

REGION 6 OF OVEREATERS ANONYMOUS®

CONVENTION PLANNING MANUAL



CONVENTION PLANNING

MANUAL

Rev April 2025

REGION 6 OF OVEREATERS ANONYMOUS[®]

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PREFACE

This Convention Planning Manual was written to share our experience, strength, and hope regarding various aspects of planning a Region 6 Convention. Its purpose is to offer suggestions and information to help answer questions that may arise.

Appreciation is expressed to the members of the Region 6 Assembly Convention Committee and other members of the Fellowship within Region 6, who shared their experiences for this manual. In addition, Region Two needs to be recognized for granting permission to use some of the information in its Region Two "Convention Policy and Procedure Manual."

THE TWELVE TRADITIONS¹

The Twelve Traditions are:

1. Our common welfare should come first; personal recovery depends on OA 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 OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose – to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Overeaters Anonymous has no opinion on outside issues; hence the OA 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, films, television and other public media of communication.
12. Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.

¹ Permission to use the Twelve Traditions of Alcoholics Anonymous for adaptation granted by AA World Services, Inc., and cannot be amended by any intergroup.

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THE TWELVE CONCEPTS²

The Twelve Concepts of OA Service are:

1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to the World Service Business Conference the active maintenance of our world services; thus, the World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The right of decision, based on trust, makes effective leadership possible.
4. The right of participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws, Subpart B.
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
 - a. no OA committee or service body shall ever become the seat of perilous wealth or power;
 - b. sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
 - c. no OA member shall be placed in a position of unqualified authority;
 - d. all important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity;
 - e. no service action shall ever be personally punitive or an incitement to public controversy; and
 - f. no OA service committee or service board shall ever perform acts of government, and each shall always remain democratic in thought and action.

²The Twelve Concepts of OA Service cannot be amended by an Intergroup.

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INTRODUCTION

A Region 6 Convention is held annually as determined by the Region 6 Assembly.

Conventions provide a lot of program in a short time, which strengthens those recovering from compulsive overeating and helps the newcomer find and participate in the OA program. The R6 Convention encourages unity within Region 6, as well as throughout Overeaters Anonymous, and helps raise funds for carrying the message of recovery throughout Region 6. The convention contributes a greater understanding of the OA program to the general public, professionals and media. Note: Guidelines for public information and working with the media are available on oa.org.

A registration fee is charged for this event, which requires wearing a name badge at all times for entry. Convention activities are decided by the Hosting Convention Committee working with the R6 Assembly Convention Committee. Notably, the R6 Assembly Convention committee chair and the region trustee liaison are members of the Hosting Convention Committee. The committees may be in contact with the Region 6 chair or other board members as needed. The [Region 6 Bylaws](#) (Policy #006) and the Traditions of the Overeaters Anonymous Program and the Concepts of OA Service shall be guides in planning events. Planned events may or may not include:

1. An opening ceremony with keynote speaker (35 minutes) and entertainment (usually Friday evening).
2. Saturday afternoon lunch speaker at a general session. The time allotted for the speaker is 30 minutes.
3. Saturday banquet dinner with keynote speaker (35 minutes) and entertainment.
4. Workshops (1 hour each, including specific-focus workshops such as on body image, sexuality, 100 pounders, writing, etc.) No one registered for the convention may be excluded from any session.
5. A closing ceremony with keynote speaker (usually Sunday mid-morning, 35 minutes)

THE PURPOSE OF THE REGION 6 ASSEMBLY CONVENTION COMMITTEE

Please read the most recent revision of [R6 Bylaws](#) – Policy #006 Conventions

BEGINNING STEPS: FROM IDEA TO PROPOSAL

BRING IDEA TO YOUR INTERGROUP FOR ITS CONSIDERATION

Some points to share with the potential Hosting Intergroup(s):

- There is NO cost to the hosting intergroup(s). All expenses/income are reflected in a separate R6 Convention account.
- The hosting intergroup is encouraged to invite other intergroups to be involved, as well as other OA members from outside the Hosting Intergroup.
- An incentive for the Hosting Intergroup(s) is the 'Profit Sharing' policy. The Hosting Intergroup(s) will receive 10% of the net profit from the Convention, up to \$1,000 total.

SELECTION OF SITE

Look at 2-3 facilities in the area to compare. A selection site company is in a much better position to get us the best rates and have also been helpful in working out kinks in negotiations, at the beginning with contract language and at the end with reconciliation of the bill with the hotel.

Select possible Convention dates:

- See Region 6 Policy #006 for dates
- In selecting dates, be aware of national or religious holidays in Canada and the U.S.

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Questions to be researched before negotiating a contract

- How many people can you accommodate?
 - What are the sizes of your meeting rooms and central areas?
 - What times are the meeting rooms/central areas available and what guarantee is needed for use of the rooms?
 - Do all meeting rooms meet accessibility standards?
 - Are microphones available in all meeting rooms?
 - What kind of equipment is available from hotel (microphones, bulletin boards, easels, etc.), and is there a charge for this equipment?
 - Are on-site A/V personnel available? Are outside vendors allowed? If yes, must they be union members?
- Suggested room needs: (Numbers are approximate.)
 - 1 room with 300 capacity for meals but 500 capacity for Fri/Sat/Sun general sessions, Friday and Saturday entertainment, and limited larger workshops.
 - 5-6 rooms (100+ capacity) for workshops; hospitality room (with refrigerator/microwave if possible).
 - 3-4 rooms (50+ capacity) for: boutique, meditation, and specific-focus meetings.
 - Adequate central area for registration, hospitality, R6 merchandise sales, etc.
 - Are the workshop rooms near each other and easy to find?
- Dining facilities:
 - How many people does the ballroom hold comfortably for dining (menu to be provided)?
 - Will facility be able to provide foods that support our various plans of eating?
 - Can hotel provide cash beverage station (coffee, tea) Saturday and Sunday morning?
Can hotel fill soda vending machines with extra diet soda?
- Guest rooms
 - Breakdown of the rooms available: single, double, triple, quadruple, etc.
 - Do the rates include meals, taxes, and gratuities?
 - How many room nights need to be guaranteed?
 - Are reduced rates available before and after the convention?
 - Are complimentary guest rooms available based on room bookings (usually 1 for every 40 or 50 rooms booked)? Make sure the room-night counts include the shoulder dates booked by R6 members.
 - What are check-in and check-out times and can they be extended?
 - Are cots and room refrigerators available, and if so, at what costs?
 - What is the room cancellation policy?
 - Will rooms that are canceled go back into our block?
- Transportation
 - How much parking is available (indoor or outdoor)? Is there a fee?
 - Is shuttle service available from airports or train stations?
 - Where are the closest bus, train, and airport facilities?
- Recreation
 - What recreational facilities are available (i.e. pool/fitness center), what are their hours, and do they carry additional cost to use? Can hours be extended?
 - Are additional recreational facilities close to the hotel?
- Miscellaneous
 - Will there be any other functions booked at the facility at the same time, in adjoining rooms? (Potential problem with noise.)
 - How many bathrooms are available in meeting area? What is capacity?
 - What deposit amount is necessary to reserve site dates?
 - What are the facilities for children?
 - Does hotel have sufficient staff to ensure cleaning of bathrooms, fill water stations, etc?

