

# **NORTHERN ILLINOIS PLANNING PROCEDURES**

## **AREA 20**

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# PROCEDURES FOR DISTRICTS HOSTING AREA MEETINGS

## ***Introduction***

The intent and purpose of this document is to provide written procedures for a Committee hosting an Area Meeting. Each quarter of the year, the Area is to conduct an Area Committee Meeting and an Assembly. At the annual Fall Area Committee Meeting (NIA Service Structure Guidelines, adopted at the March 2, 1991 Area A meetings), all Committee's that have not hosted an Area Meeting in the preceding two (2) years are eligible to "bid" on one of the eight (8) Area meetings that will be held the following year.

## ***Organization***

This is the suggested Host Committee structure for conducting an Area Meeting and the suggested duties and responsibilities for the Host Committee.

- A Host Committee Chairperson may be the DCM from the hosting District, a Service Chair from a volunteer Service Committee, or a designated Trusted Servant.
  - The Host Committee Chair should be in contact with the NIA Alternate Chair and confirm that the meeting facility meets the suggestions in this document and is handicapped accessible.
  - The Host Committee Chair should be responsible for the financial aspects of conducting an Area Meeting. The Committee Chair should submit to the NIA Alternate Chair and NIA Alternate Treasurer a proposed budget in the format provided (see Reference Document). The Committee and the Chair shall make the very best effort to insure the Area Meeting is self-supporting in line with AA Traditions.
  - For those AA members solely attending the Spring Assembly and corresponding committee breakout sessions Saturday, the Conference registration fee is not required.
  - AA members that wish to attend any non-business portion of the Conference are required to pay the registration fee.
  - The Committee Chair should be responsible for obtaining any monies needed prior to the Area Meeting from the Host Committee Treasurer. All receipts should be kept and turned in for reimbursement. The Committee Treasurer should obtain the Tax Exempt Letter for any purchases from the NIA Alternate Chair or the NIA Treasurer.
  - The Committee Chair should be responsible for overseeing preparation of an Area Meeting announcement flyer that needs to be made available to the preceding Area Meeting. For the Area Assembly, 500 announcement flyers need to be prepared and made available to the preceding Area Assembly. The details of this Area Assembly flyer will include facility name, address, date, times of registration, and cost of the lunch being provided, the Hearing Impaired icon, and other points of concern. A map and directions with major travel routes to the meeting facility should be included (see Reference Document). An electronic file copy should be forwarded to the NIA Chair, the Area Delegate, the NIA Alternate Delegate, the NIA Alternate Chair, the NIA Web Administrator and the Concepts Editor.
  - The Host Committee Chair should schedule sufficient planning meetings prior to the scheduled event to ensure all functions are handled (see Reference Document).
  - The Host Committee Chair should be in contact with the NIA Alternate Chair to arrange for Spanish interpretation at each Area Assembly.
- The Host Committee should be comprised of the following members; these members are responsible to obtain needed volunteers.
  - Registration is responsible for providing support for the NIA Secretary by manning the Registration Table at the main entrance of the Area Meeting facility. The Registration Table will need to be supported by three (3) or more volunteers any time registration is open. Registration is responsible for selling of the lunches. The NIA Secretary will provide the registration forms.

All completed registration forms will be turned into the NIA Secretary by the conclusion of the Area meeting.

- Set-up and Clean-up is responsible for the organization of the Meeting Rooms and the Registration Table area. They are responsible for the breakdown and cleaning of the same described areas.
- Greeters are responsible for setting up the outside NIA Directional Signs provided by the NIA Alternate Chair. Greeters should be familiar with the Meeting Facility layout and able to provide help in directing all attendees to the Main Meeting Room, the restroom facilities and any Breakout Session Rooms when the time is appropriate. Greeters are responsible for knowing the location of all Emergency Exits throughout the facility. An announcement by the District Host Chair should be made to the Area Meeting attendees concerning the Emergency Exit locations prior to the commencement of the Area Meetings activities.
- Refreshments are responsible for providing the appropriate food and beverages as suggested in the Reference Document. This group is responsible for the set-up and cleans up of these items. Donation cans, clearly labeled, should be made available in close proximity to the refreshment stations to help defray the cost of the purchase of these items. The Committee is responsible for acquiring and serving a lunch for as suggested by Reference Document. It is suggested that two (2) bids from caterers be secured to obtain the lunch at the lowest possible cost. Because attendance at an Area Meeting may fluctuate significantly based on time of year and location, specific consideration should be given to selecting a caterer who is willing to agree to accept a firm number of lunches by 10:00 AM on the day of the event.

### ***Financial Statement***

A Financial Summary Statement should be prepared and submitted to the NIA Alternate Chairman and NIA Alternate Treasurer no later than thirty (30) days after the Area Meeting has concluded. The suggested format for this Financial Summary is in the Reference Document. This Statement will be available for preparing future Hosting Committee's Area Meetings.

Any monies received in excess of expenses are to be turned over to the NIA Treasurer. In the event that Host Committee experience a financial loss, the NIA is responsible to reimburse the documented loss.

### ***Location and Facility***

- The selected location may be anywhere within the Area boundaries. Suggested facilities include community colleges, high schools, private or parochial schools, or community halls with adjoining meeting rooms for breakout sessions.
  - The suggested hours that the selected facility is available for the Area Assembly, including set-up and cleanup, are 7:00 AM to 6:00 PM.
  - The suggested rent for the use of the selected facility should be financially prudent to the Area Assembly.
  - Ample parking for those who are attending the Area Assembly is necessary. To ensure adequate parking is available, coordination with the local police department may be required.
- Insurance requirements for use of the facility are now covered under the NIA Insurance Liability Policy. The NIA Treasurer is responsible for securing the Certificate of Insurance and providing to Host Committee.
- The selected facility's main meeting room should be large enough, with tables and chairs, to set a minimum of 200 people. A head table, located in the front of the room, should be set up for the Area Officer's Committee. Those to be seated at the head table are:
  - Delegate and Alternate Delegate
  - Chair and Alternate Chair

- Treasurer
- Secretary and Alternate Secretary
- The Area Secretary will require space (with access to an 110V AC outlet) at or near the head table to accommodate the Recorder and Public Address System.
- The Area Service Chairs will need 7-8 display tables set up in the Main Meeting Room for Service handouts and displays as follows: 2 Tables for Handouts and 5 for displays
- If smoking is permitted on the selected facility grounds, please follow Illinois State Laws.
- The Seventh Tradition Basket will be passed around the room just prior to the lunch hour.

### ***Location and Facility (Assembly's ONLY)***

- The selected facility should have enough breakout rooms available to hold separate meetings. The following NIA Service Committees will be meeting at the Area Assembly:
  - GSRs (Main Meeting Room)
  - DCMs
  - Secretaries
  - Treasurers
  - Answering Service
  - Archives
  - Concepts
  - Cooperation with the Professional Community
  - Correctional Facilities
  - Grapevine
  - Literature
  - Public Information
  - Special Needs
  - Treatment Facilities
- The NIA Area understands that not all facilities can accommodate this number of rooms. It may be necessary to combine some service committees into one room.

## ***Section Revisions***

### ***Revision Guidelines***

Revisions to this section are approved by a substantially unanimous vote of the Area Committee. All approved revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a “sense of the Assembly.”

