

AREA 24 CONFERENCE GUIDELINES

Area 24 Conference Guidelines were originally proposed in a letter sent to groups in 1975.

The following major revisions to the guidelines have taken place since then:

- 10/14/89 Approve the Conference Planning Guidelines
- 10/9/93 Approve the revised Conference Planning Guidelines
- 1/15/95 To adopt proposal related to agenda and scheduling
- 6/14/97 Approve the revised Conference Planning Guidelines
- 10/9/99 Approve revised workshop scheduling changes
- 11/11/03 Minor revisions to chairperson responsibilities
- 6/11/05 Approve revised Conference Planning Guidelines
- 10/9/09 Replace "dance" with "entertainment"
- 3/21/11 Revisions to treasurer, program chairperson, speaker chairperson, PI chairperson, physical facility, and proposed conference date. Inclusion of Spanish speaking interpreter
- 6/4/16 Revisions to Conference Planning Guidelines, with additions of AI-Anon, Estimated Planning Worksheet, and Final Conference Report
- 6/4/16 Review/revise Conference Guidelines every two (2) years in January of even years
- 8/5/18 Added Accessibilities Checklist
- 3/17/19 Gave oversight of conference budgets and contracts to Area 24 Finance Committee, and approved the revised Conference Planning Guidelines

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Conference Planning Guidelines

Purpose of the Conference

- Area assembly (business meeting)
- Workshops (service chairs, including reports)
- Fellowship
- AA speakers
- To give the fellowship a better perspective of the size and extent of AA service in Iowa
- Entertainment

Responsibility for the Conference

- Joint effort of the area committee and host district

What Is Involved in Holding A Meaningful Conference?

- Selection of the host group - Any district bidding for a conference should be familiar with and accept all the area guidelines, bid form, and consent.
- Final approval must be from the area assembly unless no bids are given, then the area chair shall select a site.
- Bids should be submitted three assemblies prior to the proposed conference date.
- Composition of the conference planning committee shall generally be:
 - Two members of the area committee designated by the area chair.
 - One Al-Anon representative for their area.
 - Four members from the host district – chairperson, co-chair, secretary, and treasurer.
 - Special committee chairpersons.
- Scheduling for the conference should be the second full weekend of June and October, beginning with a Friday evening (count only weekends including Friday, Saturday, and Sunday in the same month). Alternate weekends may be approved by the area assembly.

Selection of Conference Planning Committee, Special Committee Chairperson, and Duties

- Committee selection should be based on experience/ability, not with the need to fill the position.
- Set guidelines for attendance at conference planning committees.

Chairperson:

- Organizes the conference from the conference planning guidelines, coordinates duties of the various specialty committee chairpersons, keeps informed and informs others of progress, and calls for and presides at monthly planning meetings.
- Coordinates conference arrangements with facilities management.
- Requests seed money from Area 24 at Fall/Spring assemblies.
- Responsible for confirming with the Al-Anon Alternate Delegate that Exhibit E is the current *Al-Anon Conference Planning Guidelines*.
- Gives up-to-date reports at each area committee meeting and area assembly.

- Arranges for pickup of previous conference materials at preceding conference.
- Holds final conference planning committee one month after event.
- Gives final conference report at area business meeting following the conference.

Commented [DEG1]: Is this what we should do?

Co-Chairperson:

- Assists chairperson as needed.
- Takes over in absence of chairperson.
- Signs check along with treasurer.

Secretary:

- Takes minutes of all planning meetings.
- Advises chairperson of correspondence.
- Maintains file of all committee correspondence.
- Handles official correspondence of conference committee.
- Keeps record of current conference committee members names, addresses, phone numbers and e-mail addresses.
- Emails or mails hard copies of minutes and other pertinent material to all area officers, service chairs, next two area conference planning committee chairs and AI- Anon Alternate Delegate within two weeks after each committee meeting.

Treasurer:

- Opens post office box (not to exceed eleven months prior to the date of the conference) and collects incoming mail. See item #3 of the 12- month column in Conference Timelines.
- Forwards pre-registration forms to registration chair.
- Apply for a Federal EIN or Employer ID number; see Exhibit A.
- A copy of EIN number to be given to the conference chairperson and Area 24 Treasurer.
- Opens checking account named “Area 24 Spring (or Fall) Conference”. Checking account should have two signatures: treasurer and co-chairperson. The initial deposit in this account will be seed money requested by conference planning chairperson. All monies generated by Area 24 Conferences need to be returned to the Area 24 Treasurer no later than 45 days following the assembly.
- Area 24 generally provides a total of \$1000 seed money (\$500 each at Fall/Spring assembly), and is requested by the conference committee chair.
- Develop a proposed budget; see Appendix F. Expenses should include appropriate facility rent, speaker and host expenses including transportation, meals and rooms, registration and banner expense, entertainment expense, liability insurance as applicable, gift baskets for speakers, and conference chair transportation and meal expenses. Remember that meals are to be self-supporting, and that the quoted cost should include meal + tax + gratuity. Confirm amounts with the hotel. If the chair (or other conference committee members) need to stay at the host hotel and are an Area 24 Committee member, the conference will pay for his/her room, not Area 24.
- The conference chairperson needs to state to the hotel that we are NOT TAX EXEMPT. Hotels must charge the conference sales tax as appropriate.
- Develops a procedure for payment of bills and reimbursement of expenses. All bills are to be paid promptly.