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BEGIN FORMING YOUR TEAM

RECOMMENDATIONS FOR CREATING A HOST COMMITTEE

The following list covers the basic activities, tasks, and functions that have been delineated by previous convention committees. You may prefer to have more or fewer subcommittees. A more detailed description of Hosting Convention Committee duties, responsibilities, and procedures will follow.

- **Chair/cochairs:** Oversee all aspects of planning, from Proposal through Convention and to final reports.
- **Hotel liaison:** Coordinates requirements of convention with event planner, convention chair or cochair, and hotel contact.
- **Entertainment committee:** Plans, promotes, and oversees non-program activities, i.e. talent show and dance.
- **Fundraising committee:** Arranges fundraising activities, potentially including merchandise sales, excursions, and raffles; oversees all drawings and prize events connected with convention.
- **Hospitality committee:** Greeters, huggers, people to answer questions and give directions; oversees hospitality suite; gives miscellaneous service to all committees and visitors.
- **Service coordinator:** Coordinates service schedule.
- **Literature committee:** Orders OA/AA-approved literature to be sold during the convention; oversees literature table.
- **Printing:** All printing should be done by each committee individually, or you may choose to have a printing chair.
- **Program committee:** Selects workshop titles, determines space, sets schedule and program; assigns and notifies workshop leaders and speakers.
- **Recordings chair:** Oversees recording of keynotes and workshops, including publishing.
- **Audio-visual chair:** Coordinates all audio-visual equipment/taping services needed.
- **Public information committee:** Writes press releases, distributes brochures and notices to World Service Office and other OA service bodies for OA publications, etc.
- **Registration committee:** Distributes and collects registration forms, prepares registration packets for online and onsite registrants; oversees registration desk.
- **Secretary:** Records minutes of meetings; maintains roster of convention committee's names, mail/email addresses, and phone/cellphone numbers; writes correspondence as requested. Sends copies of minutes to convention committee chair and Region 6 trustee liaison.
- **Signs and decorations:** Convention theme, logo, design, signage.
- **Treasurer:** Oversees all income and expenses; maintains convention bank account.
- **Webmaster:** Work with R6 website & publications coordinator to create and maintain R6 Convention website, which is part of the Region 6 website.
- **Translation committee:** Finds interpreters and translates documents.
- **Roommate coordinator:** Connects attendees and potential attendees to share accommodation and coordinates cancellations with those needing rooms.

PRESENTING YOUR PROPOSAL TO REGION 6 – What to Prepare and What to Expect

Your proposal to host the Region 6 Convention is made to the Assembly Convention Committee, ideally at the Spring Assembly 1½ years before the event.

The most effective proposals include the following:

1. Intergroup(s) participating in the organization of the convention.
2. Hotel location and dates selected.
3. Tentative prices for room and meals.
4. Tentative theme, colors, logo (if selected).

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5. Description of hosting committee structure.
6. Information on the reaction of local OA groups and members to your proposal.
7. Enthusiasm (!)

The Assembly Convention Committee will review the proposals and make a recommendation, in the form of a motion, to the Assembly. Final approval rests with the Region 6 Assembly.

INITIAL SET UP/PLANNING

SET UP 'R6 CONVENTION' BANK ACCOUNT AND APPLY FOR 'SEED MONEY' (See convention treasurer's spreadsheet)

A separate "R6 Convention" bank account should handle all income and expenses. **Two (2) reviewers will be required on all convention accounts (per R6 policy).** R6 allocates a budgeted amount in budget for convention expenses. Up front, or 'seed money,' can be received by contacting the R6 treasurer. This money will be used for the hotel deposit.

FINALIZE HOTEL CONTRACT

Before signing, all aspects of the contract must be reviewed by Region 6 chair and the hosting committee chair. Previous convention chairs and others with convention-hosting expertise may be consulted as well.

The initial contract **MUST** be signed by the R6 Chair. Any addendums to the contract must be reviewed by the Region 6 chair and convention committee chair before they can take effect.

The facility almost certainly will expect a deposit, but even if not, it is important to pay a minimum amount to ensure a commitment between the facility and Region 6. Expect to fill out a credit application and/or provide a credit card to the hotel.

LAUNCH CHECKLIST

- Location
- Sign contract (Region 6 Chair)
- Bank account — pay deposit to hotel
- Theme
- Logo
- Website
- Prices of registration
- Form committee.
- Set up Ticketleap (or other app) for registration and Paypal/Square/Ticketleap or other app for payment processing.
- Flyer to announce early-bird price
- Launch convention on the Sunday morning at this year's convention.
- Run early-bird registration for 3 weeks
- Plan/price meals

SCHEDULE INITIAL HOSTING CONVENTION COMMITTEE PLANNING MEETING (See committee chairs contact list)

Some items to review:

- Frequency/location of planning meetings.
- Abstinence requirements for committee chairs and cochairs (guidelines established by chair/cochair)
- Individual committee chair/cochair duties and responsibilities
- Committee procedures and timeline
- Final report from previous R6 Convention

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GETTING THE WORD OUT EARLY ABOUT YOUR CONVENTION

- Send convention details regularly via email to all committee members, registered attendees, and the R6 coordinator, who can forward to all R6 intergroups.
- On the Sunday of the current convention: **(See Registration Form)**
 - During closing ceremony, make a promotional presentation.
 - Pitch for 'keynote' speakers, who are selected from recordings sent in to the Region; 3-year abstinence requirement. Encourage people who would make good speakers to submit their recorded qualification (recorded at meeting).
 - Following closing ceremony, have representatives from Hosting Convention Committee available to answer questions about the upcoming convention and provide onsite registration information via paper or digital link.

HOSTING CONVENTION COMMITTEES (duties/responsibilities/procedures)

REGION 6 CONVENTION CHAIR/COCHAIR

See [R6 Bylaws](#) Policy #006 for abstinence and term length specifications.