### ***Revision History***

- Previous documents
  - Procedures for Hosting Area Committee Meetings Prepared by Jerry P., 12/27/2003
    - Amended by John C., 3/23/2004
    - Adopted by NIA committee, 5/1/2004
    - Amended by John C. and Dan M., 1/2/2006
    - Amended by Dan M., 2/9/2006
    - Amended by Mike F., 1/1/2008
    - Retitled to “Procedures for...,” reformatted to standardized document style, and added standardized Section Revisions section. Text changes only as needed to support style. Report and Charter Committee, 5/17/2009, 6/13/2009, 9/27/2009, 10/3/2009, 10/11/2009
    - Approved by Assembly, 12/12/2009
  - Procedures for Hosting Area Assemblies Approved by assembly, 1993
    - Revised with assembly approval, 7/14/98

- Revised with assembly approval, 12/3/05
- Revised with assembly approval, 12/2/06
- Retitled to “Procedures for...,” reformatted to standardized document style, added standardized Section Revisions section. Text changes only as needed to support style. Report and Charter Committee, 5/17/2009, 6/13/2009, 9/27/2009, 10/3/2009, 10/11/2009
- Approved by Assembly, 12/12/2009
- Current document
  - Approved 6/19/2010
  - Revised with assembly approval, 12/10/2011
  - Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook. Approved by Assembly, December 9, 2017

## REFERENCE DOCUMENTS FOR HOSTING AREA MEETINGS

### ***NIA Meeting Checklist***

#### ***Committee Meeting 45 Days Prior to Assembly***

- \_\_\_ Committee Chair has confirmed with NIA Alternate Chair that the selected facility meets Guideline suggestions.
- \_\_\_ Committee chairs are in place.
- \_\_\_ 500 Flyers have been prepared and in circulation at time of preceding NIA Assembly and electronic file version of the flyer has been sent to the Area Chair, Alternate Delegate, Alternate Chair, Web Administrator and Concepts Editor.
- \_\_\_ Potential lunch caterers have been contacted.

#### ***Committee Meeting 30 Days Prior to Assembly***

- \_\_\_ Committee Chair has provided the proposed budget to the NIA Alternate Chair and Alternate Treasurer.
- \_\_\_ Committee Chairs have selected their committees
- \_\_\_ Caterer bids have been received.

#### ***Committee Meeting 15 Days Prior to Assembly***

- \_\_\_ Committee Chair has secured necessary funding from the Host District Treasurer.
- \_\_\_ Lunch caterer has been selected.
- \_\_\_ Doughnut & Sweet Roll and Coffee & Refreshment Committees have outlined their purchases.
- \_\_\_ Greeter Committee has secured the NIA signage from the Area.

### ***NIA Meeting Refreshment List***

Item	Assembly Suggested Amount	Committee Meeting Suggested Amount	Purchased	Left Over
Donuts or Sweet Rolls	8 doz	3 doz		
Bagels	4 doz	1 doz		
Fruit				
Fruit Juice				
Soda (Diet & Regular)	10 cases	3 cases		
Bottled Water	2 cases	1 case		

## ***NIA Meeting Timetable***

<b>Time</b>	<b>Planned activities</b>
7:00am	Alternate Chairman to Arrive at Lord of Life Church in La Fox to open doors for host committee
7:00am-7:30am	District Host Committee to arrive at Lord of Life Church in La Fox.
7:30am-8:45am	Set-up and start brewing 100 cup coffee pot for regular coffee. (Must use separate 110V outlet.)
	Set-up and start brewing 55 cup coffee pot for decaf coffee. (Must use separate 110V outlet.)
	Set-up registration tables for sign-in and lunch purchase.
	Set-up three (3) tables in back for coffee, donuts, and fruit.
	Set-up two (2) ice chests for soda and water.
	Set-up donation cans for coffee and soda.
	Set-up butt kits outside building entrances.
	Set-up four (4) tables on west wall for meeting handouts.
	Set-up four (4) tables w/chairs up front for committee officers to conduct meeting business.
	Set-up all chairs for meeting attendees.
	Try to assist committee members with P.A. system.
	Set up, flyers and other handouts, Literature, Grapevine.
7:30 am-11:30am	Maintain supplies for duration of the morning session
10:00am	Collect and count all lunch monies.
	Coordinate with supplier with final lunch count.
11:30am	Break down coffee stations and prepare tables for lunch set-up.
	Pass Seventh Tradition basket for NIA committee meeting.
12:00pm	Assist supplier with food delivery.
12:00pm-1:00pm	Lunch break
1:00pm	Clean-up food trays and set aside all utensils and pans for return.
	Clean coffee pots and store away.
2:30pm?	NIA Committee Meeting is Closed
	Assist committee members with clean-up duties.
	P.A. system, flyers and handouts picked up.
	Tables and chairs stored away.
	All trash removed to dumpsters.
	Smoking butt kits at building entrances removed.
	Clean and secure facility washrooms.
	Wet spot mop facility floor.
Close and lock all facility doors.	

## ***NIA Meeting Supply Inventory***

<b>Item</b>	<b>On hand at end of meeting</b>	<b>To purchase for next meeting</b>
Regular Coffee (2 cans)		
Decaf Coffee (2 cans)		
10 Ounce Coffee Cups (300)		
Tea		
Hot Chocolate		
Creamer (3 containers)		
Sugar (3 containers)		
Pink Sweetener (1 box)		
Blue or Yellow Sweetener (2 boxes)		
Coffee Stirrers (1 box)		
Knives / Forks / Spoons (400 each)		
Large Paper Plates (300)		
Small Paper Plates (300)		
Large Salad Bowls (300)		
Small Salad Bowls (300)		
Salt & Pepper Shakers (5)		
Napkins (1000)		
Mustard Packets		
Ketchup Packets		
Honey Packets		
Mayo		
Jelly		
Trash Bags (2 boxes)		
Aluminum Foil (2 boxes)		
Paper Towels (5 rolls)		
Latex Gloves		
Name Tags (300)		
Pens & Markers		
Lunch Tickets or Stickers		

These items are “owned” by the Area and should be returned to the Alternate Area Chair at the end of the event.

- 100 Cup Coffee Maker
- 55 Cup Coffee Maker
- Red Ice Chest
- Blue Ice Chest
- Can Openers
- Miscellaneous Serving Utensils
- Donation Cans
- Break-out Room Signs
- NIA Directional Signs

## ***NIA Meeting Financial Summary***

	<b>Budget (\$)</b>	<b>Actual (\$)</b>
<b>Expenses</b>		
Facility Rent/Donation		
Assembly Flyers		
Registration Supplies		
Refreshment Comm.		
Lunch (incl. cost per person)		
Paper products and utensils		
<b>Totals</b>		
		Attendance (sign-in head count): _____
<b>Income</b>		
Donation cans		
Seventh Tradition		
		Lunch Sales _____ @ \$ _____ = _____
<b>Totals</b>		
<b>Net Income or Loss</b>		
Respectfully submitted		
Date		

## ***Section Revisions***

### ***Revision Guidelines***

Revisions to this section are approved by the Alternate Area Chair. All revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a “sense of the Assembly.”

### ***Revision History***

- Approved by assembly, 6/19/2010
- Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook.  
Approved by Assembly, December 9, 2017

## PROCEDURES FOR THE PRE-GENERAL SERVICE CONFERENCE WORKSHOP

These procedures are being written to describe the function of the Pre-General Service Conference Workshop (“Workshop”) and to clarify the responsibilities of our trusted servants in preparation for and during the workshop. The NIA Committee or the appropriate officers may alter these procedures at any time. The aim of the Pre-General Service Conference Workshop is to present a well-informed group conscience to our Delegate in preparation for his/her trip to the General Service Conference (GSC) in New York, specifically on those items which are listed as Agenda items for the Conference. The Workshop is a standalone event that is hosted by a District within the Area in a similar manner to the Assemblies. For planning purposes, please refer to the Procedures for District Hosting Area Meetings.

Issues which Groups or Districts feel should be discussed at the GSC should be brought to the Area, or directly to GSO, well in advance to provide ample time for the Group, District or Area concerns to be considered on the Conference Agenda.

Traditionally Northern Illinois Area 20 has followed the guidelines as suggested by the General Service Office for assignment to committees. However the Delegate, in consultation with the Area committee chairs, determines the conference committee chair assignments.

### ***Suggested Assignments***

<b>Conference Committee</b>	<b>Area Service Committee</b>	<b>Chairperson</b>
Agenda	GSRs	Alt. Chairperson
C.P.C.	C.P.C.	C.P.C. Chair
Corrections	Corrections	Corrections Chair
Finance	Treasurer	Treasurer
Grapevine	Grapevine	Grapevine Chair
Literature	Literature, Concepts	Literature Chair
Policy/Admission	Secretary, Registrar	Secretary
Public Information	Public Information	P.I. Chair
Treatment Facilities, Special Needs	Treatment Facilities, Special Needs	T.F. Chair, S.N. Chair
Report & Charter	D.C.M.s	Alternate Delegate
Trustee	Past Delegates	A past Delegate
International Conventions & Regional Forums	Answering Service	A.S. Chair
Archives	Archives	Archives Chair

### ***Responsibilities for the Workshop***

#### ***Delegate, Alternate Delegate and Past Delegates***

As soon as the Delegate receives the Final Conference Agenda and background material, he/she will make full copies of the electronic versions using current media such as cds and deliver to the Alternate Delegate. The Alternate Delegate then mails electronic versions of the background material to each DCM and Area Committee Service Chairperson, along with a printed copy of the Agenda.

