



# ABC/M & IRC GUIDELINES, SUGGESTIONS, AND POLICIES

Created by:

The Board of Trustees of the Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc.  
and Office Staff

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## Introduction

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This manual is designed to help a Host Intergroup apply for and prepare to host an Annual Business Conference/Meeting (ABC/M) and an International Recovery Convention (IRC). For the purposes of this manual, a Host Intergroup is defined as an Intergroup or an Individual Group functioning as an Intergroup, as described in [Useful Definitions](#). The manual contains the following main sections:

- [Useful Definitions](#)
- [About the Events](#)
- [Completing the Application](#)
- [Hosting an ABC/M](#)
- [Hosting an IRC](#)

An important component of this manual is clarification of the relationships between the Host Intergroup, Board of Trustees (BOT), F.W.S. office, and the various service committees associated with the two events. This will help explain some of the expectations and requirements these two major events have.

The F.W.S and BOT are deeply grateful for all applications to host these events. This is a large commitment with many responsibilities, rewards, and opportunities for growth. Often the benefit for the Host Intergroups who perform this service is a new, refreshing, recovery-based energy born and carried into their meetings! We offer to you, and remind ourselves, that sobriety and recovery occur from carrying the message. The commitment to host an international event for the BOT and F.W.S. is another way for us to fulfill our primary purpose, to help the addict who still suffers. We grow by helping others, both personally and as an organization.

Thank you again for the commitment and support of our recovery.

The Board of Trustees of The Augustine Fellowship, S.L.A.A., Fellowship Wide Services, Inc. and F.W.S. office staff.

## Useful Definitions

When preparing for or hosting either of the two different events, the following terms and acronyms are frequently used. Brief explanations/definitions are provided below. Where noted, terms are described fully in the S.L.A.A. Conference Service Manual (CSM), available on the S.L.A.A. F.W.S. [website](#).

Term	Acronym OR Also Known As	Definition
ABC/M Planning Committee and IRC Planning Committee	ABC/M PC and IRC PC	The BOT sub-committees that work with the F.W.S. office to oversee the implementation and facilitation of the ABC/M and IRC. The committees include BOT members and F.W.S. staff members. They are responsible for communication between the Local Planning Committee (LPC) and the BOT / F.W.S. Ideally, members on these committees have previous experience in planning and facilitating an ABC/M and IRC.
Annual Business Conference	ABC	The annual event where S.L.A.A. members and other members of our service structure conduct the ABM. The ABC may include other activities such as recovery meetings, a fundraising auction, and entertainment. The ABC creates connection and community among recovering members and was created to allow Conference members a chance to meet recovery needs in addition to Fellowship-Wide business needs.
Annual Business Meeting	ABM	The full-assembly business meeting at the ABC. This is the working portion of the ABC where members participate in discussion of F.W.S. business and ideas that will affect the Fellowship as a whole. According to The Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc. By-Laws, it is a requirement to hold an annual meeting to, at least, elect new Trustees. Often the ABC and ABM are referenced together as the ABC/M.
Board of Trustees	BOT	An elected or appointed group of up to 9 members who act as the guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts of S.L.A.A., and manage the affairs and activities of the Corporation including the oversight of the F.W.S. Office. The Board BOT also acts as spokesperson for the

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<b>Term</b>	<b>Acronym OR Also Known As</b>	<b>Definition</b>
		Fellowship in matters affecting S.L.A.A. as a whole, supervises Fellowship publications, guides public information and attraction efforts of the Fellowship, and provides guidance to Groups. Refer to the <a href="#">CSM</a> for more information about BOT qualifications and responsibilities.
Conference Charter Committee	CCC	This Conference Committee facilitates and implements the Conference Charter as stated in the By-Laws, Article V. The CCC acts as liaison to the Conference Committees and facilitates the ABC/M in cooperation with the BOT. Refer to the <a href="#">CSM</a> for more information about the role and responsibilities of the CCC.
Delegate	Conference member	The member elected by an Intergroup or Group(s) to represent them at the ABC/M and to bring back the results of that meeting. Refer to the <a href="#">CSM</a> for more information about delegate qualifications and responsibilities.
F.W.S. Liaison and ABM/IRC Planning Committee Liaison	Liaison	A designated member of the LPC who serves as the primary contact with the F.W.S. office and the BOT. Generally, this person has weekly communication with an F.W.S. staff member and attends the ABM/IRC Planning Committee meetings to provide updates.
Group	none	Tradition Three describes a Group as “...Any two or more persons gathered together for mutual aid in recovering from sex and love addiction...” Any time two or more people gather for recovery from sex and love addiction, they may consider and call themselves an S.L.A.A. Group. Refer to the <a href="#">CSM</a> for more information about Groups and service at the Group level.
Intergroup	none	Following the principle of Tradition Three, anytime two or more groups combine their service efforts for S.L.A.A. recovery purposes they may create a service group called an Intergroup. According to Article IV, Section 1b of the By-Laws, if there is only one Group, that Group may function as an Intergroup. Refer to the <a href="#">CSM</a> for more information about Intergroups and service at the Intergroup