Skills Required

- Interpersonal communication skills
- Leadership skills
- Computer skills
- Organizational skills
- Calm under pressure
- Comfortable speaking in front of others
- Comfortable delegating tasks
- Able to multitask while seeing larger picture

Duties and responsibilities:

1. Coordinate all activities of the Region 6 Convention.
2. Attend intergroup meetings to obtain approval/support of local Intergroups to help host Convention.
3. Become thoroughly familiar with R6 Policy #006 (Convention Committee).
4. Visit potential sites for convention. Negotiate a site contract that outlines all aspects of convention, including space, dates, times, and costs. Utilize experience of R6 Assembly Convention committee chair, R6 Board, and previous convention chairs to assist you.
5. Select site. Request hotel proposal for presentation to Region 6 Assembly.
6. Present proposal to Region 6 Assembly Convention Committee to host the Region 6 Convention. The committee will review the proposals and make a recommendation, in the form of a motion, to the Assembly. Final approval rests with the Region 6 Assembly.
7. Following approval of proposal, meet with the hotel contact and finalize details of the contract. This contract MUST be reviewed by the R6 Board and signed by the R6 Chair.
8. No later than 9 months before convention, convene the first Region 6 Hosting Convention Committee meeting and delegate/outline the duties of each committee. Appoint chairs/cochairs of subcommittees as needed.
9. Select the rest of your committee.
10. At the first general meeting:
 - a. Distribute procedures and instructions concerning duties and responsibilities of each committee to the respective chairs.
 - b. Ensure the committee chair knows exactly what is involved in terms of their service.
 - c. Review the suggested convention timeline.
 - d. Approve convention theme, logo, and color scheme.
 - e. Schedule regular meetings to review progress.

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11. Use suggested convention timeline as a guide.
12. Reach out to the committee to get a consensus of an acceptable date for the next meeting.
13. Work with R6 Assembly Convention Committee to form a keynote-selection subcommittee to review/select keynote speakers.
14. WORK CLOSELY WITH cochair/hotel liaison DURING ENTIRE PROCESS. Option: Chair or cochair could be hotel liaison.
15. Be an ex-officio member of EVERY subcommittee. Step in to assist committees that need support, or find support for that committee.
16. Report progress regularly to the R6 Assembly Convention committee chair and R6 chair and trustee liaison.
17. The assembly convention chair is a member of the Hosting Convention Committee and provides reports to the Assembly Convention Committee in advance of the Assembly Convention Committee meetings.
18. Encourage and support all volunteers/workers, and attempt to involve as many people as possible, ever mindful that Twelfth Step work is essential to recovery.
19. Work closely with the Region 6 treasurer, convention treasurer and committee chairs to set up initial budget and monitor accounts (**See: projected budget form**)
20. Obtain R6 tax-exemption number (form) from R6 treasurer and distribute it to convention committee chairs for use with vendors for this event (US only, varies by state).
21. Plan program scripts for Friday opening ceremony, Saturday night banquet and Sunday closing ceremony Note: “Recovery Countdown” should ALWAYS be time in OA (years down to days). Notify R6 chair, R6 trustee liaison and Hosting Intergroup Chair of their parts in program.
22. Just prior to the convention, the convention chair/cochair will review and sign off on items charged on the hotel master account. Items may include rooms and times allocated, day-tripper banquet requests, as well as A/V and other equipment needed, etc.
23. Establish a plan for walk-through of all areas to ensure banners, props, and leftover convention materials are removed and stored.
24. Facilitate the wrap-up meeting with convention committee chairs.
25. Participate in wrap-up meeting with R6 treasurer and hotel liaison to reconcile all hotel master-account expenses.
26. A final report shall be presented at the R6 Assembly immediately following the convention, at which time all financial records are to be turned over to the Region 6 treasurer.
27. Prepare an electronic folder containing all Convention Committee wrap-up reports, as well as other helpful information of the convention work, for submission to R6 Assembly Convention committee chair and next year’s convention chair (**See: convention committee chair final summary**)

NOTE: The convention chair/cochair may be provided hotel room (2 nights) during the Convention weekend. Any “complimentary” rooms should be allocated to keynote speakers, R6 chair, or key committee members. The chair/cochair should notify the hotel of names of anyone to be included in master account.

NOTE: Any expenses incurred by chair or cochair must be submitted for approval/reimbursement to the treasurer.

Recommendation: All committees should consist of a chair and co-chair. There is a need to delegate work within the committee before the convention. Try to get as many people involved in planning the convention as possible.

ENTERTAINMENT CHAIR

Skills Required

- Tact dealing with volunteer performers.
- Ability to use audio/visual equipment
- Vendor management/negotiation skills
- Spreadsheet skills for scheduling

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Duties and Responsibilities:

1. Prepare and submit items for inclusion in the convention budget (See Projected Budget Form).
2. Plan and prepare a promotional skit for presentation at prior convention's Sunday program.
3. Plan and prepare the entertainment portion of the program for Friday night, Saturday night, and other events as decided by the Convention Committee.
4. Encourage the use of OA talent. Outside talent may be used if necessary (e.g. accompanist).
5. Arrange for music (band or DJ) for the event on Saturday night. Bids for the band and/or DJ must be submitted to the convention chair for approval. Upon approval, a contract needs to be signed by R6 Chair.
6. All entertainment must be approved by the convention chair/co-chair.
7. Arrange to have an emcee.
8. Obtain permission before using copyrighted materials, including music or lyrics adapted from another source.
9. Work closely with the program chair, the registration chair, and the signs and decorations chair, as necessary.
10. Work closely with hotel liaison regarding A/V equipment, staging, and set up for Friday, Saturday, and Sunday events.
11. Report to Convention Committee in advance of committee meetings.
12. After the convention, summarize entertainment committee work for submission to Region 6. **(See: convention committee chair final summary.)**

Procedures:

1. Contact the registration and service chairs to ensure a request for volunteers and talent-show participants is included on the registration flier.
2. Schedule and coordinate volunteers for all aspects of the various entertainment programs **(See: service registrations by committee)**
3. Submit the outline for entertainment events to the convention chair for approval.
4. Mix the talent – recommended 15 participants if possible.
5. Schedule rehearsals in a timely manner.
6. Arrange for an emcee.
7. Contact hotel liaison **if** you require the use of the hotel's facilities for a dress rehearsal prior to the convention.
8. Coordinate any signs and/or decorations requested with the signs and decorations committee.