The Delegate, Alternate and Past Delegates are available to assist committee chairs, DCMs or other trusted servants with additional background on issues, relative importance of various agenda items etc.

#### ***Committee Chairs***

Chairs of the committee meetings at the Workshop should be well informed about the agenda items that their committee will be discussing.

- Chairs should read all background material provided by the Delegate, Alternate Delegate and/or GSO.
- If there are any questions about agenda items these should be addressed well in advance and clarification or additional background information sought from our Delegate, his/her Alternate, Past Delegates and/or directly from GSO.
- This information should be disseminated to all committee members, in particular the District committee chairs, at the earliest possible time so that they can review it with their local committees prior to the Workshop.

During the Workshop it is the Chairs' responsibility to review GSC agenda items with his/her committee and to prepare a summary of the discussion including the "Sense of the Committee" to be presented at the general session at the end of the Workshop.

- The committees will have up to two (2) hours to discuss the Agenda items. Many Agenda items are simple housekeeping or status reports on on-going activities that may require little or no discussion. The Chair should exercise some judgment as to what the more important issues facing his/her committee are and be sure that these are given ample discussion.
- A secretary should be appointed for the committee to condense the deliberations into a written report, given by the committee chair to the Assembly, who will have up to ten minutes to report, continue discussion, and recommend any "sense of the meeting" votes.

Again, the essential role of the Chair is to ensure that both the Committee and the Assembly are well informed.

### ***Committee Secretaries – Reporting to the Assembly***

The committee secretaries will be appointed by the committee chairs at the start of the workshop to take notes that need to be condensed into a report to the Assembly.

- Please keep your report to 10 minutes.
- The report should include some detail of the discussion, pro and con, that led to the "Sense of the Committee" so that other members of the Assembly are well informed during the process of arriving at a "Sense of the Assembly".
- The report will be followed by questions from the floor, after which comments from the floor will be heard. At any time, any member of the Assembly may ask the chairman to take a "Sense of the Assembly" on an issue. The vote tally will be recorded for the Delegate's information, but is not in any way binding on the Delegate at the GSC.
- The Secretary must provide a written summary of the "Sense of the Committee" to be handed into the Area secretary so that the Delegate can bring it to the GSC.

### ***DCMs***

DCMs should do their utmost to provide the Conference Agenda to their groups as early as possible so that the groups have ample time to arrive at a well-informed group conscience. If the groups need additional information on any issues the DCM is their primary contact to get this information. If the DCM needs further information he/she can contact the Chair responsible for that portion of the Agenda, the Delegate or Alternate, Past Delegates or GSO directly. Although the Groups can, and should, be represented at the workshop directly by their GSRs, this is often not the case. Thus the DCM will need to carry the "Sense of the District" to the Workshop so that the Delegate hears the voice of the Groups in his/her area. If your District has a particularly strong opinion on an issue it is helpful if the DCM provides a written summary to the Delegate, who is typically overwhelmed with information during the Workshop. Finally, the DCM should encourage all GSRs to attend, and actively participate in, the Workshop, emphasizing that their Group's voice is important, that they will be heard by their Delegate and that this input will go with the Delegate to the GSC.

## **GSRs**

The GSR is the most critical link in the chain between the Conference and the Groups. It is during the Workshop that the conscience of each Group can, and should, be presented to the Delegate and shared with the Area. In order for the Group to arrive at a well-informed Group Conscience, the GSR will need to bring the Agenda items and background to the Group for discussion. In most cases Group members will need some time to consider Agenda items, and/or additional background or clarification, so it is best to get the Agenda to the Group members as early as possible to allow time for discussion, fact- finding and arrival at a well-informed Group Conscience.

Some Groups hold business meetings dedicated to discussion of the Conference Agenda, while others simply discuss the Agenda as part of their normal monthly business meetings. Most Groups do not feel that this discussion should be conducted during the normal AA meeting time. If additional information is requested, the DCM, Delegate, Committee Chairs and GSO can provide this. The Workshop is in many ways the most critical experience for any GSR to participate in on behalf of his/her Group. If the GSR does not participate directly in the Workshop, then the Conscience of their Group will be diluted or lost within the voice of the District presented by the DCM. If a Group has a particularly strong opinion on an issue it is helpful if the GSR provides a written summary to the Delegate, who is typically overwhelmed with information during the Workshop.

## **Sample Agenda for NIA Pre-General Service Workshop**

- 8:00am: Registration
- 9:00am: Quiet Time, Welcome, Anniversaries, Newcomers, Concepts, Announcements
- 9:15am: Explanation of what will happen in break-out rooms
- 9:30am – 11:30 am Pre-Conference Committee Breakout Meetings
- 11:30am: Open Mike (3 minute limit)
- 12:00pm: Lunch
- 12:45pm: Explanation of what will happen in second half of meeting
- 1:00pm: Pre-Conference Workshop Reports & Discussion
- Adjourn - closing prayer

## **Section Revisions**

### **Revision Guidelines**

Revisions to this section are approved by a substantially unanimous vote of the Area Committee. All approved revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a “sense of the Assembly.”

### **Revision History**

- Approved by the NIA Winter Committee 1-11-2003.
- Revised by the NIA Spring Committee 5-5-2003 (Last bullet of, “Committee Chair” section, p.2).
- Retitled to “Procedures for...”, reformatted to standardized document style, and added standardized Section Revisions section. Text changes only as needed to support style. Report and Charter Committee, 5/17/2009, 6/13/2009, 9/27/2009, 10/3/2009, 10/11/2009
- Approved by Assembly, 12/12/2009
- Revised and Approved by Assembly 03/09/2013
- Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook. Approved by Assembly, December 9, 2017

## **PROCEDURES FOR PLANNING THE BIG BOOK CONFERENCE**

### ***Purpose and Guiding Principles***

The annual Big Book Conference is a one-day conference sponsored by the NIA and hosted by a district within the Area. The purpose of this Planning Guide is to provide a checklist of details and conditions occurring in planning an NIA Big Book Conference.

The Area has established this Conference as a service to the Fellowship. Its purpose is to focus on the importance of the Big Book to the members of AA. The Big Book is an important piece of literature describing the program alcoholics use to recover and become useful to their Higher Power, their families, society and themselves. This Conference is intended to bring attention to the Big Book's program of recovery through the many insights learned through years of experience of the conference's participating panel members. In this way, it is hoped that the future of AA is guaranteed for those to come.

The Area Assembly selects the Host District through a bidding process. Rotation of Host Districts is based on a minimum of three years. By bidding to host the conference, a district is indicating its desire and commitment to be the channel of the Area's intentions. A district interested in hosting the Big Book Conference will offer a bid in accordance with this Planning Guide.

The Host District Planning Committee is responsible to:

- Secure a location for the conference and make all necessary arrangements with the facility;
- Select a conference theme;
- Secure a speaker knowledgeable in the history of the Big Book, the panel moderators for the day's activities and a main speaker to share their story;
- Arrange for the taping of all panels and speakers;
- Prepare and distribute a registration flyer and conference program;
- Conduct registration of all attendees;
- Collect and account for all registration fees and other income generated by the conference;
- Provide conference reports to each NIA Area Assembly and NIA Committee Meeting preceding the conference;
- Present three (3) copies of a final report at the first NIA Assembly after the conference along with return of seed money and funds generated over expenses.

The NIA Alternate Chair (or another person appointed by the NIA Chair) is the Area Liaison to the Big Book Conference Planning Committee.

Any changes proposed by the Host District Planning Committee from these conference guidelines must be presented to the NIA Conference Liaison for advice and consent before they are finalized. The NIA Conference Liaison will report to the NIA Committee on any such proposed changes.

No participation by Al-Anon is planned. If the Planning Committee, by group conscience, decides to include Al-Anon participation on a panel, there should be no objection. There should be no Al-Anon participation on the Planning Committee.