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<b>Term</b>	<b>Acronym OR Also Known As</b>	<b>Definition</b>
		level.
Local Planning Committee	LPC	This committee is formed by and within the Host Intergroup to complete the actual work involved and coordinate the many volunteers needed for hosting and ABC/M and IRC. More volunteers are needed with a IRC during the actual event than at the ABC/M. In addition to the overall planning for the ABC/M and IRC, the LPC also represents the Host Intergroup with F.W.S., the ABM/IRC Planning Committee, and the BOT. Communication and the completion of tasks between the Host Intergroup and F.W.S., the ABM/IRC Planning Committee, and the BOT are very important to the success of the events.
The Augustine Fellowship, S.L.A.A., Fellowship- Wide Services, Inc.	The Corporation	The not-for-profit service corporation created to serve the entire Fellowship of S.L.A.A. This corporation is a legal 501(C)(3) corporation incorporated within and under the laws of the State of Texas. This corporation is operated by the F.W.S. office under the guidance of the BOT.
The Conference	none	The voting body of the ABM as outlined in the By-Laws, Article V, Section 8c that includes “delegate members, members of the Board of Trustees, senior staff as interpreted by the Board of Trustees, members of the F.W.S. Administrative Staff, the Chair of the Conference Charter Committee, and the Journal editor.”
The Fellowship- Wide Services Office	F.W.S.	The service office that is the direct link to S.L.A.A. Intergroups, Groups and individual members worldwide. F.W.S. is responsible for assisting the Conference and Conference Committees as well as the BOT in performing its duties and legal requirements and to help S.L.A.A. as a whole achieve its primary purpose — to carry the message to the sex and love addict who still suffers. Refer to the <a href="#">CSM</a> for more information about the responsibilities of F.W.S.

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<b>Term</b>	<b>Acronym OR Also Known As</b>	<b>Definition</b>
The International Recovery Convention	The Convention or IRC	An S.L.A.A. recovery event, emphasizing S.L.A.A.-related workshops, topic meetings, and S.L.A.A. speakers who share their experience, strength, and hope in recovering from sex and love addiction. This event may happen at a different time and location from the ABC/M, or may immediately follow an ABC/M. The IRC is a non-business S.L.A.A. event focused on recovery from all manifestations of sex and love addiction using the Twelve Steps and Twelve Traditions of S.L.A.A.
Travel Equalization Fund	TEF	A fund administered by the F.W.S. Office that uses a formula to help balance and equalize the expense of delegates traveling to the ABC/M. All delegates pay into the TEF. Delegates traveling more than 500 miles to the ABC/M receive a prorated reimbursement from the fund to offset travel expenses, based on distance traveled. Those traveling from a longer distance receive more from the TEF. All monies in the fund are reimbursed to the delegates using this formula – no monies are kept by F.W.S.
Volunteer	none	Individuals at the group, Intergroup, Conference, F.W.S., and BOT levels who perform a variety of tasks to assist with the administration of events. All service positions in S.L.A.A., from Group/Intergroup Chair or Secretary, to Delegate, to the Journal Editor, to members of the BOT, are volunteer positions. However, in this manual, volunteer refers to those who provide labor, research, help, and service behind the scenes for the ABC/M and IRC, much of which may go unnoticed by others. People with the willingness to volunteer are crucial to the success of these events.

## **About the Events**

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The ABC/M occurs every year as required by the S.L.A.A. By-Laws. An IRC may immediately follow an ABC/M or occur at a different time and location from the ABC/M. In any given year, there may be an ABC/M only, an ABC/M with IRC, or an ABC/M and an IRC in different locations. It is preferred, but not required, that a group apply to host two consecutive ABC/M's along with an IRC in one of the two years.