NOTE: Any expenses incurred by any committee must be submitted for approval/reimbursement to the treasurer

FUNDRAISING CHAIR

Skills Required

- Computer skills
- Access to internet
- Finance tracking and monitoring
- Organization
- Patience under pressure
- Ability to sell

Duties and Responsibilities

1. Prepare and submit a budget for fundraising items for inclusion in the Convention budget.
2. Work with the convention treasurer to create procedures for handling money and tracking inventory.
3. Inform the service coordinator of the number of volunteers and the time slots you need filled.
4. Recruit supervisors to oversee the fundraising area because of the amount of funds received in

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raffle ticket sales.

5. Review report from service coordinator of volunteers available.
6. Report to Convention Committee monthly in advance of committee meetings.
7. Submit a report on fundraising results to Region 6 after the convention. (**See: convention committee chair final summary.**)

Procedure for Raffles

1. Prepare a flyer to be distributed about two months prior to convention.
2. Include information on where groups can send money toward raffle gifts.
3. Obtain donations from individuals, groups, or intergroups. When soliciting donations, provide a deadline for cash donations made to the fundraising committee that are to be used for creating/purchasing raffle gifts.
4. Identify the number of tables needed for sales and display.
5. You will receive a cash box with startup money from the treasurer before the convention opens.
6. The treasurer will train volunteers on how to handle the money.
7. Vendor aprons are available for the sellers to wear.
8. Divide tickets into strips of 10 or 25 for quicker selling.
9. Arrange for volunteers to be runners to check winning tickets and deliver items to winners.
10. There are usually three drawings; 1) Friday, after the speaker, 2) Saturday after the banquet, and 3) Sunday at noon.
11. Tickets are put in a container to ensure fairness when selecting tickets.
12. Maintain financial records and add them to the fundraising report.

HOSPITALITY CHAIR

Skills Required

- Organization
- Patience under pressure
- Understanding of local area/features

Duties and Responsibilities:

1. Tell the service coordinator your needs for hosts. They should be familiar with the facilities and available to greet, answer questions for, and direct attendees.
2. Review report from service coordinator of volunteers available.
3. Prepare and submit a budget, if any, for inclusion in the Convention budget (**See: projected budget form**)
4. Obtain information to be used at hospitality/information table, e.g. maps of the area, menus from area restaurants, religious-service schedules, pharmacies, urgent care clinics, grocery stores, and places of interest. It is the committee's discretion whether to staff this table.
5. Report to the Convention Committee in advance of the committee meetings.
6. Report on committee work to Region 6 after the convention (**See: convention committee chair final summary**)

Procedures:

1. Prior to the Convention, secure material needed, such as writing pads, pens, maps, etc.
2. Coordinate with the hotel liaison regarding needs for the Hospitality table.
3. Consolidate all local information.
4. Advise signs and decorations committee of any signs and decorations requests.
5. The hotel liaison determines a "boutique" location for intergroups wishing to sell fundraising items. This room should be locked after hours to protect merchandise. **Note: Intergroups are responsible for monitoring their merchandise/money, NOT R6.**
6. At the end of the convention, gather all hospitality items for transfer to the new convention committee.

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NOTE: Any expenses incurred by any committee must be submitted for reimbursement to the Treasurer.

HOTEL LIAISON (THIS PERSON IS ALSO THE CO-CHAIR OR CHAIR)

Skills Required

- Organization
- Adaptability
- Ability to carry out a number of tasks at the same time.
- Communication and people skills
- Attention to detail
- Problem solver
- Negotiation
- Calm under pressure
- Comfortable speaking in front of others
- Comfortable delegating tasks

Duties & Responsibilities: May also do the audio-visual arrangements

Upon Opening of Hotel Room Reservations

1. Request bi-weekly hotel room registrations information.
 - a. Monitor hotel room registrations as a percentage of room block commitment.
 - b. Report registrations as a percentage of room block commitment to the convention chair.
 - c. Provide hotel room registration list to the registration chair.
 - d. Work with public information chair to promote booking hotel rooms

4 or 5 Months in Advance

1. Do a walkthrough of space to specify floor plan:
 - a. Plenary and breakout rooms
 - i. Require water, garbage cans, and no candy in all rooms.
 - ii. Ensure signage is per contract, showing only "Region 6."
 - iii. Determine audio requirements for plenary and breakout rooms and advise AV committee member
 - b. Plenary room
 - i. Determine positioning of stage, head table, podium, any draping, dance floor, tables for meals, disc jockey (Saturday night)
 - ii. Determine location for meals to be served including:
 1. Require chairs to be set up theater style at the back for attendees who are not on the meal plan but will attend keynote sessions following meals.
 2. Confirm menu and times of meals.
 - c. Breakout rooms
 - i. Tell program committee the number and capacity of breakout rooms.
 - d. Hospitality suite
 - i. Ascertain if there is space for a suite. If there is, see if they can provide at least one fridge and microwave.
 - e. Determine location for raffles, literature sales, boutique, convention merchandise, and/or audio recording vendor.
 - i. Determine number and length of tables and required seating.
 - ii. Are power sources available?
 - f. Determine signage and easel requirements. Provide signage requirements to signs-and-decorations chair and easel requirements to the hotel catering manager.
 - g. Ensure updates are made to the banquet event order as additional requirements are identified; review, sign, and return to the hotel. Ensure hotel gives a signed copy in

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acknowledgement.

- h. Arrange the meal tickets and collection with the hotel.
2. Provide to public-information chair or whomever is making the flyers the meal package cost, room cost, and instructions for purchasing a meal package and reserving a hotel room.
3. Ensure a committee member is designated to look after roommate lists and advise public information chair.
4. Arrange for locked storage space for items such as items for the raffle and literature.
5. Arrange for a secure vault/safe deposit box for the treasurer for funds to be held.
6. Ensure treasurer is making payments in accordance with the payment schedule in the contract.
7. Arrange hotel walkthrough for committee members, if possible.

A Couple of Months Before

1. If there is entertainment, determine, from the entertainment committee chair, the requirements for the talent show and for the disc jockey.
 - a. Arrange dress rehearsal facilities, if required.
2. Arrange for the decorations committee to set up the centerpieces on Saturday afternoon in the ballroom.
3. Arrange time for DJ to set up on Saturday afternoon and have them play music during dinner.
4. Determine guest names to be on the master account:
 - a. Convention chairs.
 - b. Audio recording person, if any.
5. Based on contract, determine number of discounted rooms based on guest room count.

One month prior to the event

1. Advise the catering manager to:
 - a. Ensure that the front desk is well staffed for check-in on Friday afternoon. We anticipate heaviest arrivals from 5 p.m. but people will start arriving as early as 2 p.m.
2. Report to convention committee in advance of the committee planning meetings.

