Keeps a running record of meals ordered:
 - (1) For Banquets - smoking and non-smoking
 - (2) For Food Packages, if offered
 - c. Provides Banquet and Conference Chairpersons with running tally until Banquet cutoff time.
 - d. Coordinates placement and seating of hearing-impaired with the interpreter.
 - e. Recommended that dance participation requires Conference registration
 - f. Prepares registration packages - name badges, banquet status, program and other special Conference items.
 - g. Staffs Registration Table at Conference.
- I. Coffee Chairperson
- a. Maintains contact with facility staff, supplying coffee stations throughout Conference
 - b. Insures full coffee stations.

- c. Should have authority to sign tab for coffee fills and refills and control timing, as well as amount of coffee delivered to each station.
- J. Alcathon Chairperson
 - a. Contacts all DCMs for required volunteers from each District
 - b. Uses pamphlets, previous Alcathon lists and personal suggestions for the topics.
 - c. The hosting District should provide local people for the Alcathons between Midnight and 6:00AM.
- K. Hospitality Chairperson
 - a. Find volunteers for hours which areas are open. Contact DCMs
 - b. Ask for donations of cakes, candies, cookies, soda, snacks, coffee, etc. Let people who have time to bake contribute in this manner.
 - c. Contact DCMs, ask about contributions from each District - time, money, people.
 - d. Attempt to keep area neat and clean.
 - e. It is requested that NO game (cards, etc.) playing take place in any Conference rooms.
- L. Decorations Chairperson
 - a. Insure that Banners are in place, starting with the Kickoff Meeting Friday night.
 - b. Plan and arrange for all decorations including Saturday Banquet table decorations.
 - c. See that expenditures are kept within allotted budget.
- M. Entertainment Chairperson
 - a. Live bands; "DJs; cost and availability. Most important to cover the tremendous age gap.
 - b. Insure security of admission to the dance(s).
- N. Banquet Chairperson
 - a. Keep facility informed of attendance through the Conference.
 - b. Work with the facility staff for seating through the Conference Chairperson(s)
 - c. Work with Decorations Committee and prepare numbers for tables as required.
 - d. Assign tables for all attendees at banquet.
 - e. Coordinate with Registration. Contact registration Chairperson for data.
 - f. Insure that the hearing-impaired are seated directly in front of the interpreter who is located on the dais.
 - g. Select menu.
- O. Greeters Chairperson
 - a. Have desired number of people near Registration Table and in hallways to greet attendees, answer questions, give directions, etc. Allocate hours of service for each helper.
 - b. See that each greeter has a ribbon or some identification indicating that they are greeters and able to help participants.
 - c. The greeters can often help the Entertainment Committee with security at the dance(s).
- P. Grapevine Chairperson
 - a. Have a display of all available Grapevine items at the Conference where the items can be purchased.
 - b. May want to coordinate with the area Grapevine Committee and the Conference Literature Committee.
 - c. Make sure that members and participants are aware of the Fellowship's international journal and the enhancements to sobriety it can offer. Grapevine special items, ranging from anthologies of cartoon and articles to a wall calendar featuring member-submitted photographs, are spin-offs of the A.A. Grapevine.
- Q. Archives Chairperson
 - a. Provide Archives Room with displays from G.S.O. and N.I.A. Coordinate with the Area Archives Committee.
 - b. Make sure that members and participants have available to them the Fellowship's history and records.
- R. Public Information Chairperson
 - a. Task of encouraging a large attendance. The Conference is open to all. Bear in mind the 11th Tradition and A.A.'s principle that: "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." See Page 2 of A.A. Guidelines - Conferences and Conventions for more information.
- S. Movies Chairperson