- Give monthly reports to the conference committee on current income and expenditures.
- At the conference site, make arrangements to transfer revenues from registration, coffee sales, and any other conference income to a safety deposit box or other secured area.
- Prepares the final financial report of the conference including number of AA, Al-Anon, and Alateen attendees, luncheon and banquet numbers, expenses and income, and presents at final conference meeting one month after conference. See Exhibit F. Submits copies to host district, Area 24 Secretary and Area 24 Archives Chairperson. Use Exhibit G.

Program Chairperson:

- Sets up program agenda in accordance with *Conference Planning Guidelines* (Exhibits B, C and D) and prints 500 agendas (trifold pamphlet).
- Coordinates conference program with Al-Anon.
- Panel-style service workshops are held according to agenda schedule in the planning guidelines (see Exhibits B, C and D) to include; corrections, treatment, PI, CPC, *Grapevine*, literature, archives, and newsletter. Area service chairpersons will chair the workshops. On Sunday morning of the conference an open slot is available at 8:00 AM for the conference committee to hold an elective workshop. Ideas for this workshop includes: GSR, DCM, sponsorship, traditions, concepts, and intergroup offices. Type of workshop (i.e. panel or individual) based on facilities available rooms.
- Area delegate is allotted from 8:30-10:30 AM Saturday at each spring conference for the *General Service Conference Report* according to the revised agenda scheduling as listed in these guidelines; see Exhibit B.
- DCM and GSR sharing sessions are to be held on Friday night in separate rooms at 8:00 PM. The GSR meeting is chaired by the alternate delegate; the DCM meeting is chaired by the delegate. Minutes to be taken at GSR and DCM sharing sessions and provided to Area 24 Newsletter Chair for inclusion in the area newsletter.
- During the Fall conference of an election year (even-numbered years, see Exhibit D), the entire day of Saturday will be devoted to area business and elections. The area chairperson will set the agenda.
- Coordinates with facility to set up meeting rooms and provide them with schedule of times for use. Places identifying signs by all meeting rooms.
- Tests microphones to ensure the public address system is operating before meetings open.
- Advises treasurer of anticipated expenses.
- Makes arrangements to record the conference speakers. Choice of recording company made by committee. Hotel room expense is the responsibility of the recording company as a normal business expense, but some companies may require room to be paid. The conference committee may, as a courtesy, reserve hotel rooms for them at the same time speaker rooms are reserved.
- Create a banner. Use prior banner, if possible, and use removable lettering if making a new banner.
- During election years, forms a “ballot committee” to collect paper ballots, count, record, and display results so that all attendees can see.

Speakers Chairperson:

- The Saturday night banquet speaker may be a “circuit” speaker and may be local or come from out of state. For the spiritual meeting speaker, held on Sunday morning, most conference committees ask someone from the host district or nearby district in order to minimize transportation costs. (Suggested amount not to exceed \$750 for two AA speakers, unless agreed by conference committee). Amount does not include luncheon and banquet costs.
- AA Speakers to be selected by conference planning committee. Confirmation should be in writing prior to printing of the final flyer.
- Al-Anon to provide AA with Al-Anon and Alateen speakers’ names (no later than nine months out), transportation cost, facility needs, and other special considerations as soon as possible. The conference committee is responsible for all expenses incurred by the Al-Anon and Alateen speakers. (Suggested amount not to exceed the total of \$1,200 for three Al-Anon & Alateen speakers, unless previously approved by conference committee, acknowledging that no reasonable request be denied.) Amount does not include luncheon and banquet costs. See Exhibit E.
- Assign local people to act as host or hostess for speakers, taking care of the following: 1) transportation; 2) housing; 3) meals; 4) care package or gift basket for speaker in rooms specific to their needs not to exceed \$15-\$25 each, including Al-Anon’s three speakers
- Arrange for reimbursement by conference treasurer for speaker and hotel expenses. Speaker reimbursement includes expenses incurred between departure from personal residence to arrival back at personal residence. Host reimbursement includes transportation expenses (at current area reimbursement rate) and meals on Friday, Saturday morning (if continental breakfast not served at host hotel), and Sunday while hosting speaker.
- All speakers housing accommodations shall be made with assistance of the treasurer.

Coffee Chairperson:

- Determines cost of coffee and distribution method.
- Makes regular and decaf coffee with tea optional.
- Provides enough help to staff the coffee bar, if applicable.
- Ensure that coffee prices have or have not been included into registration. If not, will need to charge for coffee.