Convention (Friday Morning)

1. Ensure directional signage is sufficient. Create additional signage if required.
2. Determine where to place the Region 6 banner.
3. Do hotel walkthrough.
4. Meet with catering manager, chef, and other hotel staff, and convention chairs.
 - a. Review menu with the chef and reinforce the importance of dietary needs. Ensure food is labeled. Mention any special meal requirements.
 - b. Obtain contact information for the catering and audio-visual staffs during the weekend.
5. Meet with the Convention Committee.

At the Convention (Friday to Sunday)

1. Walk through breakout rooms throughout each day:
 - a. Is set-up correct?
 - b. Does garbage need clearing?
 - c. Does water need refilling etc.?
2. Check in with hospitality, literature, raffles, and registration.
3. Ensure in ballroom that one table close to the stage is marked as reserved for the presenters.
4. Introduce people with special meal requirements to the hotel staff serving meals

After the Convention

1. Prepare a wrap-up report with information on hotel committee work to be submitted to Region 6 post-convention (**See: convention committee chair final summary.**)

NOTE: Any expenses incurred by any committee must be submitted for approval/reimbursement to the

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treasurer

AUDIO-VISUAL CHAIR (This can be done by hotel liaison or convention chair.)

Skills Required

- Negotiation/vendor management
- Contract negotiation
- Communication

Duties and Responsibilities:

1. Prepare and submit a budget for inclusion in the convention budget (**See: projected budget form**)
2. Work with various committees and convention chair/co-chair regarding audio-visual needs.
3. Assure that all audio-visual equipment needed for the convention is available, including for entertainment portions. Arrangements for all equipment must be made through the hotel liaison, with chairs' approval.
4. Coordinate with the translation chair regarding interpretation.
5. We need microphones in each workshop.
6. Report to Convention Committee in advance of the committee planning meetings.
7. Prepare a wrap-up report to be submitted to Region 6 post-convention.

RECORDING CHAIR (could also be the AV Chair)

Skills Required

- Communication
- Tech and ability to edit recordings

Duties and Responsibilities:

1. Coordinate with the AV chair to confirm recording equipment needed.
2. Create/update a one-page instructions on how to record.
3. During convention, monitor all recordings and ensure equipment is operational
4. After the convention, label and edit the recordings for online posting.
5. Work with the Region 6 web and publication coordinator to post the recordings for early access and work with the Region 6 coordinator to email registrants the access information.
6. Work with Region 6 web and publication coordinator to post the recordings for general access.

LITERATURE CHAIR

Skills Required

- Sales
- Organization
- Ordering and tracking
- Ability to deal with money

Duties and Responsibilities:

1. **Optional:** An intergroup may choose to chair the literature committee and handle all of these responsibilities.
2. Advise convention chair and treasurer regarding budget required for literature.
3. Prepare and submit a budget for items for inclusion in the convention budget (**See: projected budget form**)
4. Reference previous convention guidelines for quantity and items to order. With the exception of

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the Where Do I Start pamphlet, it is suggested not to order pamphlets or wallet cards as they do not sell well.

5. Propose literature order to the planning committee, including suggested pricing of all items to be sold (to cover shipping). Price literature in even dollars. Prepare a price list for posting at the literature table.
6. The convention treasurer will provide funds when ordering the literature from World Service.
7. Seek commitments from local groups and/or intergroups to purchase unsold literature.
8. When literature order arrives, check that it is complete.
9. Maintain accurate records of literature purchased for sale.
10. Report to Convention Committee in advance of the committee planning meetings.
11. Oversee the literature table and see that it is staffed at all times. Provide service coordinator with volunteer needs, including time slots and numbers for each shift. Schedule one person to handle transactions.
12. Work with convention treasurer to create money transfer procedure for volunteers, as well as procedures for tracking inventory.
13. Work with convention treasurer to determine payment methods suitable for international attendees, such as cash, Venmo, Paypal, or credit card. No checks are accepted.
14. Recap committee's work and experiences and submit to Region 6, post-convention (**See: convention committee chair final summary**).

Procedures:

1. Arrange for locked storage space with the hotel liaison for Friday and Saturday nights (assuming that literature is taken to the hotel Friday morning).
2. Determine the hours when the literature table will be open, keeping in mind the importance of volunteers' being able to attend plenary sessions; the literature table hours may match the times for the optional merchandise table.
3. Obtain from the service coordinator a final list of the volunteers assigned to work the literature table. Prepare instructions for the literature volunteers.
4. Obtain a cash box from the convention treasurer with a small float of start-up money to begin sales.
5. Set up the table.
6. During the convention, turn in funds received as per the schedule suggested by the convention treasurer.

Important Reminder: Order only OA-approved literature. Use the OA catalog or order online at OA.org. OA-approved literature includes OA Board-, conference- and AA Conference-approved literature.

NOTE: Any expenses incurred by any committee (including purchase of literature) must be submitted for approval/ reimbursement to the treasurer.

PROGRAM CHAIR

Skills Required

- Spreadsheets, word processing, shared email accounts, and more
- Organization
- Recruitment
- Leadership

Duties and Responsibilities:

1. Create topics for workshops, combining successful topics from years past with new and/or timely ideas to keep each convention fresh. Include one or more writing workshops.
2. Prepare and arrange timing, with the assistance of the hotel liaison and R6 convention chair, of workshops and meetings. Try to balance scheduling of sessions so that, for example, the two topics expected to be most popular are not in the same time slot.

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3. Workshops generally last one hour with 15-minute breaks between sessions.
4. Keep titles of the workshops simple so speakers and attendees know what they are about.
5. Use electronic means, such as Sign-up Genius, to list all sessions seeking speakers so that attendees can volunteer for topics they would like to speak on. Be very clear about abstinence and other requirements. Monitor duplicate sign-ups to limit one workshop per person.
6. Only those with current, continuous abstinence of at least one year are qualified to speak at workshops. Be very clear with prospective speakers about this guideline.
7. Notify speakers with a confirmation email of the workshop topic, format, length, requirements, and timing of their session, as well as a reminder to stay on topic. Encourage speakers to arrive at the workshop early, to decide who will handle which part of the topic, who will read the format, who will go first, etc.
8. Create a format for all workshops that includes information about recording, outlines the session and explains the timing. Note that all workshops are being recorded, where/when the recordings can be accessed, and that participants grant permission to be recorded by choosing to share.
9. Submit a spreadsheet of the proposed program to the convention chair for approval. Following approval, have this formatted for the website and for printing. **(See: schedule of events/program)**
10. Provide a list of all workshop speakers, (sorted by day, time, and topic) to the service coordinator to be kept at the service-sign-in table. This will serve as both a means for making sure the speakers are there in a timely manner as well as to remind them of their scheduled time, room, and topic.
11. Include in your schedule a set of specific-focus workshops for groups such as LGBTQ, men, BIPOC, and others. Alternatively, these sessions can be OA meetings, to be organized by those who attend.
12. Schedule OA meetings during the convention — early morning, lunchtime, evening (for those who would prefer a meeting to entertainment). These meetings need a space, a time, and a format, but will be self-led by those who attend.
13. Report monthly to Convention Committee in advance of the committee planning meetings.
14. Recap program committee work, including sample of forms/formats and a post mortem of what worked and what could have been better, and submit to Region 6 post-convention **(See: convention committee chair final summary)**