Everyone on the Planning Committee, including all subcommittee chairs, should be in attendance at all Big Book Conference Planning Committee meetings. It is suggested that the DCM be a member of the Planning Committee.

### ***Bid Preparation & Presentation***

The bid should be prepared and submitted one (1) year prior to the conference at the NIA Summer Assembly. The bid shall include a detailed budget similar to the one described later in this section and such other details concerning the Conference facility (or alternates) as the bidding District can provide, sufficient to allow an informed selection by the Assembly.

All bid presentations at the Assembly will be allowed 10 minutes and must include 150 copies of a written report with all pertinent details and the detailed budget to be distributed to those present before the presentation.

A bid preparation meeting should take place before the Summer Assembly in the year preceding the Conference to allow for facility negotiations and bid preparation. It is suggested that this meeting be held approximately 6 weeks in advance of the Summer Assembly.

The Conference date selected should be coordinated with the NIA Chair so as not to conflict with other Area functions. The months of October or November are suggested.

The District bid committee should select the event facility as early as possible. It should be established at a site accessible within the Host District. If available, three facilities should be contacted for competitive quotes. A location with easy access to main freeways is suggested.

In selecting the location, the following space requirements should be taken into consideration:

- One large meeting room with a seating capacity of 250 to 300 attendees (theater style seating) is needed for the morning and afternoon speaker sessions. Because acoustics have been a problem at previous Big Book Conferences, this should be considered when selecting the facility.
- A second large meeting room with a seating capacity of 125 to 150 attendees (theater style seating) is needed for the panel events. This space is used along with the other large meeting room.
- Secure areas for Archive and Big Book displays are needed.
- Space is required for the display and sale of Conference-approved literature.
- Space for registration is required.
- An area is needed for tape reproduction and display. Typically, two (2) eight-foot long folding tables must be set up.
- A facility that will allow the Committee to make its own coffee and serve snacks is advised.

After the Area Assembly approves a bid, a written contract should be signed with the facility.

The Conference should be self-supporting. The detailed budget similar to the example that appears later in this document should be based on minimum 250 registrations experienced at past conferences. All participants (except the Big Book and main speakers) and volunteers must register. If the Conference Planning Committee determines that lunch will be made available on site to the attendees of the Conference, a per person charge sufficient to meet the cost of lunch should be collected from those attendees opting to eat lunch on site. While it may be necessary to pay travel related expenses for the main speaker, **no travel expenses will be paid to panel members**. All committee members need to be aware of this, especially the Program Committee. The \$2,500 seed money is to be returned to the NIA along with any and all other funds generated after expenses.

A copy of the NIA's sales tax exemption letter should be obtained by request through the NIA Liaison working with the NIA Treasurer.

Insurance requirements for use of the facility are now covered under the NIA Insurance Liability Policy. The NIA Liaison should be provided a copy of the Facility Contract when signed, to secure a Certificate of Insurance for the event. The NIA Treasurer is responsible for securing the Certificate of Insurance.

### ***Establishment of Conference Committee***

An initial planning meeting to elect members of the Conference Planning Committee should be scheduled. Anyone interested in being a member of the Planning Committee should read these guidelines. The Big Book Conference Planning Guide may be obtained from the Area Alternate Chair (NIA Liaison) who will provide the first twenty-five (25) copies. This document is available on the NIA Website ([www.aa-nia.org](http://www.aa-nia.org)).

The first meeting should take place before the Winter Assembly, and the following positions are to be elected:

- Chair and Co-Chair
- Secretary and Alternate
- Treasurer and Alternate
- Program Chair and Alternate.

In January, Chairs and Alternates should be elected for the following activities:

- Public Information
- Printing
- Registration
- Literature
- Refreshments
- Greeters & Facility

The NIA Alternate Chair (or another person appointed by the NIA Chair) is automatically a member of the Conference Planning Committee and acts as NIA's representative.

AA conference-approved literature and tapes provided by the taping vendor can be sold. No trinkets or any other items are to be sold or given out at the conference.

The decision as to the date, time and location for Conference Planning Committee meetings shall be made by the Conference Chair and should take into consideration the needs of the committee members. It is recommended that these meetings be held on Sundays to facilitate attendance by the NIA liaison and others from outside the Host District as required.

The Conference Chair at each NIA Committee Meeting and Area Assembly will make a report on the progress of the conference. A written report will be made available to the NIA Secretary at this time.

As problems occur, the NIA Liaison will make notes and submit revised guideline changes for approval at the appropriate NIA Committee Meeting or Assembly. It is important to note that the Conference Committee makes decisions; independent actions by subcommittees are to be taken only after the Conference Committee has reviewed the subcommittee's proposal and has given its approval.

## ***Conference Committee Responsibilities***

### ***Conference Chair and Alternate***

- Conduct election of committee chairs.
- Call committee meetings (dates, locations and times).
- Prepare conference budget.
- Monitor all committee and subcommittee planning and progress.
- Establish a conference theme with the committee.
- Present required reports to the NIA Committee and Area Assemblies.
- Present a final report at the NIA Winter Committee Meeting and NIA Spring Assembly.

### ***Secretary and Alternate***

- Keep all meeting minutes and distribute them to members of the committee.
- Maintain a record of all committee members' names, positions, addresses, telephone numbers and e-mail addresses. Prepare and make available a Committee Roster containing this information to committee members.
- Provide copies of the minutes of the Committee's meetings to members of the NIA Officers' Committee.

### ***Treasurer and Alternate***

- Open a Conference post office box if the Host District post office box is not otherwise available.
- Open a Conference checking account if the Host District account is not otherwise available.
- Coordinate with Registration the mail pick up, extracting checks and making deposits.
- Pay bills.
- Assume responsibility for all donation cans on the day of the conference.
- Prepare a financial report similar to the example included later in this section for each Planning Committee meeting showing seed money, registration income and all expenses compared to budget.
- Assist at Registration Table at the conference.

- Return seed money to the Area Treasurer within 45 days of the Conference.

### ***Program Committee***

- The Program Committee shall select panel titles and time slots. The panel titles and time slots will be given to panel moderators who will select their own panel participants.
- All Panel Moderators should be selected from within NIA with the exception of one from the nearest delegate area to the Host District. All Moderators should come from districts outside of the Host District and cover all parts of the Area as far as feasible to help assure maximum attendee participation from all parts of the Area.
- First, contact the Moderators in person or by telephone. Second, follow up with a thank you letter, containing a reminder of the panel subject to be presented and the time slot.
- Encourage the Moderators to select panel members who have studied and lived by the Big Book, and who can communicate in the Language of the Heart about the Fellowship and the AA program. No material other than AA publications is to be used by Panel Members.
- Please communicate often and clearly to each panel Moderator that there is no reimbursement for being a moderator or panel member and that registration at the Conference is required of the moderator and the panel members. Making this clear up front avoids hard feelings later on. It is suggested that the paid registration be the panel moderators' and panel members' confirmation of their participation in the Conference.
- Ask the panel Moderators to return the first names and last initial of each panel member along with their Home Group so that this information can be included in the final flyer and program. Give a specific due date so that the Printing Committee's deadlines can be met.
- Invite the Area Chairman to the Conference to make brief opening remarks.
- Set up the taping of all panels and speakers. Several companies provide this service at no cost to the Conference. They do sell tapes and CD's of each panel and the final speaker. They also provide a complete set of tapes enclosed in a case. They may also have other tapes for sale of AA speakers.
- Arrange for Spanish translation as needed.

### ***Public Information Committee***

- An "Early-Bird" Flyer should be printed in time to be included in the packets for the NIA Spring Conference. Coordination of this should be through the NIA liaison who also serves on the Spring Conference Committee. This flyer should include a registration coupon.
- A final flyer, which should include all the panel moderators' first names and last initials, home towns, and their panel titles, should be distributed at all NIA Committee Meetings and Area Assemblies. Flyers should be distributed as early and as often as possible. Flyers should be sent to the Delegates of Areas 19 and 21 for distribution to Chicago and Southern Illinois groups. They should be sent to the nearest Delegate Area to the Host District outside of Illinois.
- Consult with Printing and Program Chairs for timing and coordination of printing, as well as color coordination.