Registration and Meals Chairperson:

- Receives pre-registrations from the treasurer. It is recommended to keep ALL pre-registration forms and have them available at assembly, organized in a way to verify an attendee’s registration.
- Refunds to be given in the event of a death or extenuating circumstances at the discretion of the current conference chairperson.
- Transfer of pre-registration to those who have been sent in place of another person such a DCM or GSR when the person that pre-registered is unable to attend for some reason and sends that person in his/her place.
- Records pre-registrations, banquet and luncheon sales. Turns funds from on-site registrations and meal sales over to the conference treasurer.
- Provides name badges for all registered attendees.

- Provides ribbons for committee members, greeters, speakers, and hosts.
- Organizes and staffs registration tables Friday through Sunday (suggested times: Friday 3:00 PM-10:00 PM, Saturday 7:00 AM-10:30 PM, Sunday 7:00 AM-10:30 AM). The registration table should be staffed until one hour after the beginning of the entertainment on Saturday evening.
- Makes flyers available at registration table during preceding conference.
- Coordinates the count of banquet and luncheon sales with facility or caterer and identifies individuals with special dietary requests.
- Anyone volunteering during any events including hospitality room and/or the entertainment must pay the full registration fee.
- Provides regular updates of pre-registrations, banquets, and luncheons, as well as numbers sold at the door before, during, and at the end of the conference, and submits final written reports to conference chairperson.
- Provide “Ask-It-Basket” and slips of paper at registration table and head table during Area 24 assembly.
- Voting registration slips to be available at ALL assemblies. Arrange to collect signed voting registration slips from eligible voting members, count and submit the total number of voters and the signed slips to the secretary by the start of the business meeting.

Entertainment Chairperson:

- Arranges for entertainment and provides written contract to be signed by Area 24 Chairperson as applicable. See Exhibit F.
- Gathers information on area hotels, motels, campgrounds, prices, and tourist attractions. This information is to be used in make-up of the conference flyer and is to also be available at the registration table.
- Provides host, hostess, and speakers name badges. Serves as conference host greeter. Organizes a committee to greet, answer questions, and provide hospitality.
- Banquet and Luncheon – coordinates with facility on serving procedures, reserves seating for area committee members, service chairs, past delegates, and guests, organizes head table seating, obtains flowers for head table and all five speakers including Al-Anon and Alateen corsage and boutonniere. See Exhibit E.

Public Information Chairperson:

- Sends final flyer to area newsletter, archives, and webmaster via email or hard copy. Final flyers should be made available no later than eight months prior to the conference
- Collects information from other chairpersons for conference flyer.
- Use examples from prior assemblies in development of flyer. Be sure to make appropriate changes to schedule per Exhibits B, C and D.
- Notifies *Box 459* and *Grapevine* five months prior to event using the forms provided in *Box 459* and aagrapevine.org.
- Develops flyer for conference committee approval. Flyer must include the Alateen statement “The Alateen Consent Form is required for all Alateen members to participate in the Area 24 Assembly. No notarization is needed.” The consent form can be found at iowa-al-anon.org/alateen. Flyers must also include a designation of “other” to include attendees who are not members of AA, Al-Anon. or Alateen.

- Arranges for printing of initial flyers with information including conference schedules, hotels, motels, campgrounds, and city map as well as check boxes to request American Sign Language (ASL) and/or Spanish-speaking interpreters. Flyer to be developed in conjunction with the entertainment chairperson (2500 flyers recommended). Conference committee may elect to print final flyers on standard or legal-size paper.
- Distribution of final flyers will be made through DCMs at area committee meetings and preceding area assembly.
- Ensures hotels and motels use “Area 24 Spring (or Fall) Conference” on marquees rather than AA or Alcoholics Anonymous.

Physical Facility

- In selection of a facility the host district should keep in mind the requirements found in Exhibit I.
 - Al-Anon requirements; see Exhibit E.
 - Motels at or near the site of the conference to provide adequate rooms for estimated attendees.
 - Catering service is available, if not provided by the facility.
 - Ensures there at least one or two microphones on the floor and one microphone at head table.
- All activities of the Area 24 Conference including business meeting, meals, workshops, entertainment, and hotel rooms must be accessible by all persons. See Exhibit H.
- Facility walk-through to set room assignments for agenda with conference planning committee and Al-Anon four to six months prior to assembly.
- Space for service chair tables inside the ballroom and main meeting area (see Displays below). Archives, *Grapevine*, and literature displays must be in a secured location after hours.

Displays

- Host district coordinates with area service chairs on number of tables needed for displays.
- Area Service Chairs will need the following tables: archives (4), CPC (1), *Grapevine* (2), literature (3), and PI (1).
- Coordinate with Al-Anon with number of tables and location; see Exhibit E.
- Registration will need 2-3 tables outside of main meeting area.
- Coordinate with the recording company for their table needs.