### **ABC/M**

Because the ABC/M schedule is demanding and requires long hours, event registration includes lodging and meals to make it convenient for attendees to do their work. There are three registration options, all of which include meals:

- single occupancy lodging
- double occupancy lodging, with a chosen or assigned roommate
- commuter, or no lodging, for those who choose to stay off-site

Attendees also pay a registration fee and a Travel Equalization Fee (TEF). We try to keep the costs as low as possible. We generally offer an early registration discount and F.W.S. keeps a list of potential scholarship/funding pledges for groups that need support.

### **IRC**

This event tends to offer a la carte registration options. Unlike the ABC/M, attendees are not required to stay on site and can participate in all of the event or portions of it. The Host Intergroup guides this event, creates a theme, and builds activities around it such as speaker meetings, workshops, and other recovery-oriented activities

Most Host Intergroups offer large speaker meetings, breakout topic and workshop meetings, a couple of banquet-style meals, entertainment, a hospitality suite, opportunities to purchase S.L.A.A. literature and audio recordings of the speaker and topic meetings during the event, and trinkets as a fundraiser. The more amenities offered, the more attractive it is for out-of-towners to attend and participate. A choice of housing options—hotels, member's homes, and dorms, for example—are important. The banquets are generally associated with the opening/closing or some event that encourages a group activity like a keynote speaker or entertainment. Most meals are not provided and the attendees are on their own. However, the hosts try to provide various options and directions to accommodate those needs.

While many people participate in the entire weekend, the bulk of your attendees will be on the first full day (usually Saturday). If you want to encourage participation in the entire event, packages are very appealing (combined registration, banquets, housing). Offering a discount to the ABC/M attendees will encourage those participants to sign-up as well. Also take into consideration the local member who may want to participate in part of the event (banquet and speaker meeting only or just a single day). The more options you offer, the more open the event becomes. Consider your vision and what can be done simply and effectively.

### **Timing and Location**

The ABC/M happens every year and is usually held in the same location for two years in

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a row. By the second year most of the challenges have been worked out so it is easier to facilitate the administrative end of the event for the F.W.S. office. We tend to get support for hosting this event from strong Intergroup areas. It is also important to note that the ABC/M has been held in the F.W.S. headquarters city (Boston/San Antonio) periodically in order to stabilize the planning and relieve the F.W.S. office of the challenges associated with moving to a new location every two years.

The IRC does not typically happen every year. Scheduling an IRC is dependent on a Host Intergroup volunteering to host the event. The IRC may happen at a separate time or location from the ABC/M, or in conjunction with the ABC/M. If the two events are held in conjunction with each other, they are held consecutively (one after the other) rather than concurrently (at the same time). This helps ensure that the ABC/M attendees are able to participate in the IRC. When the ABC/M is held in the same location consecutively for two years, the Host Intergroup may choose to also host an IRC in either year, immediately following the close of the ABC/M. This can allow for maximum participation at both the ABC/M and IRC. Geographical fairness, holding the events in a variety of locations, is another consideration so that no one area is consistently overburdened.

The following table lists dates and locations for past events.

<b>Year</b>	<b>Event(s)</b>	<b>Event Location</b>
1996	ABC/M & IRC	Brandeis University, Waltham, Massachusetts Same location - 20 <sup>th</sup> Anniversary
1997	ABC/M	Brandeis University, Waltham, Massachusetts
1998	ABC/M	Bentley College, Waltham, Massachusetts
1999	ABC/M	Mission, Houston, Texas
2000	ABC/M	Mission, Houston, Texas
2001	ABC/M & IRC	Mission San Luis Rey, Oceanside, CA Hilton Hotel, Los Angeles, CA - 25 <sup>th</sup> Anniversary
2002	ABC/M	Mission San Luis Rey, Oceanside, CA
2003	ABC/M & IRC	Holiday Inn, Dedham/Boston, Massachusetts Holiday Inn, Tampa/Clearwater, Florida
2004	ABC/M	Holiday Inn, Dedham/Boston, Massachusetts
2005	ABC/M & IRC	Hilton Airport Hotel, San Francisco, CA Same location
2006	ABC/M & IRC	Hilton Airport Hotel, San Antonio, TX Same location - 30 <sup>th</sup> Anniversary
2007	ABC/M	Hilton Hotel San Antonio Airport, San Antonio, TX
2008	ABC/M & IRC	Dayspring Retreat Center, Ellenton, FL Radisson Hotel, Clearwater, FL
2009	ABC/M	Dayspring Retreat Center, Ellenton, FL
2010	ABC/M	Hilton Airport Hotel, San Antonio TX
2011	ABC/M	Crowne Plaza Hotel, San Diego, CA
2012	ABC/M	Crowne Plaza Hotel, San Diego, CA
2013	ABC/M	Hilton Airport Hotel, San Antonio TX