- a. Make available to members and participants, videos and other movies from G.S.O. for viewing. Use the N.I.A. Audio/Visual Library. Contact the Area PI Chairperson.
- T. Literature Chairperson
 - a. Provide and staff a Literature Room at the Conference with ONLY Conference-approved literature, A.A. Service Material or Grapevine literature available for sale.
 - b. Consignment literature is available from the Chicago Area Service Office.
- U. Al-Anon and Alateen
 - a. Will determine their own level of participation and representation on the Conference Planning Committee.
 - b. Establish their own committees and organize and conduct their own program.
 - c. Provide Conference Program Chairperson with space requirements and information to be included in Conference Program.
 - d. Provide information for the Conference Budget concerning speaker costs (travel, meals, rooms) and any other expenses incurred as a direct result of participating in the Conference.
 - e. Conference to provide space for Al-Anon Literature - operation and expenses associated with the literature display are Al-Anon's responsibility.
 - f. Conference to provide separate space for Al-Anon Hospitality Room(s) unless the decision is to have joint hospitality rooms.
 - g. Provide Alateen with their own meeting and hospitality space with beverages and snacks available.
 - h. In the event the Conference has income in excess of expenses, after all expenses have been paid and the seed monies returned to the Area, a portion of this excess will be contributed to Al-Anon equal to the proportion of Al-Anons and Alateens who registered for the Conference. Because Alateens usually get a half-price registration, each Alateen registration is counted as one-half for this purpose.
- V. HELPFUL REMINDERS
 - a. Wherever possible, full Al-Anon participation is encouraged.
 - b. Some Conference committee's have reported a need for large amounts of change depending on the registration cost.
 - c. It is suggested that the Area Chairperson be used in opening the Conference at the Friday Night Kickoff Meeting with the Area Delegate being utilized at the Delegates report session on Sunday morning.
 - d. It is suggested that the Alternate Delegate and Alternate Area Chairperson be used to chair panels.
 - e. Confidentiality Statement (see attached).
 - f. Use the Statistical Fact Sheet included near the end of this document as part of your final report. It includes information essential for future Conference bids.
 - g. Communication and coordination are essential ingredients for a successful Conference, between everyone on the Conference Planning Committee and the facility staff!!

VI. Suggestions for Registration Form Content

- A. These are some suggestions concerning items found to be helpful on the Registration Form, both for the participants and the Conference Planning Committee. Incorporating these suggestion in the Form might reduce the number of contacts required to verify information
 - a. Provide two blank lines for names so couples can use one form. For each line, provide a means for the individual to indicate whether they are: A.A./Al-Anon/Alateen/Other.
 - b. If the Banquet will have smoking and non-smoking sections, make provisions on the form where their preference can be indicated.
 - c. For people who want to sit together at the Banquet, they need to know how many persons can sit at one table. Tell them they must register together to sit together.
 - d. Allow a space where special needs can be indicated: wheelchair, hearing-impaired, dietary, other
 - e. Provide place for address, city, state, zip and telephone just in case.
 - f. Be very clear about how to make room reservations and exactly what number to call.
 - g. Offer alternate housing - names, location, phone.

- h. Provide contact names, telephone numbers and perhaps an address. Give an A.A. and an Al-Anon contact.
- i. If they must be registered for the Conference to attend the dance(s), say so.
- j. Provide a map showing how to get to the location from various directions.
- k. Include abbreviated Conference Schedule with speaker names and addresses if possible.
- l. Indicate cutoff dates: for mailing registrations, for banquet, for rooms, etc.
- m. If parental permission slips are required, say so on form.

VII. Revisions

- A. The Alternate Area Chairperson will be responsible for proposing updates and revisions to these guidelines based on the experience of individual conference committees.
- B. Proposed revisions or updates to these guidelines must be reported to and approved by the Area Committee by substantial unanimity.
- C. Upon approval by the Area Committee revisions or updates will become part of these approved guidelines.
- D. Approved updates and revisions must be reported to the Area Assembly.
- E. The Area Assembly maintains final responsibility for the N.I.A. Spring Conference and thus may choose to accept or reject any update or revision to these guidelines.

VIII. Changes or Amendments

- A. Adopted by the Winter Assembly, December, 1995
- B. Updated by the Summer Assembly, June 12, 2004

Suggested Budget Format

Income

Registrations:	_____	@	\$ _____	=	\$ _____
Banquet:	_____	@	\$ _____	=	\$ _____
Alateen registrations:	_____	@	\$ _____	=	\$ _____
Hospitality room donations:	_____	@	\$ _____	=	\$ _____
NIA Seed money:					\$3,000.00