Procedures:

1. Workshop leaders should be confirmed as soon as possible.
2. Emphasize abstinence requirements to all speakers in correspondence.
3. Coordinate with the service chair to ensure room monitors are in place.

NOTE: Any expenses incurred by any Committee must be submitted for approval/reimbursement to the treasurer.

PUBLIC INFORMATION CHAIR

Skills Required

- Creativity
- Computer knowledge (poster design)
- Ability to write creatively
- Public relations
- Communication (contact governments for proclamations)

The public information chair has two distinct areas of concern – internal publicity and external publicity. Work with R6 & World Service to be in accordance with Traditions and WSO guidelines.

Duties and Responsibilities:

1. Prepare and submit a budget for items for inclusion in the convention budget **(See: projected**

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budget form)

2. Provide monthly report to Convention Committee in advance of the committee planning meetings.
3. Prepare a wrap-up report to be submitted to Region 6 post-convention (**See: convention committee chair final summary**)

Internal Publicity

1. Write an “attraction letter” inviting participation at the convention to all intergroups in Region 6. Give this to the registration chair to distribute. Include registration fliers and coordinate this mailing with other committees to include their fliers and information. Get approval from convention chair.
2. Prepare articles for submission to local and Region newsletters and blogs. Submit announcements as approved by convention chair to the oa.org calendar.

External Publicity (at the discretion of the hosting convention committee, to publicize the event),

Procedures:

1. Remember that we do not represent OA as a whole, and that anonymity must be preserved. Any media communication must be within the guidelines of the 12 Traditions. If there is any doubt, contact convention chair or R6 trustee liaison.

NOTE: Any expenses incurred by the Committee must be submitted for approval/reimbursement to the Treasurer.

REGISTRATION CHAIR

Required

- Computer knowledge (spreadsheets, TicketLeap, Constant Contact/MailChimp, PayPal)
- Cash Management
- Customer Service
- Organization
- Communication
- Strong leadership
- Conflict resolution
- Be able to use mail merge with your own printer for nametags

Note: registration is done online

Duties and Responsibilities:

1. Prepare and submit a budget for items for inclusion in the convention budget (**See: projected budget form**)
2. The Region 6 coordinator or the registration chair will prepare and distribute general information about the convention to all intergroups, current and past attendees, and Region 6 reps.
3. Design/assist in developing R6 Convention TicketLeap registration (or with similar service). Collaborate with the convention chairs:
 - a. Convention-specific information (logo, date, location, registration cost, daytripper costs, etc.)
 - b. Make a section for name, address, phone number, email address, name for badge, etc.
 - c. Open registration for each sales point with a deadline for each.
 - d. Ensure the page states “**NOT Transferable and non-refundable**” for all registrations.
 - e. Advise registrants that the committee would like to know of anyone deciding to cancel a hotel reservation, so those may be transferred to those still seeking reservations.
 - f. Open events on TicketLeap (or similar service) for banquet and meal plan, including pricing and deadline for all.
4. Produce the registration flyer for distribution.

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5. Provide reports from TicketLeap (or similar service) for the treasurer as required.
6. Provide the service coordinator with numbers and times for volunteers to staff the registration table during all operating hours.
7. Onsite registration is cash/credit card only. No checks are accepted.
8. Download registration reports from TicketLeap (or similar service) to monitor attendance and for the check-in table.
9. Design/print name badges for all who register, ensuring the print is in large font (i.e. Arial Black 36), and that the attendee's name is the largest element. Incorporate the convention logo, if possible. Present design to Convention Committee. Blank name badges should be available for onsite registrations, and consider having a printer on hand so that all badges have the same look.
10. Design and print meal plan and banquet tickets.
11. Report to Convention Committee in advance of the committee planning meetings.
12. Prepare a wrap-up report with information on Registration Committee work to be submitted to Region 6 post-convention (**See: convention committee chair final summary**)

Procedures:

1. Work with convention treasurer to create money-handling procedures.
2. Download reports from TicketLeap (or similar service) for information on registrants.
3. Maintain a list of all pre-registerants, numbered and sorted alphabetically, to be used as a log when the packet is picked-up from the registration table. On-site registration will be added to this list and used to help determine the final count of registrations.
4. Create a form for walk-ins to collect name, phone number and email address. They may pay cash or pay/register on TicketLeap (or similar service).
5. Arrange to transfer r6conventionregistrar@gmail.com email account from previous registration chair
6. Distribute program, media flyers, and maps at registration table.
7. Have name tags (badges) and meal plan or banquet tickets in envelopes in alphabetical order ready for disbursement.
8. Email all registrants with convention information and tips about a week before the convention.
9. Items to have available at registration table:
 - a. Printed copies of attendees for registration volunteers.
 - b. Printed copies of people who purchased meal tickets, to log when they are picked up.
 - c. Printed programs.
 - d. Media sales flyers, if applicable.
 - e. Lanyards for name badges.
10. Download registrants on a regular basis.
11. Maintain a separate worksheet for cancellations.
12. Maintain a separate worksheet for meal plan and banquet-only.
13. Have a copy of procedures for registration volunteers.

NOTE: Any expenses incurred by any Committee must be submitted for approval/reimbursement to the treasurer.

ROOMMATE AND HOTEL WAITLIST

Skills Required

- Organization
- Access to internet and email
- Customer service

Duties & Responsibilities:

1. Work with registration chair to build a list of those who would like to share a room, those who need a room, and those who need to cancel their hotel reservation.
2. Ensure information is on both the website and flyers advising that the required information for

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these lists is name, address, phone number and email and whether they need a room or have a room. Be very specific.