### ***Printing Committee***

- Coordinate the printing of the flyers and program with the appropriate committees. The flyer should be on 8 1/2 x 11 stock.
- Get comparison quotes from several printers.
- Establish deadlines for information to be turned in by other (e.g., Program) committees.
- It has become traditional to print the program in a format based on the familiar Big Book jacket cover.
- An electronic file copy of the flyers should be forwarded to the NIA Chair, the NIA Alternate Delegate, the NIA Alternate Chair, the NIA Web Administrator and the Concepts Editor.

### ***Registration Committee***

- Keep a running record of registrations.
- Prepare registration packages with nametags and programs.
- Staff Registration Table at the Conference. Please note that many people register for the Conference on the day of.

### ***Literature Committee***

- Coordinate with the NIA Literature and Grapevine Committees for display of materials that can be purchased. **This must be A.A. material only.**
- Provide space and tables for displays.
- Plan a Big Book display. Several individuals have extensive collections of old and new Big Books. The Big Book exists in more than 40 different languages, Braille, tapes, CD;s, large print, etc.
- Have Big Books on sale.

### ***Refreshments Committee***

- Make coffee, soda and water available throughout the day.
- Have donuts, fruit etc. during the registration period.
- Coordinate having donation cans available at these snack tables with the Conference Treasurer.
- If the Conference Planning Committee determines that lunch will be made available on site to the attendees of the Conference, make such arrangements as necessary.

### ***Greeters & Facility Committee***

- The chairman works with the facility to arrange for set up and clean up and to handle any needs that develop throughout the day.
- Provide a list of local, easy access restaurants for lunch to all attendees.
- Provide for Conference attendees' needs.
- Have enough greeters at registration table for assistance.

### ***Special Needs***

The Host District Special Needs Chair shall coordinate with the Area Special Needs Coordinator. If the Host District does not have a Special Needs Chair, a Special Needs Liaison shall be appointed by the Planning Committee Chair or elected by the Planning Committee to serve as the contact between the Host Committee and the Area Special Needs Coordinator.

The Host Committee shall be responsible for the following:

- The selected facility and the Main Meeting Room shall be Handicapped Accessible.
- The Registration Flyer shall include the Handicapped Icon.
- The Registration Flyer shall include the Hearing Impaired and the following statement below (the Handicapped & Hearing Impaired icons are available at [www.graphicartistsguild.org/resources/disability-access-symbols/](http://www.graphicartistsguild.org/resources/disability-access-symbols/)):

*“Call the NIA Special Needs Coordinator no later than two (2) weeks before the NIA Big Book Conference if an interpreter is needed.”*

*Add contact information listed below: Special Needs Coordinator*

*Name, Telephone, TTY#, e-mail address.*

### ***Financial Report***

The proposed budget for the Conference, all financial reports to the Conference Planning Committee and the Final Financial Report to the NIA should follow this format. The Treasurer should update and distribute a budget report at all Planning Committee meetings.

	Item	Budget (\$)	Actual (\$)
Income	Area Seed Money	\$2,500.00	\$2,500.00
	Registration		
	Pre-registration		___ @ \$___ =
	On-site registration		___ @ \$___ =
	Lunch		___ @ \$___ =
	Donation cans		
	Total		
Expenses	Facility rental/donation		
	Flyers		
	Programs		
	Registration materials		
	Main Speaker		
	Refreshments		
	Beverages		
	Donuts, fruit etc.		
	Lunch		
	Special Needs		
	Spanish Translation		
	Miscellaneous		
	Total		
Income less Expenses			
Less Area Seed Money		(\$2,500.00)	(\$2,500.00)
Net Profit/Loss			

The cost of Registration for the Conference may be calculated by dividing the Total Expenses budgeted for the Conference by the estimated number of attendees (a minimum of 250 based on past Conference experience).

### ***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 Big Book 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 Big Book 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 ventures!

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! Refer to the appendix for the Anonymity Statement, Confidentiality Statement, Preamble, and the Twelve Traditions.

## ***Section Revisions***

### ***Revision Guidelines***

Revisions to this section are approved by a substantially unanimous vote of the Area Committee. All approved revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a “Sense of the Assembly.”

### ***Revision History***

- Revised with Assembly approval on December 2, 2006
- Changed title to “Procedures for Planning...” reformatted to standardized document style, added standardized Section Revisions section. Text changes only as needed to support style. Report and Charter Committee, 5/17/2009, 6/13/2009, 9/27/2009, 10/3/2009, 10/11/2009
- Approved by Assembly, 12/12/2009
- Approved by Assembly, 6/18/2011
- Moved Anonymity Statement, Preamble, and the Twelve Traditions to an appendix. Approved by Assembly, 12/10/11
- Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook. Approved by Assembly, December 9, 2017

# PROCEDURES FOR PLANNING THE SPRING ASSEMBLY CONFERENCE

## ***Introduction***

The purpose of this guide is to set expectations and to provide shared experience for activities that occur while planning and producing a Northern Illinois Area (N.I.A.) Spring Assembly Conference. For additional information see A.A. Guidelines on Conferences and Conventions which can be found at [www.aa.org](http://www.aa.org).

## ***Purpose and Guiding Principles***

The annual N.I.A. Spring Assembly Conference is an Area sponsored conference that is hosted by one or more Districts from within the Area, selected through a bidding process. As the sponsor of the Spring Assembly Conference, N.I.A. has established that the Spring Assembly 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 area of service.

N.I.A. has agreed upon the following guidelines for the Conference:

- The Conference is considered an open A.A. event and as such is open to all.
- The Assembly is a business meeting of the Area and open to A.A. members only unless approved by the Assembly.
- For those AA members solely attending the Spring Assembly and corresponding committee breakout sessions Saturday, the Conference registration fee is not required.
- AA members who wish to attend any non-business portion of the Conference are required to pay the registration fee.
- One of the open meeting speakers should be from the General Service Office or be a member of the General Service Board.
- Invite Al-Anon and Alateen to participate.
- Saturday should include Area Officers' reports, Assembly business meeting, and Area Service Committee reports (if time permits). This meeting generally lasts 3-4 hours.
- Open Service Committee Workshop/Panels could include: Answering Service, Corrections, Cooperation with the Professional Community, Newsletter N.I.A. Concepts, Public Information, Treatment Facilities, Special Needs, Grapevine, Literature, Archives, Secretaries & Treasurers. Workshops/Panels may be combined as needed.
- Service Committee Chairs should participate in Workshop/Panels.
- Other panels may include the Twelve Steps, the Twelve Traditions, and the Twelve Concepts.
- District Committee Members (D.C.M.s) could participate in programming.
- Time on Sunday should be allotted for a Trustee's or G.S.O. staff member's report, if present.
- There should be areas for Archives, Grapevine, Literature display and sale.
- Only Conference-approved literature, A.A. Service Material or Grapevine literature may be displayed or sold.
- The Host Committee shall not participate in any type of scholarship program to provide registration costs to any attendee.

By bidding to host the Spring Assembly 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. The District(s) interested in hosting the Spring Assembly Conference will offer a bid in accordance with these guidelines. The hosting District(s) will:

- Secure a location for the Conference and make all necessary arrangements with the facility staff.
- Prepare and disseminate promotional materials.
- Organize and print the Conference program and secure the Open Meeting speakers and panel and event chairpersons/presenters.

- Arrange for taping of Open Meeting speakers and panels, along with Spanish translation and signers for the hearing-impaired at the Open Meetings.
- Conduct registration of all Conference participants.
- Establish, collect and account for all registration fees and other income generated by the Conference.
- Serve as the liaison with facility staff and see to all operations of the Conference.
- Provide a Conference Report at all N.I.A. Committee meetings and Assemblies leading up to the Conference and a final report to the Assembly.
- Select a Conference theme.
- Prepare a detailed final report that includes reports from all Conference committees. Provide a copy for the next year's Conference committee, the Area Alternate Chair, and the N.I.A. Archivist.

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. 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.

### ***Formal Preparation & Presentation of Conference Bid***

N.I.A. has experienced personnel who are very conversant in contract negotiations for conferences. Assistance with contract negotiations is available on request; notify the Alternate Area Chair. If assistance is needed it is suggested that the request is made before proposals are sought.

All contracts with hotel facilities, catering, etc. must be reviewed by at least three Area Officers prior to signing.