Total Income: \$ _____

Expenses

Banquet incl. gratuity	_____	@	\$ _____	=	\$ _____
Coffee cost/gal. incl. gratuity = \$	_____	@	\$ _____	=	\$ _____
Speakers cost airfare, room, registration, gift, \$per spkr	_____	@	\$ _____	=	\$ _____
Signers	_____	@	\$ _____	=	\$ _____
Spanish Language Interpreters					\$ _____
Registration					\$ _____
Program					\$ _____
Entertainment					\$ _____
Required insurance cost					\$ _____
Decorations					\$ _____
Hospitality					\$ _____
Movies					\$ _____
Secretary					\$ _____
Treasurer					\$ _____
Postage					\$ _____
Meeting rent					\$ _____
Printing costs for flyers					\$ _____
Misc.					\$ _____

Total expenses \$ _____

Profit/Loss \$ _____

Statistical Fact Sheet

Year			
Theme			
Location			
Registrations Sold	#	Price	Total
A.A.			
Alanon			
Alateen			
Other			
Banquet	#	Price	Total
Banquets Sold:			
Banquet Rm. Size:			
Banquets Served:			
Special Diet Plates			
Actual Cost per Plate			
Coffee	Gallons	Price/Gallon	Total
Budgeted			
Actual			
Hotel	Contract Rm Nts	Booked Rm Nts	# of Mtg Rms
Price Per Night		Cost	
	Budget	Actual	+/-
Co-Chairpersons			
Secretary			
Treasurer			
Program			
Printing			
Registration			
Coffee			
Hospitality			
Decoration			
Entertainment			
Greeters			
Grapevine			
Archives			
Public Information			
Movies			
Literature			
Al-Anon			
Miscellaneous			
Total			

Confidentiality Statement

The Eleventh and Twelfth Traditions emphasize the importance of anonymity in our relationships with people in general and that the principle of anonymity has an immense spiritual significance, reminding us to place principles before personalities, thereby practicing genuine humility.

It has also been pointed out by our trusted servants in the Northern Illinois Area and throughout Alcoholics Anonymous that those who serve the Fellowship cannot be SO anonymous that we cannot find each other when we need help in accomplishing our primary purpose of carrying the message of recovery to the alcoholic who still suffers.

The importance of all of this to the Spring Conference Planning Committee is in maintaining confidentiality of the Conference database - both committee members and participants. Members of the Fellowship in service positions trust that others in service positions will not reveal their full names, addresses, telephone numbers and other personal information to anyone without the individual having knowledge about how the information will be used and for what purpose.

The Spring Conference Planning Committee should be clear about how personal information will be used and for what purposes. Such as, Committee member lists, lists given to the facility, participant registration lists, and facility room registration lists.

All personal information about members of Alcoholics Anonymous must be considered confidential and ought to be used for A.A. purposes only. **NO PERSONAL INFORMATION IS TO BE USED FOR A MAILING LIST OR FOR ANY FORM OF SOLICITATION OR COMMERCIAL VENTURE!!**

This security of personal information was confirmed by the 1974 General Service Conference and reaffirmed by the 1977 General Service Conference.

The importance of this protection cannot be overemphasized!!

ANONYMITY STATEMENT

THERE MAY BE SOME HERE WHO ARE NOT FAMILIAR WITH OUR TRADITION OF ANONYMITY AT THE PUBLIC LEVEL:

"OUR PUBLIC RELATIONS POLICY IS BASED ON ATTRACTION RATHER THAN PROMOTION; WE NEED ALWAYS TO MAINTAIN PERSONAL ANONYMITY AT THE LEVEL OF PRESS, RADIO (TV) AND FILMS."

THUS WE RESPECTFULLY ASK THAT NO A.A. SPEAKER - OR, INDEED, ANY A.A. MEMBER - BE IDENTIFIED BY FULL NAME IN PUBLISHED OR BROADCAST REPORTS OF OUR MEETINGS.

THE ASSURANCE OF ANONYMITY IS ESSENTIAL IN OUR EFFORT TO HELP OTHER PROBLEM DRINKERS WHO MAY WISH TO SHARE OUR RECOVERY PROGRAM WITH US, AND OUR TRADITION OF ANONYMITY REMINDS US THAT A.A. PRINCIPALS COME BEFORE PERSONALITIES.