Contracts

- ALL contracts concerning food, entertainment, and facilities are to be reviewed by the area finance committee then signed by the area chairperson. All contracts should state, “Area 24 Spring (or Fall) Conference” **NOT** AA or Alcoholics Anonymous.
- Try to negotiate a maximum of 100 sleeping rooms on any contract agreement. If sleeping room sales are connected to facility cost, plan for maximum facility cost in case the sleeping room sales goal is not met. See Exhibit F.

- Ensure that gratuity is included in proposed meal prices and cost estimates when obtaining a bid.
- Hotels must charge the conference sales tax as appropriate.
- Procure liability insurance if required by the facility.

Hospitality Room

- Hospitality rooms, if desired, should be staffed and financed by either local groups or specific districts. They are not sponsored by the area in any way; no costs will be incurred by the conference planning committee.
- Negotiate the terms of the hospitality room with the host hotel on location and options of what can and cannot be provided in the hospitality room (i.e. food and beverage cannot be taken out of Hospitality Room).

Interpreters for the Hearing Impaired and Spanish-Speaking Interpreters

- Conference planning committee should investigate availability and expense of hiring interpreters for hearing impaired and Spanish-speaking individuals. The committee will make the service available upon request, Area 24 to pick up the cost.
- Interpreters for hearing impaired and Spanish speaking individuals should be available at the conference planning committee discretion, rather than just for the Saturday workshop and business meeting.
- Conference planning committee should include a checkbox (separate boxes for ASL and Spanish-speaking interpreter needed) as part of the registration part of the flyer. Deadline for requests should be two to four weeks before start of conference. Area 24 Chairperson has Spanish translation equipment.

Conference Timelines

24 months prior to conference

1. District should be polled to determine interest in hosting an area assembly.
2. If interest exists, members familiar with and who accept all the area guidelines bid form and consent should be solicited to develop a bid.
3. Local facilities should be contacted to determine if they meet the requirements of the conference planning guidelines. Critical elements include number and capacity of meeting rooms, number of guest rooms, capacity and cost of banquet, lunch and beverages.
4. Once an appropriate facility is selected, an Area 24 Conference Bid Form should be completed.
5. A copy of the bid form and completed unsigned copy of the contract with the facility should be submitted to Area 24 Chairperson no later than two weeks prior to the assembly when bids will be submitted.

18 months prior to conference

1. Bid submitted to area assembly
2. If accepted by the area assembly and approved by the area finance committee, the Area 24 Chairperson should sign the contract with the facility.
3. Members of the conference planning committee should be appointed to include chairperson, secretary, treasurer as well as two area committee members selected by the area chairperson. (these must be solicited from the past delegates or delegate, alternate delegate, chairperson, treasurer, secretary, service committee chairpersons and all DCMs). It is highly recommended that the DCM for the host district be included. All selections should take into consideration travel time and expenses required.
4. Members of the host district should be solicited to fill various conference committee positions.

12 months prior to conference

1. At the area assembly, one year prior, the conference planning committee chairperson should request an appropriate amount of "seed money" historically, this has been \$500.00.
2. The treasurer should open a checking account.
3. 11 months prior to the date of the conference the treasurer should open a post office box and pay the fee for one year. (11 months rather than 12, is suggested so that the one -year rental of the post office box doesn't expire on the day of the conference. This keeps it open four (4) weeks after completion of the conference for handling any final conference correspondence).
4. Conference planning meetings should begin. All conference committee chairpersons should be in place and know their duties and responsibilities.
5. A theme for the conference should be selected.
6. A flyer should be assembled and ready for distribution no later than the preceding conference.
7. Speakers and entertainment should be selected and engaged. Confirmation of speakers, and contracts with entertainment.
8. Recorders should be engaged.
9. Make room reservations for speakers as needed.
10. Hospitality rooms should be arranged. (See section 8)
11. Develop a method for producing name tags and identifying those who purchase luncheons and banquets designating AA, AI-Anon or Alateen.

CONFERENCE TIMELINES (continued)

6 months prior to conference

1. Develop and print a schedule of events (AA, Al-Anon, and Alateen) to include time and location of each event. In the interest of economy, all three schedules may be printed on a single sheet, once or twice folded.
2. Makes flyers available at registration table during preceding conference.
3. Request more seed money if needed at the preceding area assembly. Historically, this has been \$500.00.
4. Arrange to receive any material from the preceding area assembly (ribbons, name tags, and signs).
5. Develop a theme banner and arrange to have it made.
6. Continue conference planning meetings.
7. Facility walk through with conference planning committee and Al-Anon 4-6 months prior to assembly to set room assignments for agenda.