Any conference bid should include the following:

- Location
- Date to be coordinated with Southern Illinois Area, Chicago Area and G.S.O. event dates.
- Written proposals from the hotel or facilities including:
  - Room availability and room rates at the facility as well as room rates and availability in the immediate Area.
  - Costs for hotel meeting rooms
  - Coffee charges (including gratuities and any special charges) and banquets meals.
- Budget shall be 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 Conference experience.
  - Banquet numbers should not be considered in the budget formation. The banquet should be entirely self-supporting.
  - The Conference is expected to be self-supporting which includes returning the \$3,000 seed money to the Area.
- Facility Requirements
  - Hotel brochures

- Handicap accessibility for all activities.
- Banquet dining space for a minimum of 300 people.
- Break-out & Meeting rooms: Literature (1), Archives (1), Alcathon (1), Hospitality (1), Panel Rooms (minimum of 4), Al-Anon(1). You may choose to have an Alateen room and/or a Spanish Alcathon room.
- Assembly room with seating and tables for 300 people.
- Main Speaker space for 600 people.
- Conference Planning Committee meeting space in the facility free of charge.
- The following confidentiality statement shall be part of agreement with facility.
  - The Hotel/Facility acknowledges that all personal information about members of Alcoholics Anonymous must be considered confidential and ought to be used for A.A. purposes only. The Hotel/Facility will not use any such personal information, including, but not limited to, any Planning Committee membership lists, participant registration lists, and room registration and billing information, for any form of solicitation or commercial venture. The Hotel/Facility will not record the image of any of the participants in or the attendees to the Conference for any purpose other than normal security purposes. The Hotel/Facility will not use any signage in connection with the N.I.A. Conference that uses the terms “Alcoholics Anonymous” or “A.A.”. Reference to the “Northern Illinois Area” or “N.I.A.” is preferred.

Hosting Districts will not bid for 3 years following an award; joint efforts of Districts are encouraged based on capability. All bid presentations will be limited to a period of 10 minutes and shall include all pertinent written confirmations. Bid presentations shall be submitted at the Fall Assembly in September.

### ***Establishment of Committees***

Before the initial meeting to elect members of the Conference Planning Committee, a supply of the Procedures for Planning the Spring Assembly Conference should be acquired from the Alternate Area Chairperson or from the N.I.A. website at [aa-nia.org](http://aa-nia.org). Those who wish to stand for a position on the Committee should review this document. The N.I.A. 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.

- At the first Conference planning meeting the following positions should be filled with Chairpersons and Alternates or Co-Chairpersons:
  - Conference Chairperson
  - Secretary
  - Treasurer
  - Program
- Other positions that should be filled as soon as possible:
  - Registration
  - Alcathon
  - Archives (suggest using Area Committee)
  - Printing
  - Coffee
  - Public Information
  - Decorations
  - Entertainment
  - Hospitality
  - Banquet
  - Grapevine (suggest using Area Committee)
  - Greeters

- Literature
- Language Translation & Special Needs
- And the Alternates or Co-Chairpersons for each of these positions.
- Under no circumstances should the N.I.A. Spring Assembly Conference Committee be involved in any way with or give the appearance of being involved with the sale of any trinkets or memorabilia.
- 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. Information from the previous Conference will be made available in a final report from the preceding Conference.
- It is recommended that the N.I.A. Spring Assembly Conference Planning Committee meetings be held on Sundays to facilitate attendance by the N.I.A. liaison; who has the primary responsibility to represent the Area.

### ***Suggested Target Dates for Committee Functions***

- Finalize all contracts with the hotel and banquet facility as soon as possible after being awarded the bid for the N.I.A. Spring Assembly Conference. Experience shows that successful conferences finalize contracts at least one year in advance.
- Since bids for the N.I.A. Spring Assembly Conference are now awarded approximately one and one-half years preceding the event, the following dates are for the calendar year before the Conference:
  - January 1st: Establish structure of the Conference Planning Committee.
  - February 1st: Open bank account and Post Office box established; begin work on the registration flyer so distribution can be made by the Illinois State Conference, or earlier.
  - March 1st: Contact with and confirmation of main Conference speakers. ○ August 1st: Be sure to have final registration flyers available for the fall issue of Concepts and for distribution at Illinois State Conference and at the Summer Committee meeting. (See P.I. responsibilities for suggestions of distribution of registration flyers.)
  - October 1st: Meet and tour the facility where the Conference will be held. This will give all committee members an opportunity to see where each of their roles will be executed.
- The following dates are for the year of the Conference.
  - January:
    - All Alcahthon session and panel chairpersons should be assigned.
  - February 1st
    - Begin checking on hotel room reservations and ensure that commitments are going to be met.
  - March 1st
    - Print the Conference program.
  - Week preceding conference.
    - Meet at the facility with the facility staff for a walk through and final preparations.

### ***Conference Committee Personnel/Area of Responsibility***

The following job descriptions are simply general suggestions based on previous conference experience; situations will vary, naturally. Implicit are cooperation and communication with others!

#### ***Chairperson & Co-Chairpersons***

- Coordinates the election of members to chair the various committees.
- Calls Committee meetings (time and place) and prepares meeting agendas.
- Prepares the budget
- Obtains information on alternate housing, rates, phone numbers, etc.
- Invites Al-Anon and Alateen participation.

- Keeps close check on all phases of planning and progress. Participates in individual Committee meetings as required.
- Prepares and presents all reports at Area Committee meetings and Assemblies.
- Be sure to emphasize, both to the Committee and the facility staff that the Chairperson and Co-Chairperson (if there is one) are to be the only ones to communicate or negotiate with the facility. Keep in mind that the Area offers experienced negotiators to help with this process.
- Coordinates with Area Chair and Alternate Area Chair to address the needs of the Assembly portion of the conference.
- Prepare and deliver final report to Summer Assembly. Use the Suggested Budget Format included near the end of this document as part of your final report. It includes information essential for future Conference bids.

### ***Secretary***

- Prepares and maintains the committee roster including names, addresses, e-mail addresses, phone numbers and committee positions. Also include all Al-Anon Committee members' information
- Send meeting minutes, notices, and agendas to committee members, together with updated committee rosters.
- Send minutes to the Area Chairperson, Alternate Area Chairperson or Area Liaison, and Hosting D.C.M.(s) (if not on Committee).

### ***Treasurer***

- Obtains Post Office box.
- Opens Conference checking account, with two signatures required for each check (Treasurer and Chairperson or Co-Chairperson).
- Obtain necessary financial/tax information from the Area Treasurer.
- Coordinates with registration to pick up mail, extracting checks and making deposits.
- Pays bills.
- Presents financial report to each meeting and after the Conference is over. Always compare the actual with the budget.
- Final disposition of all funds should be made prior to the Summer Assembly.
- See that expenditures are kept within allotted budgets.

### ***Program Chairperson***

- Plans program format in consultation with other committee members, Area Liaison, and Al-Anon and Alateen Chairperson(s). Keep in mind that the first priority is for the Area Assembly.
- Program to include open Service Committee meetings, workshops, panels etc. using Area Committee members.
- It is expected that the Area Chairperson be used in opening the Conference at the Friday Night Kickoff Meeting with the Area Delegate being utilized at the Trustees report or G.S.O. Staff report on Sunday morning.
- Arranges for a maximum of 3 A.A. conference speakers, one of which is a General Service Office representative or member of the General Service Board.
  - Arrange for a host to pick-up and return speakers to airport.
  - Conveys information regarding how meals and expense will be paid for.
  - Ensures that speakers are introduced to people and made feel welcome.
- Arranges to pay for 3 A.A. and 1 Al-Anon speakers' transportation to and from Conference site, conference registration fee, meals and room reservations. (This does not include paying for the speakers' spouses, families or significant other unless those individuals are on the Conference program.)
- No A.A. or Al-Anon speaker may be scheduled during the Assembly

- Other program events may be scheduled during the assembly but
  - Must be limited to one event or activity at a time
  - Must be designed specifically not to attract those who would normally attend the Assembly
  - Scheduled presenters or participants may not be individuals who would normally attend the Assembly
- Writes notes of appreciation to speakers before and after Conference.
- Arranges for recording of main event(s) (excluding Assembly and Service Committee meetings).
- Obtains names and cities of those participating for possible inclusion in the printed program.
- Supplies the Printing Chairperson with information for flyers, registration forms, the program and any other printing needs.
- Refer to appendix for Anonymity Statement, A.A. Preamble, the Twelve Traditions, and the Twelve Concepts.
- Definition of program options:
  - Workshop – A moderated group discussion with a specific purpose.
  - Panel – Presentation by one or more people that may include opportunity for questions.
  - Breakout – Sharing session of a single service committee with the intent of discussing current activities.