A.A. PREAMBLE

ALCOHOLICS ANONYMOUS IS A FELLOWSHIP OF MEN AND WOMEN WHO SHARE THEIR EXPERIENCE, STRENGTH AND HOPE WITH EACH OTHER THAT THEY MAY SOLVE THEIR COMMON PROBLEM AND HELP OTHERS TO RECOVER FROM ALCOHOLISM.

THE ONLY REQUIREMENT FOR MEMBERSHIP IS A DESIRE TO STOP DRINKING. THERE ARE NO DUES OR FEES FOR A.A. MEMBERSHIP; WE ARE SELF-SUPPORTING THROUGH OUR OWN CONTRIBUTIONS. A.A. IS NOT ALLIED WITH ANY SECT, DENOMINATION, POLITICS, ORGANIZATION OR INSTITUTION; DOES NOT WISH TO ENGAGE IN ANY CONTROVERSY, NEITHER ENDORSES OR OPPOSES ANY CAUSES. OUR PRIMARY PURPOSE IS TO STAY SOBER AND HELP OTHER ALCOHOLICS TO ACHIEVE SOBRIETY.

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THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS

1. OUR COMMON WELFARE SHOULD COME FIRST; PERSONAL RECOVERY DEPENDS UPON A.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 A.A. MEMBERSHIP IS A DESIRE TO STOP DRINKING.
4. EACH GROUP SHOULD BE AUTONOMOUS EXCEPT IN MATTERS AFFECTING OTHER GROUPS OR A.A. AS A WHOLE.
5. EACH GROUP HAS BUT ONE PRIMARY PURPOSE---TO CARRY THE MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS.
6. AN A.A. GROUP OUGHT NEVER ENDORSE, FINANCE, OR LEND THE A.A. NAME TO ANY RELATED FACILITY OR OUTSIDE ENTERPRISE, LEST PROBLEMS OF MONEY, PROPERTY, AND PRESTIGE DIVERT US FROM OUR PRIMARY PURPOSE.
7. EVERY A.A. GROUP OUGHT TO BE FULLY SELF-SUPPORTING, DECLINING OUTSIDE CONTRIBUTIONS.
8. ALCOHOLICS ANONYMOUS SHOULD REMAIN FOREVER NONPROFESSIONAL, BUT OUR SERVICE CENTERS MAY EMPLOY SPECIAL WORKERS.
9. A.A., AS SUCH, OUGHT NEVER BE ORGANIZED; BUT WE MAY CREATE SERVICE BOARDS OR COMMITTEES DIRECTLY RESPONSIBLE TO THOSE THEY SERVE.
10. ALCOHOLICS ANONYMOUS HAS NO OPINION ON OUTSIDE ISSUES; HENCE THE A.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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Friday Night Kickoff Sample Agenda

Announcements
Opening Remarks - Area Chairperson
Introduce Committee - have them stand, introduce Al-Anon Chairperson
Quiet Time & Serenity Prayer
Anonymity Statement, Preamble, How It Works, Twelve traditions (Short Form) Introduce Al-Anon speaker
Al-Anon speaker (40 min.) If having gifts, give it now
Introduce A.A. speaker
A.A. speaker (60 min.) If having gifts, give it now
Announcements - ?Ice cream for sale and where, dance to follow?
Close - Lord's Prayer

Saturday Night Banquet, Speaker and Dance Sample Agenda

Announcements
Quiet Time & Serenity Prayer
Invocation
Dinner
Program chair takes over
Anonymity Statement & Preamble
How It Works & Traditions
Sobriety Countdown
Introduce A.A. Speaker
A.A. Speaker If having gifts, give it when speaker finishes
Announcements - Ice cream sale and where and dance?
Close - Lord's Prayer

Sunday Morning Spiritual Speaker Meeting Sample Agenda

Announcements
Program Chair
Quiet Time & Serenity Prayer
Anonymity Statement & Preamble
How It Works & Traditions
Introduce Trustee
Trustee speaks & gives GSO Report
Announce final registration and banquet count
Introduce A.A. Speaker
A.A. speaker
Closing Announcements
 Thank all committee and volunteers who helped
 Thank all who gave support including registrants
Close - Lord's Prayer

Final Conference Committee Meeting Sample Agenda

Introduce next year's Chair and Co-chair

Pass Banner

Set date for final report

Set date, time and place for final wrap-up meeting

Congratulate everyone, again!!