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2014	ABC/M	Crowne Plaza Downtown, Houston TX
2015	ABC/M & IRC	Hyatt Hotel North Houston, Houston TX Same location
2016	ABC/M & IRC	Hilton Hotel Boston Harbor, Boston MA Same location - 40 <sup>th</sup> Anniversary
2017	ABC/M	Sheraton Hotel Framingham, MA
2018	ABC/M	Hilton Airport Hotel, San Antonio TX
2019	ABC/M	Sheraton Grand Hotel, Sacramento CA
2020	ABM	Virtual ABM via Zoom due to Covid-19 Pandemic
2021	ABM	Virtual ABM via vConference due to Covid-19 Pandemic

## Completing the Application

A prospective Host Intergroup must submit an application to F.W.S. so that the Board Programs and Membership Committee (BPMC) can evaluate the application and make a recommendation to the BOT. The application must include information about the hosting location and the Host Intergroup, potential venues in which to hold the event(s), costs of the site and meals, transportation options, and other event-related information that will help the BOT to make an informed decision about holding the event in the proposed area.

To be considered, complete and submit the [Host Intergroup Application](#), available from the F.W.S. Office and [website](#), by the deadline noted on the form. Please contact the F.W.S. for more information about event requirements or facility needs. It may be helpful to know what has been done in the past and what is typically expected. Reports from prior events are available from F.W.S. and can be helpful in understanding what is involved in this commitment to service. You may include additional supporting information with the application.

The following information will help you develop and complete the application. We recommend you review this entire manual before completing the application.

1. **Application to Host.** Indicate the two-year span you want to host the ABC/M, and the year you want to host the IRC. Refer to [Timing and Location](#) for more information.
2. **Local Planning Team:** List the primary contacts for the local planning team. Hosting is a long-term commitment (12 to 18 months or more) and you may want to fill some of the LPC Coordinator positions to assist with completing sections of the application. Refer to [Establish a Local Planning Committee \(LPC\) for ABC/M](#) and [Establish a Local Planning Committee \(LPC\) for IRC](#) sections for suggested coordinator roles and responsibilities.
3. **Intergroup:** provide information about your intergroup, including verification of Intergroup support of the application, estimated number of volunteers you can provide, and possible local activities that could be done as a scheduled group event for attendees.
4. **Venues:**
  - A. **ABC/M Venue:** Review the event requirements listed in the application.

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Research and provide multiple venue options that meet the minimum requirements. Refer to the [Lodging Coordinator](#) and [Gather Lodging Options](#) sections for more information,

- B. **IRC Venue:** Review the event requirements listed in the application. Research and provide multiple venue options that meet the minimum requirements. Refer to the [Find Location & Set Dates](#) section for more information.
5. **Supporting Information:** Provide information not addressed in the application or any other supplemental information you want to be considered in support of your application.
6. **Submit the Application:** Submit the completed application and all supporting information by the deadline, as described in the application.

### Being Chosen to Host

After a group has been chosen to host the ABC/M and IRC, their LPC works with the F.W.S. Office and the BOT through an ad hoc committee focused on the facilitation of the ABC/M (ABM Planning Committee) or IRC (IRC Planning Committee). Each LPC elects a liaison to work with F.W.S. on a weekly basis and meet with the ABM or IRC Planning Committee on a monthly basis to give updates and to ask questions.

The following sections provide expectations, requirements, and recommendations for hosting each event. Some of the planning has overlap, but the more labor-intensive event tends to be the IRC. Everyone's combined efforts will help to make these events successful.