### ***Language Translation & Special Needs***

- Arranges for interpreter for the hearing-impaired.
- Coordinates seating of hearing impaired with the interpreter.
- Arranges for Spanish translator and use of Area translation equipment.

### ***Printing Chairperson***

- Coordinates with Program Chairperson.
- Plans layout for flyers, registration forms and printed program.
- Printed materials should be proofed by several people and reviewed by Conference Committee before printing.
- Gets comparison pricing, lead times and places orders.
- Has program layout ready but holds as long as possible for changes, ask printer for last possible deadline.
- 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.
- Provides the N.I.A. Web Administrator a copy of the conference flyer and registration form to be placed on the N.I.A. website.
- Registration flyer should be translated and printed for Spanish Districts.
- Suggestions for Flyer Form Content
  - Include Registration Form Content listed under Registration Chairperson
  - Be very clear about how to make room reservations and exactly what number to call.
  - Offer alternate housing - names, location, phone.
  - Provide A.A. and Al-Anon contacts, listing contact names, telephone numbers and perhaps an address.
  - Include abbreviated Conference Schedule with speaker names and home cities if possible.

### ***Registration Chairperson***

- Keeps a running record of registration by category: A.A., Al-Anon and Alateen
- Keeps a running record of meals ordered:
  - For banquets
  - For food packages, if offered
- Provides Banquet and Conference Chairpersons with running tally until Banquet cutoff time.

- Recommend that dance participation require Conference registration.
- If on-line registration is provided, registrant must pay on-line convenience fees.
- Prepares registration packages - name badges, banquet status, program and other special Conference items.
- Staffs registration table at conference.
- Coordinate with Area Registrar for registration needs of Assembly.
- Coordinate with Banquet to assign tables for all attendees at banquet.
- Some Conference committees have reported a need for large amounts of change depending on the registration cost.
- Suggestions for Registration Form Content
  - 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.
  - Add line to flyer “Groups that wish to sit together must register together (# per table).”
  - Allow a space where special needs can be indicated: wheelchair, hearing- impaired, dietary, other.
  - Indicate that cashed check is receipt of registration.
  - Provide place for e-mail, address, city, state, zip and telephone just in case.
  - If they must be registered for the Conference to attend the dance(s), say so.
  - Indicate cutoff dates: for mailing registrations, for banquet, for rooms, etc.
  - If parental permission slips are required, say so on form.

### ***Coffee Chairperson***

- Maintains contact with facility staff, supplying coffee stations throughout the Conference
- Coffee is one of the largest expenses for the conference. Care should be taken to ensure prudent management of this resource.
- Must identify authority to sign tab for coffee refills, and control timing and amount of coffee delivered to each station.

### ***Alcathon Chairperson***

- Provides topics for the Alcathon.
- Contacts D.C.M.s for volunteers from each District. Outlying Districts should be given first choice of Alcathon timeslots.
- The hosting District may expect to provide local people for the Alcathons between midnight and 6:00AM.
- Historically Alcathons begin on Friday shortly after registration opens, and ends on Sunday before the final speaker.
- Alcathon may run at the same time as the Assembly.

### ***Hospitality Chairperson***

- Contact D.C.M.s for volunteers from each District to staff the hospitality room.
- Ask for donations of cakes, candies, cookies, soda, snacks, coffee, etc.
- Keep the hospitality area neat and clean.
- No gambling to take place at the Conference.
- Insures final cleanup will happen and that left over food is taken care of.

### ***Decorations Chairperson***

- Ensure that banner is in place prior to the Kickoff Meeting Friday night.
- Arranges for all decorations including Saturday banquet table decorations.

### ***Entertainment Chairperson***

- Plans entertainment with consideration of age range.

- Limits admission to the dance to registered attendees only.

### ***Banquet Chairperson***

- Selects menu for banquet.
- Arranges for any other meal options, if required, such as an optional box lunch on Saturday.
- Communicates with Decorations Committee regarding the number of tables.
- Coordinates with Registration to assign tables for all attendees at banquet.

### ***Greeters Chairperson***

- Arranges for volunteers for greeting.
- Posts greeters near registration table, at entranceways, and throughout hotel.
- Greeters should be knowledgeable of hotel layout, Conference schedule, Assembly location, etc.
- Sees that each greeter has a ribbon, t-shirt, or funny hat indicating that they are greeters and are able to help participants.
- The greeters can often help the Entertainment Committee with security at the dance.

### ***Grapevine Chairperson***

- Have a display of all available Grapevine items at the Conference where the items can be purchased.
- Coordinate with the Area Grapevine Committee and the Conference Literature Committee.
- 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 cartoons and articles to a wall calendar featuring member-submitted photographs, are spin-offs of the A.A. Grapevine.

### ***Archives Chairperson***

- Staffs an Archives Room with displays from G.S.O. and N.I.A..
- Coordinate with the Area Archives Committee.

### ***Public Information Chairperson***

- See A.A. Guidelines on Conferences and Conventions for more information.
- 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."
- Responsible for arranging communication to all Area Districts, surrounding Areas, neighboring states, Alano Clubs and Intergroup/Central offices.
- Flyers should be placed on A.A. websites wherever possible.
- Press releases may be placed in local newspapers or notices may appear on community calendars.

### ***Literature Chairperson***

- Staff a literature room.
- Only Conference-approved literature, A.A. Service Material or Grapevine literature may be displayed or sold.
- Coordinate with the Area Literature Committee and the Conference Grapevine Committee.
- Consignment literature is available from the Chicago Area Service Office or the Rockford Intergroup.

### ***Al-Anon and Alateen***

- Will determine their level of participation on the Conference Planning Committee.
- Establishes their own committees, organizes and conducts their own program.
- Provides Conference program Chairperson with space requirements and information to be included in Conference program.

- Arranges for an Al-Anon conference speaker.
  - The Spring Assembly Conference pays for one Al-Anon speaker. Should Al-Anon wish to have additional speakers, it would be at their own expense.
- No Al-Anon speaker may be scheduled during the Assembly
- Conference to provide space for Al-Anon Literature - operation and expenses associated with the literature display are Al-Anon's responsibility.
- Provides Alateen with its own meeting space.
- 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.

***Helpful Reminder***

- Communication and coordination between everyone on the Conference Planning Committee and the facility staff are essential ingredients for a successful Conference.