3. Work with hotel liaison to coordinate hotel information.
4. Report to Convention Committee in advance of committee planning meetings.
5. Prepare a wrap-up report for submission to Region 6 post-convention (**See: convention committee chair final summary**)

Procedures

1. Include roommate and cancellation list procedures website and flyers with a link to a live Google Form, to help ensure all information is provided.
 - a. Explain that the list will be distributed to others on the list and is not a matching service.
 - b. Dedicated email address such as region6roommatecoordinator@gmail.com.
 - c. Form to include the following fields
 - i. First and last name.
 - ii. Email.
 - iii. Cell phone (or note if there is no cell – so that people can connect at convention)
 - iv. City, state/province
 - v. Gender
 - vi. If the person has a room to share
 - vii. Comments
2. Send a personalized standard message to the person with information about the list as well as other helpful convention information. Tell them to expect to receive the updated list separately.
 - a. “Once you match, send an email so your names can be removed from the list.”
3. When people ask to be removed, send the updated list out to keep it current.
4. If the hotel is sold out, keep a waiting list of individuals who wish to get into the hotel.

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer.

SECRETARY

Skills Required

- Access to email and internet
- Organization
- Communication

Duties and Responsibilities:

1. Compile minutes from reports received during the convention committee planning meetings, including the convention wrap-up meeting.
2. Prepare committee-chair contact list including names, emails and mobile phone numbers.
3. Send the contact list to all committee members.
4. Contact committee chairs two weeks before each meeting, requesting reports and providing meeting details.
5. One week before the meeting, compile the reports received and send them to the committee, including information on the upcoming meeting.
6. The day of or day before, send a meeting reminder to the committee.
7. All correspondence is handled electronically.

NOTE: Any expenses incurred by any Committee must be submitted for approval/reimbursement to the treasurer.

SERVICE COORDINATOR

Skills Required

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- Computer knowledge, including spreadsheets
- Organization
- Communication
- Knowledge of, or willingness to learn, Sign-up Genius or similar app

Duties and Responsibilities:

1. Gather service requirements from each committee chair, including number of volunteers and time slots required.
2. Using the electronic application Sign-Up Genius or similar app, create the convention event site with the information provided as early as possible.
3. Maintain a table for volunteer sign-ins during the convention, close to the registration table.
4. Establish process for speakers and other service volunteers to sign in at the table.
5. Prepare and submit a budget for items for inclusion in the convention budget (**See: projected budget form**)
6. Provide reports to the Convention Committee in advance of committee planning meetings.
7. Provide access to the hospitality, program, literature, translation, and fundraising chairs so they can review the sign-ups. Provide reports to committee chairs as required.
8. Be available during the convention to find additional volunteers as needed.
9. Prepare a wrap-up report to be submitted to Region 6 post-convention (**See: convention committee chair final summary**)

Procedures:

1. Download an alphabetized list of volunteers' names, telephone numbers, and email addresses with dates and time available to give service. Obtain this information from the application being used for service registration.
2. Maintain a list for reference in filling vacant service positions. Include a schedule for each committee indicating the day and time the volunteer will work, as well as the volunteer's name, telephone number, and confirmation information. (**See: service sign-ins.**)
3. Email confirmation to each volunteer, indicating name, service assignment, instructions, and contact person. Be sure to include any procedures to follow if they are unable to give service. This can be done via the application used.
4. Supply a schedule for service sign-in area, sorting by committee, day, and time.
5. At noon Saturday, merge hospitality and speaker and service sign-in tables, to reduce the number of volunteers required.
6. Assist/oversee volunteers staffing the service sign-in area, if necessary.

Examples of volunteers needed: registration, literature, raffles, merchandise sales, room monitors, and service/speaker sign in table, meal ticket collectors, entertainment helpers, greeters and hospitality table.

NOTE: Any expenses incurred by any Committee must be submitted for approval/reimbursement to the Treasurer.

SIGNS AND DECORATIONS CHAIR (Can be done by two separate people)

Skills Required

- Organization
- Design
- Computers
- Ability to create signs
- Penmanship/printing ability

Duties and Responsibilities:

1. Prepare and submit a budget for items for inclusion in the convention budget (**See: projected**

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budget form)

2. Determine with committee chairs what signs are required. **(See: signage & set up needs list)**
3. Recruit volunteers as needed.
4. Determine with entertainment and hospitality committee chairs what table decorations will be needed.
5. Oversee all convention decorations and centerpieces.
6. Consult with hotel liaison about hotel restrictions on signs and decorations, or if digital signage is available outside workshop rooms.
7. Provide reports to the Convention Committee in advance of committee planning meetings.
8. Prepare a wrap-up report to be submitted to Region 6 after the convention **(See: convention committee chair final summary)**

Procedures:

1. Decorations should follow the theme of the convention, if possible.
2. Obtain a list of workshop topics from the program committee chair to prepare necessary signs, also the program handout for the website and to be printed. **(See: signage & set up needs list)**
3. Obtain the specific signs needed by all other committees.
4. Where possible, reuse signs from previous years.
5. Ensure the signs are brought to the convention, and are in place when needed. Also, remove them as event timing requires.
6. Signs should be prepared for posting outside of all meetings and workshops, as well as for areas such as registration, literature, hospitality suite, boutique, etc.
7. Put a sign on the podium with the logo of the convention. Work with the AV chair to design slides to be projected during the keynote sections. Coordinate with keynote speakers to project materials.
8. You may want to put flower arrangements on either side of the podium for decoration.
9. If the hotel doesn't have electronic signs, signs posted outside meeting rooms may include the full day's schedule for that room, or individual signs for each event can be posted.

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the treasurer.

TREASURER

Skills Required

- Spreadsheets
- Ability to handle cash
- Organization
- Accounting
- Communication

Duties and Responsibilities:

1. Prepare a convention budget in consultation with the convention chair. Include budgets submitted by committees. **(See: projected budget form)**
2. Oversee all expenses and income from the convention, and work with the Region treasurer (Note: this could be the same person) to account for all convention income and expenses **(See: convention treasurer spreadsheet)**
3. Ensure access has been set up for PayPal and TicketLeap (or similar apps).
4. Work with past treasurer(s) for access to the email r6conventiontreasurer@gmail.com
5. All bills will be submitted to the treasurer and must have the prior approval of the convention chair for payment.
6. Maintain copies of all expense reports, receipts, deposit slips, and a list of checks