1 month after conference

1. Hold final meeting with conference planning committee to report final income and expenses. Discuss any other concerns conference related.
2. Conference chairperson or designee to give final report at next area meeting. Fall conference gives final report at January business meeting. Spring conference gives final report at August business meeting

Area 24 Conference Bid Form

(One copy each to Area 24 Chairperson and conference chairperson)

Host district: _____

Site location: _____

Address: _____

Dates to be held: _____

Is this in accordance with Conference Planning Guidelines? YES _____ NO _____

Conference Registration Cost: At door _____ Pre-registration: _____
(see Exhibit F to calculate cost)

Meeting room numbers: _____
(include Al-Anon and Alateen)

Meeting room capacity: _____

Is there a charge for these rooms? YES _____ NO _____ If yes, COST _____

Is this charge contingent on occupancy or number of meals served? YES _____ NO _____

Luncheon capacity (150 minimum): _____

Luncheon menu: _____

Luncheon cost (include taxes and gratuity): At door _____ Pre-registration: _____

Banquet capacity (150 minimum): _____

Banquet menu: _____

Banquet cost (include taxes and gratuity): At door _____ Pre-registration: _____

Special dietary restriction meals available? Vegetarian? Gluten-free? _____

Hospitality room available? _____

Coffee cost (8 oz cup): _____ Soft drinks: _____

Dance or entertainment area size: _____

Complimentary rooms available? _____

On-site room costs: 2 people _____ 2-4 people _____ 4+ people _____

Other: _____

Parking availability: On-site _____ Off-site _____

Any parking costs? _____ If so, how much? _____

Audio/video equipment cost: (if separate from charge for rooms) _____

Is there a setup fee? YES _____ NO _____ If so, amount? _____

WiFi available in main meeting rooms? YES _____ NO _____ If so, cost? _____

Facility accessible to all persons? YES _____ NO _____

Adequate accessible rooms available? YES _____ NO _____

Are there designated smoking areas? YES _____ NO _____

Is Liability Insurance needed for the event? YES _____ NO _____

Points of interest in the vicinity? _____

Appendices

Exhibit A: Directions for EIN Application

1. irs.gov
2. Employer ID Number (EIN)
3. Apply for an EIN Online
4. Apply Online Now
5. OK
6. Begin Application
7. View Additional Types, Including Tax-Exempt and Governmental Organizations
8. Continue
9. Community or Volunteer Group
10. Continue
11. Continue
12. Insert treasurer's name and SSN
13. I am a responsible and duly authorized officer or member of this organization.
14. Continue
15. Insert treasurer's address and phone number
16. No
17. Continue
18. Iowa Area Assembly
19. Area 24 Fall/Spring Conference (year)
20. SCOTT
21. IOWA
22. November 2009
23. Continue
24. No 5 times
25. Continue
26. Social Assistance
27. Continue
28. Other – Alcoholism Recovery
29. Continue
30. Chose how you want to receive the confirmation letter
31. Continue
32. Submit

Exhibit B: Spring Conference – All Years

Friday

6:45 – 7:45 PM [Officer and Chair Sharing Session](#)
8:00-9:30 PM Sharing Sessions – DCM, GSR, and area officers
9:45-11:15 PM Workshops – archives, corrections, newsletter, and PI

Saturday

7:15-8:15 AM Early Bird Meeting
8:30-10:30 AM Delegate Report – General Service Conference
10:45-11:15 AM Area Business Meeting
11:30-1:30 PM Luncheon – Al-Anon and Alateen Speakers
1:45-5:30 PM Area Business Meeting
6:30 PM Banquet, AA speaker and entertainment
9:30-11:00 PM Workshops – CPC, *Grapevine*, literature, and treatment
11:15-12:15 AM Candlelight Meeting

Sunday

6:45-7:45 AM Early Bird Meeting
8:00-9:00 AM For conference committee to decide (Early Bird Meeting if no workshop)
9:15-10:15 AM State officers share “Ask It Basket”
10:30-11:30 AM AA Spiritual Speaker

Exhibit C: Fall Conference – Non-Election Years

Friday

6:45 – 7:45 PM [Officer and Chair Sharing Session](#)
8:00-9:30 PM Sharing sessions – DCM, GSR, and area officers
9:45-11:15 PM Workshops- CPC, *Grapevine*, literature, and treatment

Saturday

7:15-8:15 AM Early Bird Meeting
8:30-11:15 AM Area Business Meeting
11:30-1:30 PM Luncheon - Al-Anon and Alateen speakers
1:45-5:30 PM Area Business Meeting
6:30 PM Banquet, AA speaker and entertainment
9:30-11:00 PM Workshops - archives, corrections, newsletter, and PI
11:15-12:15 AM Candlelight Meeting

Sunday

6:45-7:45 AM Early Bird Meeting
8:00-9:00 AM For conference committee to decide (Early Bird Meeting if no workshop)
9:15-10:15 AM State Officers Share Ask It Basket
10:30-11:30 AM AA Spiritual Speaker

Exhibit D: Fall Conference – Election Years

Friday

6:45 – 7:45 PM	Officer and Chair Sharing Session
8:00-9:30 PM	Sharing Sessions – DCM, GSR, and area officers
9:45-11:15 PM	Workshops - archives, corrections, newsletter, and PI