## Suggested Budget Format

yyyy N.I.A. SPRING CONFERENCE		DATE: mm/dd/yyyy		
FINANCIAL REPORT				
	Budget		Actual	
INCOME	#	\$	#	\$
REGISTRATIONS (@ \$x)				
A.A. REGISTRATIONS (@ \$x)	x	\$0.00	x	\$0.00
AL-ANON REGISTRATIONS (@ \$x)	x	\$0.00	x	\$0.00
ALATEEN REGISTRATION (@ \$x)	x	\$0.00	x	\$0.00
BANQUET (@ \$x)	x	\$0.00	x	\$0.00
HOSPITALITY CONTRIBUTIONS		\$0.00		\$0.00
N.I.A. SEED MONEY		\$3,000.00		\$3,000.00
<b>TOTAL INCOME</b>		<b>\$3,000.00</b>		<b>\$3,000.00</b>
EXPENSES	#	\$	#	\$
CONFERENCE CO-CHAIRPERSONS		\$0.00		\$0.00
SECRETARY		\$0.00		\$0.00
TREASURER		\$0.00		\$0.00
COMMITTEE MEETING RENT		\$0.00		\$0.00
BANQUET, WITH TAX & GRATUITY (@ \$x)	x	\$0.00		\$0.00
COFFEE, WITH TAX & GRATUITY (@ \$x/GAL.)	x	\$0.00		\$0.00
HOTEL				
DEPOSIT		\$0.00		\$0.00
MEETING SPACE		\$0.00		\$0.00
AUDIO-VISUAL		\$0.00		\$0.00
SET-UP AND SERVICE		\$0.00		\$0.00
PROGRAM		\$0.00		\$0.00
SPEAKERS (AIRFARE, TRANSPORTATION, ROOM, MEALS)				
(4 SPEAKERS @ \$x EA.)		\$0.00		\$0.00
ALCATHON		\$0.00		\$0.00
DECORATIONS		\$0.00		\$0.00
ENTERTAINMENT		\$0.00		\$0.00
HOSPITALITY		\$0.00		\$0.00
LITERATURE		\$0.00		\$0.00
PRINTING				
FLYERS		\$0.00		\$0.00
PROGRAMS		\$0.00		\$0.00
SIGNAGE		\$0.00		\$0.00
PUBLIC INFORMATION		\$0.00		\$0.00
REGISTRATION		\$0.00		\$0.00
SPANISH TRANSLATION		\$0.00		\$0.00
SPECIAL NEEDS / SIGNERS (2)		\$0.00		\$0.00
GREETERS		\$0.00		\$0.00
GRAPEVINE		\$0.00		\$0.00
ARCHIVES		\$0.00		\$0.00
MISCELLANEOUS		\$0.00		\$0.00
<b>TOTAL EXPENSES</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>TOTAL INCOME LESS EXPENSES</b>		<b>\$3,000.00</b>		<b>\$3,000.00</b>
<b>LESS N.I.A. SEED MONEY</b>		<b>(\$3,000.00)</b>		<b>\$0.00</b>
<b>PROFIT/LOSS</b>		<b>\$0.00</b>		

This form is available on the N.I.A. website in an Excel format.

## ***Confidentiality Statement***

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

While it is important that we all maintain our anonymity at the level of press, radio, film and the internet we must also realize that as trusted servants we cannot be so anonymous that we are unable to find each other when we need help in accomplishing our primary purpose of carrying the message to the alcoholic who still suffers. Thus, first and last names should be included in committee addresses lists, minutes and other documents internal to the committee and the Area.

In addition, we have a responsibility to maintain each other's confidentiality. Full names, addresses, telephone numbers and other personal information of committee members, other A.A., Al-Anon or Alateen members are not to be shared with anyone without the permission of the persons involved. Committee member lists, registration lists, and facility room registration lists are all to be kept confidential and used only for purposes directly related to the Assembly Conference.

No personal information is to be used for any outside mailing list or any form of solicitation or commercial venture.

## ***Sample Agenda***

### ***Friday***

- Conference Assembly registration and hospitality to open at 3pm
- Alcathons to begin at 5pm
- Kick-off meeting to begin at 7pm
  - Announcements
  - Opening Remarks - Area Chairperson
  - Introduce Committee - have them stand, introduce Al-Anon Chairperson
  - Quiet Time & Serenity Prayer
  - Anonymity Statement, A.A. Preamble, How It Works, Twelve Traditions of A.A. (Short Form)
  - Al-Anon speaker, at the discretion of Al-Anon
  - A.A. speaker
  - Announcements
  - Close
- Optional D.C.M. break-out

### ***Saturday***

- Conference Assembly registration to open at 8am
- Assembly check-in to open at 8am
- Assembly to begin at 9am and should end at noon
- Other program events to be scheduled during Assembly. See Program Chairperson guidelines for requirements.
- Al-Anon speaker, at the discretion of Al-Anon at 1pm
- Service panels/workshops/break-outs with at least 4 rooms in the afternoon. See Program Chairperson guidelines for requirements and see sample agenda below.
  - Introduction to A.A. General Service Workshop should be two hours
  - Priority for the late afternoon sessions should be given the Area Service Committee Chairs
- Banquet to begin 6pm
  - Announcements
  - Quiet Time & Serenity Prayer
  - Invocation
  - Dinner

- Anonymity Statement, A.A. Preamble, How It Works, Twelve Traditions of A.A.
- Sobriety Countdown
- A.A. Speaker
- Announcements
- Close

**Sunday**

- Trustees report or G.S.O. Staff report at 9am
  - Introduction by current Delegate
- Speaker meeting at 10am
  - Announcements
  - Quiet Time & Serenity Prayer
  - Anonymity Statement, A.A. Preamble, How It Works, Twelve Traditions of A.A.
  - A.A. speaker
  - Closing Announcements
  - Close

**Final Conference Committee meeting Sample Agenda**

- Introduce next year’s Chair and Co-chair
- Return Banner to Alternate Chair.
- Set date, time and place for final wrap-up meeting, with final committee report completed at that time.
- Congratulate everyone, again!!

**Sample Conference Schedule**

	Friday		Saturday						Sunday			
	Assembly/Banquet Room	Panel Room 1	Assembly/Banquet Room	Assembly/Banquet Room	Panel Room 1	Panel Room 2	Panel Room 3	Panel Room 4	Assembly/Banquet Room			
9:00 AM				Assembly	Program element(s)	Empty (only one program element opposing Assembly)			Trustee report			
10:00 AM									Speaker			
11:00 AM												
12:00 PM				Optional breakouts								
1:00 PM				AI-Anon speaker	General Service Orientation	Program element(s)	Program element(s)	Program element(s)				
1:30 PM												
2:00 PM				Program element(s)	Service committee workshops or panels		Service committee workshops or panels	Program element(s)				
2:30 PM												
3:00 PM				Banquet prep, banquet								
3:30 PM												
4:00 PM												
4:30 PM												
5:00 PM												
6:00 PM	Open speaker meeting (AA/ AI-Anon)											
7:00 PM												
8:00 PM												
9:00 PM	Optional DCM mtg											
10:00 PM												

## **Section Revisions**

### **Revision Guidelines**

Revisions to this section are approved by a substantially unanimous vote of the Area Committee. All approved revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a “sense of the Assembly.”

### **Revision History**

- Originally adopted by the Winter Assembly, December, 1995
- Updated version approved by assembly, 6/12/2004
- Renamed “Procedures for Planning...” reformatted to standardized document style, and added standardized Section Revisions section. Text changes only as needed to support style. Report and Charter Committee, 5/17/2009, 6/13/2009, 9/28/2009, 10/11/2009
- Approved by Assembly, 12/12/2009
- Moved Anonymity Statement, Preamble, and the Twelve Traditions to an appendix. Approved by Assembly, 12/10/11
- Approved by the Area Committee, 05/11/2013
- Added clarifying bullet points to guiding principles section regarding conference registration fee requirements. Approved by Area Committee, 10/19/2013 and by Area Assembly, 12/14/2013.
- Format change on page 111: “Language Translation and Special Needs” changed to Heading 3 format, changed footer to “.a”, and updated TOC page numbers (no changes) 10/29/2014.
- Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook. Approved by Assembly, December 9, 2017

## APPENDIX FOR CONFERENCES

### **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. Principles come before personalities.

The long form of A.A.'s Eleventh Tradition says "Our names and pictures as A.A. members ought not be broadcast, filmed, or publicly printed." In keeping with this principle, please do not post recognizable photos of identifiable A.A. members on websites accessible to the public, including unrestricted pages on social networking sites.

### **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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## **The Twelve Concepts**

- I. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.*
- II. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective consciences of our whole Society in its world affairs.*
- III. To insure effective leadership, we should endow each element of A.A. – the Conference, the General Service Board and its service corporations, staffs, committees, and executives – with a traditional “Right of Decision”.*
- IV. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.*
- V. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.*
- VI. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.*
- VII. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is no a legal document; it relies upon tradition and the A.A. purse for final effectiveness.*
- VIII. The trustees are the principle planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.*
- IX. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.*
- X. Every service responsibility should be matched by equal service authority, with the scope of such authority well defined.*
- XI. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.*
- XII. The Conference shall observe the spirit of A.A. tradition, taking care that it never become the sear of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principles; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action. .*

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## **Section Revisions**

### **Revision Guidelines**

Revisions to this section are approved by a substantially unanimous vote of the Area Committee. All approved revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a “sense of the Assembly.”

### **Revision History**

- Originally adopted by the Winter Assembly, 12/10/2011
- Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook.  
Approved by Assembly, December 9, 2017