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- received/dispersed.
7. Funds should be transferred regularly into the Convention Committee account. Onsite cash or check registrations are also accepted.
 8. Maintain a record of all sales from TicketLeap or other sources by categories including registration, merchandise, and meal plan and banquet. Record this information in budget/actual section of the spreadsheet.
 9. Where possible, all refunds should be processed through original payment method, so service charges can also be refunded.
 10. The convention treasurer shall be responsible for all deposits, debit card purchases, and checks written, as required for convention in accordance with the budget.
 11. At the close of the convention, only seed money for the next convention should remain in the convention account. All other funds shall be forwarded to the Region 6 treasurer.
 12. The treasurer shall provide an accounting of income and expenses as requested by the convention chairs.
 13. No later than the weekend of the convention, the convention treasurer shall have all expense requests and receipts for reimbursement from committee members. This is to ensure prompt payment of expenses, and allow the convention treasurer to complete all financial reports promptly. A full reporting is due one month after the convention.
 14. Prepare a wrap-up report to be submitted to Region 6 after the convention (**See: convention committee chair final summary**)

Procedures:

1. The Region has allotted funds for convention start-up expenses, after which additional funds shall be drawn from those received from registrations.
2. Assist all committees in preparing projected convention budget. (**See: projected budget form**)
3. Prior to convention, make sure we have cash boxes available to handle registration, literature, and fundraising money during the convention.
4. Prior to the convention, discuss procedures with convention committees for handling all money collected.
5. The day the convention opens:
 - a. Distribute instructions to all persons handling money about when and how to transfer it to the convention treasurer.
 - b. Hand out start-up cash as needed.
 - c. Each committee chair shall be responsible for all accounting of their committee funds.
 - d. No checks will be accepted.
 - e. The treasurer can keep cash in their hotel room safe. Excess deposits may be made at a local bank if available.
 - f. The final hotel bill **MUST** be approved by the convention chairs, convention treasurer, and hotel liaison
6. The convention treasurer shall maintain a running account of receipts received throughout the convention, for reporting at the wrap-up meeting.
7. The convention treasurer shall submit approximate expense and income figures at the wrap-up meeting.
8. A preliminary financial report shall be submitted to the convention chair no later than 30 days following convention. This report shall include attendance figures and meal sales, and an approximate income.
9. A final financial report shall be submitted to the Assembly Convention committee chair and to the Region prior to the next Assembly following Convention. The convention chair shall make this final report at this Assembly. All financial records shall then be turned over to the Region.

WEBMASTER

Skills Required

- Computers
- WordPress (or similar platform)

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- Writing (for the web)
- Photo-editing
- Organization

Duties and Responsibilities:

1. After each R6 Convention, the previous webpage should be removed from the R6 website and a page inserted for the next convention.
2. Report to Convention Committee in advance of committee planning meetings.
3. Prepare a wrap-up report for next year's webmaster (**See: convention committee chair final summary**)

Procedures:

1. Prepare a draft of web page contents for review and approval by the Convention Committee. It should be ready to be posted close to the end of the previous convention.
2. Develop a plan for the flow and time of information on the web site:
 - a. Basic convention information – i.e. when, where, how much.
 - b. Hotel information
 - c. As the flyers are emailed, also post the info on the website (merchandise; keynote speaker; raffle information; roommate).

NOTE: Any expenses incurred by any Committee must be submitted for approval/reimbursement to the treasurer.

TRANSLATION CHAIR

Required

- Bilingual in French and English
- Coordinate with hotel liaison and audio/visual chair

Duties & Responsibilities:

1. Translate documents.
2. Find interpreters.
3. Report to the Convention Committee in advance of committee planning meetings.
4. Prepare a wrap-up report to be submitted to Region 6 after the convention (**See: convention committee chair final summary**)

Procedures:

1. Translate email announcements/flyers, sign up forms, the program, and signage.
2. Provide number of service volunteers and times to the service coordinator.
3. Coordinate interpreters and service-rotation breaks for them.

NOTE: Any expenses incurred by any Committee must be submitted for approval/reimbursement to the treasurer.

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CONVENTION PLANNING TIMELINE

Milestones	Approx Month	Action	Notes
16 months before convention	June	<ul style="list-style-type: none"> Contact third-party meeting planner. Nominate/approach IGs to host. 	
15 months before convention	July	<ul style="list-style-type: none"> Choose location 	
14 months before convention	August	<ul style="list-style-type: none"> Visit the hotel. Determine registration fees. Choose logo/theme 	
13 months before convention (Fall Assembly)	September	<ul style="list-style-type: none"> Location of next convention approved by assembly. Get Region chair's signature on hotel contract. 	
12 months before convention (at prior convention)	October	<p>Announce next year's location, open early registration.</p> <ul style="list-style-type: none"> Have website ready to go. 	
11 months before convention	November	<ul style="list-style-type: none"> Close early bird registration. Choose menu. 	<ul style="list-style-type: none"> 3 weeks for early bird Publish recordings for early access
10 months before convention	December	<ul style="list-style-type: none"> Recruit committee chairs 	
9 months before convention	January	<ul style="list-style-type: none"> Reopen registration at regular rate. Open meal plan sales and hotel reservations. Begin monthly committee meetings Start the AV order 	<ul style="list-style-type: none"> Publish recordings for general access
8 months before convention	February	<ul style="list-style-type: none"> Start monthly emails 	<ul style="list-style-type: none">
7 months before convention	March	<ul style="list-style-type: none"> Establish program parameters for convention Make flyers with logo 	

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		<ul style="list-style-type: none"> for keynote applications, raffles, talent show, boutique, merchandise. Recruit IG for literature 	
6 months before convention	April	<ul style="list-style-type: none"> Send out flyers made last month 	<ul style="list-style-type: none"> Spring Assembly
5 months before convention	May		
4 months before convention	June	<ul style="list-style-type: none"> Write final program of events 	
3 months before convention	July	<ul style="list-style-type: none"> Publish program of events online 	<ul style="list-style-type: none"> Deadline for keynote applicants
2 months before convention	August	<ul style="list-style-type: none"> Select and notify keynotes Open service and speaker signups 	
1 Month Before Convention	September	<ul style="list-style-type: none"> Order printed programs 	<ul style="list-style-type: none"> Fall Assembly
3 weeks Before Convention		<ul style="list-style-type: none"> Open virtual registration 	
2 weeks Before Convention		<ul style="list-style-type: none"> Close online registration 	<ul style="list-style-type: none"> Meal ticket numbers to the hotel
1 week Before Convention		<ul style="list-style-type: none"> Technical run through 	
Convention	October		
After Convention		<ul style="list-style-type: none"> Wrap up meeting Send a survey 	<ul style="list-style-type: none"> Everyone puts their wrap up reports and important documents in the Google Drive