Saturday

7:15-8:15 AM	Early Bird Meeting
8:30-11:15 AM	Area Business Meeting
11:30-1:30 PM	Luncheon – Al-Anon and Alateen speakers
1:45-5:30 PM	Area Business Meeting
6:30 PM	Banquet, AA speaker and entertainment
9:30-11:00 PM	Workshops- CPC, <i>Grapevine</i> , literature, and treatment
11:15-12:15 AM	Candlelight Meeting

Sunday

6:45-7:45 AM	Early Bird Meeting
8:00-9:00 AM	For conference committee to decide (Early Bird Meeting if no workshop)
9:15-10:15 AM	Past delegate – “Ask It Basket”
9:15-10:15 AM	Area officers and chairs transition meeting
10:30-11:30 AM	AA Spiritual Speaker

Exhibit E: Al-Anon and Alateen Participation in an AA Conference

These guidelines have been developed for Al-Anon and Alateen members who are planning to participate in an area conference hosted by Alcoholics Anonymous. Al-Anon and Alateen are present at the AA conference by invitation of AA. It is not an all-inclusive list of needs for Al-Anon and Alateen; each conference planning committee needs to obtain the most current Al-Anon and Alateen guidelines.

- The alternate delegate will attend conference planning meetings as often as possible. Mileage is reimbursed by AA for attending two of the planning meetings. The alternate delegate may request an area officer or past delegate who lives closer to attend if distance is a concern. Mileage is reimbursed by conference planning committee for attending two of the planning meetings based on current Area 24 mileage rate.
- The alternate delegate supplies the Al-Anon and Alateen logo stickers for name badges (ordered through World Service Office). Check with the registration committee to see how many were left over from the previous assembly.
- Provide the conference planning committee with the Al-Anon and Alateen schedules for the printed program.

- The Al-Anon chairperson selects and maintains contact with the Al-Anon luncheon speaker. The speaker is selected no later than 8 months prior to respective assembly. It is suggested that once during the three-year term, the regional trustee be invited to speak. At the election assembly, it is suggested that a member of the WSO staff be invited to speak.

Room Needs

- Have a table near the entrance/exit door of the Al-Anon business meeting room for group representative registration with area secretary and area treasurer (a minimum of two chairs needed)
- Al-Anon will require a meeting room for assembly business meeting that will accommodate 150 people.
 - Arrange for ample table space to seat five officers with lectern centered for Al-Anon business meeting at the front of the room.
 - Have a microphone attached to the lectern and one or two aisle microphones.
 - Four posters (Steps, Traditions, Concepts, and Warranties) need to be displayed in the Al-Anon meeting room preferably behind officers at front of room.
 - Provide other audio/visual equipment as needed.
- Display tables are required, preferably in the meeting room or nearby.
 - June assembly – 8 tables
 - October assembly – 7 tables
- It is suggested that the Alateen meeting room be near the Al-Anon business meeting room. The room should seat approximately 30-40 people.
- Arrange for three breakout rooms/locations for the action committee sessions for Saturday morning.
- Supply three easels to display signs of meeting topics outside of meeting room.
- Arrange for a head table for the Al-Anon luncheon. It should seat at least 15 persons to include the speaker and spouse, Alateen speaker, Alateen coordinator and spouse, and officers and spouses.
 - If the luncheon is a buffet, the head table must go first to ensure the speakers are done before the luncheon program starts. Determine if the Al-Anon meeting room will be used for the luncheon or banquet. Be prepared if Al-Anon needs to break down early,
- Provide reserved signs for luncheon tables for Al-Anon area coordinators, past delegates, trustees, and officers, as well as place cards for the head table at the luncheon.

Exhibit F: Estimated Conference Planning Income/Expenses Worksheet

Registration Cost (Registration covered expenses divided by expected number of attendees)

Advance: \$ _____ At the Door: \$ _____

Registration Income

(Non-election years 250 people, Election years 300 people)
 Seed Money (\$1000) _____
 Advance Registration Income (Reg amt x 50-150) _____
 Registration at Door Income (Reg amt x 100-200) _____
Total Registration Income _____

Registration Covered Expenses

Facility Rent, Set Up, Labor, Staging, Tables, WiFi _____
 Audio/Visual Equipment _____
 Public Information, Flyers, Agendas (\$250-\$500) _____
 Name Tags, Signs, Banner (\$250-\$500) _____
 Speaker and Host (\$1950) _____
 (\$750 AA/\$1200 AI-Anon includes transportation, hotel room, and meals)
 Speaker Gift Baskets (\$15-\$25 x 5 speakers) _____
 Chair Transportation, Meals and Other (\$100-\$200) _____
 Entertainment (\$500) _____
 Coffee _____
 Liability Insurance _____
 Post Office Box _____
 Recording Company Room Expense _____
 ASL and Spanish Speaking Interpreter _____
 Miscellaneous _____
Total Registration Covered Expenses _____