### Hosting an ABC/M

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The Host Intergroup LPC coordinates with F.W.S and the ABM Planning Committee. The CCC sends out all announcements, registrations, agendas, and any additional items regarding the ABC/M to Conference members, individual groups, Intergroups and potential attendees. The LPC sends announcements and invitations to members within and near the local area to develop volunteer lists and to encourage participation, especially for the Fellowship portion of the ABC/M.

F.W.S. works with the CCC to ensure that all needs are met in order to facilitate the ABC/M. The role of the LPC is very much that of advance coordinator in the local area. The behind-the-scenes work of the LPC makes it possible for the BOT, CCC, and F.W.S. to hold this event.

Another important factor in hosting an ABC/M is to have as many delegates representing local groups as possible, ideally up to the maximum allowed. According to S.L.A.A. By-Laws, Article V, Section 5a, Intergroups are eligible to send one delegate for up to every five active groups. We recommend the LPC communicate with other groups/Intergroups within 500 miles of the area to inform and generate interest in sending a delegate. They may also be asked to help with some of the work if they are close enough and willing. A large basis of delegates coming from the groups within 500 miles of the area generates a larger TEF, which makes it possible for more attendees to travel from greater distances.

## **Financial Aspect**

This is a service event. Obligations for handling monies and contracts fall to the BOT and F.W.S. The Host Intergroup/LPC has no responsibility for registration monies, deposits, or contracts. All contracts with outside agencies/companies in regards to the ABC/M are evaluated, approved, and signed by the appropriate member(s) of F.W.S. or the BOT. If there are any financial or corporation related issues that come up, refer to the By-Laws for guidance, and contact the BOT or F.W.S. Executive Director for assistance.

F.W.S. is responsible for the budget associated with the event, although the LPC may need to track expenses for some aspects of the event. While the Host Intergroup may incur and be reimbursed for expenses, you probably don't need a separate bank account from the regular group/Intergroup account. There may be defined expenses for which the Host Intergroup or an individual member of the Host Intergroup will be reimbursed afterwards. The F.W.S. can provide seed money to the LPC to get the committee started on its work.

Usually, the Host Intergroup sponsors the hospitality suite (snacks and drinks), an entertainment activity, and trinkets. This is by no means required. However, if the LPC does offer this service, it helps to make the event more successful and gives the participants the opportunity to experience the local flavor.

The BOT and F.W.S. hold a special fundraising auction during the ABC, which serves as a tremendous fundraiser for F.W.S. While F.W.S. advertises the auction to the Conference members attending, it is helpful and most successful if the LPC assists in getting local members to attend the event and contribute items to include in the auction.

## **ABC/M Planning Outline**

The following is an outline to assist with planning. This is an overview of what is expected after a Host Intergroup has been chosen for the ABC/M.

### **ESTABLISH A LOCAL PLANNING COMMITTEE (LPC) FOR ABC/M**

This committee should have a basis of people who are reliable, dependable and have a substantial amount of sobriety time. This is a 12-18-month commitment, not just to your local area, but also to the entire Fellowship.

There are some general areas of attention and focus that will be involved with the main LPC. You will need to elect the following committee chairs and coordinators for the event. You may create other coordinator positions as needed.

#### ***Local Planning Committee Chair***

Responsible for coordinating local activities throughout the planning year. Acts as liaison with F.W.S, and the CCC. The LPC Chair attends the ABM Planning Committee monthly phone meetings and reports on the progress of the LPC. The LPC Chair serves as the primary contact for the BOT and F.W.S.

#### ***Travel Coordinator***

Responsible for creating resources for transportation options for Conference members to get to the site. This includes:

- Providing directions

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- Providing information about and setting up shuttle services
- Providing information and local public transportation options
- Coordinating volunteers to transport Conference members to and from airport

### ***Lodging Coordinator***

Note: The F.W.S. Executive Director is the Lodging Coordinator and handles all contracts with the ABC/M site.

Responsible for coordinating Conference member's on-site housing needs:

- Lodging should be able to accommodate singles, doubles, and gender concerns.
- Bathrooms should not be dorm style.
- Consider alternative housing options such as local hotels, or volunteers from the local S.L.A.A. community allowing delegates to stay at their homes, especially for participants who may be extending their stay or have issues with the Conference housing. Refer to [Gather Lodging Options](#) for more information and recommendations.