Registration Profit/Loss

Meals Income

(Non-election years 90 people, Election years 110 people)
 Luncheon (Price x number expected) _____
 (Non-election years 125 people, Election years 150 people)
 Banquet (Price x number expected) _____
Total Meals Income _____

Meals Expense (includes tax, gratuity, linens, and speaker meals) _____
 Luncheon (Cost x number expected) _____
 Banquet (Cost x number expected) _____
Total Meals Expense _____

Meals Profit/Loss _____

Total Profit/Loss (Registration + Meals Profit/Loss) _____

Exhibit G: Final Conference Report

Conference Date: _____

Location: _____

Theme: _____

Speaker Information

AA Saturday Night: _____

AA Sunday Morning: _____

Al-anon Saturday Lunch: _____

Al-anon Sunday Morning: _____

Alateen Saturday Lunch: _____

Was ASL interpreter needed? Yes/No _____ Spanish speaking interpreter? Yes/No _____

Attendance: AA _____ Al-Anon _____ Alateen _____ Other _____

Registration: Advance: \$ _____ At the Door \$ _____

Registration Income

Advance Registration Income _____

Registration at Door Income _____

Total Registration Income _____

Registration Covered Expenses

Facility Rent, Set Up, Labor, Staging, Tables, WiFi _____

Audio/Visual Equipment _____

Public Information, Flyers, Agendas _____

Name Tags, Signs, Banner _____

Speaker and Host AA _____

Speaker and Host Alanon and Alateen _____

Speaker Gift Baskets _____

Chair Transportation, Meals and Other _____

Entertainment _____

Coffee _____

Liability Insurance _____

Post Office Box _____

Recording Company Room Expense _____

ASL and/or Spanish Speaking Interpreter(s) _____

Miscellaneous _____

Total Registration Covered Expenses _____

Registration Profit/Loss _____

Meals Income

Luncheon Price: \$ _____ x Number sold: _____ = _____

Banquet Price: \$ _____ x Number sold: _____ = _____

Total Meal Income _____

Meals Expense

Luncheon _____

Banquet _____

Total Meal Expense _____

Meals Profit/Loss _____

Total Profit/Loss (Registration + Meals Profit/Loss) _____

Seed Money Returned Amount _____

Exhibit H: Accessibilities Checklist

This is a guide to help diminish the trials that people with access barriers may encounter in attending meetings in your location. People with physical challenges should be able to arrive on site, approach a building, and enter as freely as everyone else. At least one route of travel should be safe and accessible to everyone. The following checklist features questions your group can answer to determine the overall accessibility of your meeting space.

Parking:

- Are an adequate number of accessible parking spaces available? (9-foot wide for car, plus 5-foot wide access aisle)
- Are spaces close to accessible entrances?
- Are spaces marked with identification signs?
- Is the parking area or street clear of snow, ice, or other debris?
- Is a path of travel by wheelchair accessible from the street or parking area?
- Are the sidewalks even and in good repair? Are there curb cut-outs to facilitate access to the sidewalk?

Route of travel:

- Is the meeting place accessible to public transportation?
- Is there a clear route of travel that does not require the use of stairs?
- Can any potential obstacles along pathways (including hanging objects) be detected by a person using a cane or other mobility device?
- If the meeting is at night, is the pathway well lit?

Entrance:

- Does the entrance have steps, a threshold, or other physical barriers?
- If so, is there a ramp, lift, or an alternate entrance that is accessible?
 - Is the ramp excessively steep? Does it have railings?
 - Is the lift in good working order? If the lift is operated by a key, does someone on location have possession of the key or know where the key is kept?
 - Is there signage indicating the location of the alternate accessible entrance?
- Does the entrance door have adequate width (32-inch minimum) and clearance to accommodate a wheelchair?
- Can the doors be opened by someone in a wheelchair, or would he or she need assistance?

Inside the building:

- Is there level access from the wheelchair accessible entrance to the meeting area?
- If not, are there ramps to enable someone in a wheelchair to reach the meeting? *Lifting someone over steps or stairs is **not** an acceptable solution for access!*
- If there is an elevator or a lift, is it in good working order? If the elevator or lift is operated by a key, does someone on location have possession of the key or know where the key is kept?

- Are corridors and door widths adequate for passage of a wheelchair? (32-inch minimum).
- Are corridors clear for wheelchair passage? Can any potential obstacles, including hanging objects, along corridors or walkways be detected by a visually-impaired person using a cane?

Restrooms:

- If there are restrooms for the general public, are wheelchair accessible restrooms in the same location?
 - If not, is at least one fully accessible restroom available (one for each sex or unisex) within reasonable proximity?
- Are the stall doors operable?
- Is there adequate space for a person in a wheelchair to maneuver within the stall? (44 inches for forward movement and a 5-foot diameter or T-shape of clear space to make turns).
- Are there grab bars on the walls behind and to the side nearest the toilet?
- Can the faucet be operated without grasping, twisting, or turning?

The meeting room:

- Are chairs set up with adequate aisle space for a wheelchair?
- Is the lighting adequate?
- Is there a designated section for members who are deaf or hearing-impaired?
 - If so, is there adequate space for a sign language interpreter to sit with easy access to that group?
- Is someone available to provide information about the meeting space — where the restrooms are, where the best seating might be, noting any obstacles, etc. — for people with disabilities when they first arrive at the meeting?
- Is the meeting set up with the same configuration each time to help people who are blind or have low vision become familiar enough with the layout to navigate without assistance?
 - If the meeting is set up differently, is someone responsible to alert attendees who may have difficulty navigating the space?
- Is the coffee service accessible to a person in a wheelchair or with another type of mobility device?
- Is A.A. literature available that addresses the needs of people with disabilities?
- Does the local intergroup/central office know that the meeting space is available to people with diverse accessibility needs?

Attestation:

- The Accessibility Checklist is completed.
- All items were met.
- The following items were not met.

Exhibit I: Minimum Room Requirements

Time	Rm	Meeting	Capacity	Seating	Special Requirements
FRIDAY					
8:00-9:30 PM	A	DCM Sharing Session	50	Rounds	Head Table
8:00-9:30 PM	B	GSR Sharing Session	100	Theater	Head Table, PA & Floor Mic
8:00-9:30 PM	C	Area Officer Meeting	20	Optional	None
9:45-11:15 PM	B	Workshops <i>See Exhibit B and C for workshop list; list 4 breakout rooms 50 people each room</i>	50	Theater	Head Table
SATURDAY					
7:00-8:00 AM	A	Early Bird Meeting	50	Rounds	None
8:30-10:30 AM	D	Delegate Report – Spring Conference	250-300	Banquet	Head Table, Riser, & PA
8:30-11:15 AM	D	Area Business – Non-Election	250-300	Banquet	Head Table, Riser, PA, & Floor Mic
8:30-11:30 AM	D	Area Business Election Year	300-350	Banquet	Head Table, Riser, PA, & Floor Mic (2)
11:30-1:30 PM	E	Luncheon – Non-Election	150	Banquet	Head Table, PA, & Reserved Seating
11:45-1:45 PM	E	Luncheon – Election Year	150	Banquet	Head Table, PA, & Reserved Seating
1:45-5:30 PM	D	Area Business – Non-Election	250-300	Banquet	Head Table, Riser, PA, & Floor Mic (2)
2:00-5:00 PM	D	Area Business – Election Year	300-350	Banquet	Head Table, Riser, PA, & Floor Mic (2)
6:30-12:00 PM	D	Banquet and dance/entertainment	300-350	Banquet	Head Table, Riser, PA, & Floor Mic
9:30-11:00 PM	B	Workshops <i>See Exhibit B and C for workshop list; list 4 breakout rooms 50 people each room</i>	50	Rounds	Head Table
11:15-12:15 PM	A	Candlelight Meeting	50	Banquet	Candles
SUNDAY					
6:45-7:45 AM	A	Early Bird Meeting	50	Rounds	None
8:00-9:00 AM		Committee discretion	-	Optional	As needed
9:15-10:15 AM	B	Ask-It-Basket – area officers; all non-election conferences	50	Theater	Head Table, PA and Floor Mic
9:15-10:15 AM	B	Ask-It-Basket – past delegates Fall election year conferences	50	Theater	Head Table, PA and Floor Mic
9:15-10:15 AM	A	Area Officers Transition Meeting Fall election year conferences	40	Theater	None
10:30-11:30 AM	D	Spiritual Speaker Meeting	100-150	Theater	Head Table, Riser, PA, & Floor Mic
AI-Anon Meeting					
All weekend	F B	AI-Anon meetings and workshops; 3 breakout rooms	150 (50 ea)	Classroom Rounds	Head Table, PA & Floor Mic (3)
Alateen Meeting					
All Weekend	G	Alateen Meetings and Workshops	30-40	Theater	Head Table

Room Descriptions

Room A	Breakout Room #1	Round tables on Friday night, Saturday morning and Saturday night
Room B	Breakout Room #2	Theater style, PA & floor mic, head table for four - all weekend
Room C	Breakout Room #3	Optional seating Friday night only
Room D	Main Ballroom	<p>Banquet style all weekend.</p> <p>Facility must have ability to set up for banquet within one hour.</p> <p>Head tables to seat a minimum of 8-10:</p> <ul style="list-style-type: none"> • Business meeting: delegate, alt delegate, secretary, treasurer, area chairperson; • Banquet: AA speaker and host(s), conference committee chair and guest, conference committee-co-chair and guest, any other member. • May also have reserved tables for area officers, chairs, committee members, past delegates and guests.
Room E	Banquet Room	Saturday – luncheon only
Room F	Al-Anon Room	Classroom Style – all weekend
Room G	Alateen Room	Theater Style – all weekend