Recommendation: This person should work with F.W.S. to ensure that issues that may come up regarding housing are addressed. Arrangement with the site may also include early or late arrival options.

### ***Food Coordinator***

Note: The F.W.S. Executive Director is the Food Coordinator and is responsible for making sure that the food options are expansive and special needs are properly accommodated. Many Conference members have food issues and need a lot of variety. Buffets work best.

Recommendations: Sit down meals are difficult and buffets better meet the compact schedule of the attendees. Buffets with salad bars - Keep in mind special needs menus including vegetarians, Kosher, allergies, and diabetic or other food plans.

### ***Art Coordinator***

Responsible for decorations and any items that the LPC wishes to use to raise money at the event (for example, T-shirts, pens, bookmarks, coffee mugs, etc.).

Recommendation: Keep these items to recovery-oriented material with no reference to outside issues or organizations. (Traditions 6 & 10).

### ***Communications Coordinator***

Supports communication within the committee. Responsible for getting information to the LPC using mail, phone and e-mail. This person also distributes the information collected to the appropriate people. This person needs access to all modes of communication to avoid anyone being left out of the loop. Some people don't have e-mail, some do, some may not have private phone numbers for messages, etc. Consider everyone's needs and make sure that everyone is included.

### ***Entertainment Coordinator***

Responsible for developing a plan to add some fun to the conference. There is usually one evening available for entertainment coordinated by the local intergroup(s). This coordinator needs to access the local S.L.A.A. community and the incoming Conference

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members to create different ways for the Conference participants to enjoy themselves and relax after a long day of business.

Recommendation: Coordinate with the CCC for scheduling.

### ***Speaker/Meetings Coordinator***

Responsible for working with the CCC to schedule recovery meetings both during the Conference and special speaker meetings at night. Will need to access Conference members, and local S.L.A.A. support.

Recommendation: Coordinate with the CCC for schedule of recovery meetings.

### ***Volunteer Coordinator***

Responsible for arranging volunteers to help throughout the Conference, getting them to the event and coordinating duties (for example, staff and stock hospitality suite and the registration table, recording, set-up, breakdown, transportation, etc.)

Recommend: Create a list to distribute at meetings to gain commitments for help, specific availability, and scheduling. Maintain communication and help keep the energy level of volunteers high about the upcoming event.

## **DEVELOP A REGULAR MEETING SCHEDULE**

Establish a regular meeting schedule for the LPC to easily be able to satisfy requirements from the CCC, ABM Planning Committee and F.W.S. A regular schedule (i.e., monthly and possibly more frequently as the event date gets closer) helps ensure volunteer stability and regular updates on the projects in progress, ensuring that the needs of the event are met.

Recommendation: If the group is just hosting the ABC/M the number of meetings may be limited as the facilitation is primary done by F.W.S. and the CCC. Some groups use their regular Intergroup meeting as a meeting time and set aside a portion of the meeting to review projects and needs that have come up in the local planning of the ABC/M.

## **GATHER LODGING OPTIONS**

Note: The F.W.S. Executive Director handles all financial contracts with the ABC/M site.

- It is preferred that lodging is provided to participants at or near the site of the event. Examples include: College campus facilities with a dormitory accommodating sleeping needs; hotel conference rooms and hotel sleeping rooms.
- Other options are important (bottom-line issues need to be kept in mind). F.W.S. tries to provide alternate options to Conference attendees who need an alternate choice from on-site lodging. This is less of a concern when the event is held in a hotel/motel type setting.
- Note that participants have various concerns around accommodations, such as couples' participation, sexual orientation, gender identity, abuse survivors, etc. Safety for all is our primary concern and we try to address all needs within reason. We also encourage participants to find ways to take care of themselves if the options being offered do not work for them.

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### **GENERATE A VOLUNTEER LIST**

- Generate lists for your local meetings with the needs of the Conference clearly described, regarding both time and skill of the volunteers. Recruiting spouses of committee members as volunteers is often a great resource. Lead by example.
- More volunteers are needed closer to the event. Examples of volunteer support include:
  - Picking up supplies such as, flipchart paper, copier paper, pens/pencils, signs, staples, paper clips, and so on.
  - Receiving boxes from the F.W.S. office of materials needed for the event including welcome packets, literature, etc. These materials will need to be delivered to the facilities the day before the event.
  - Making a resource list of local numbers/locations for participants including local 12-Step group phone numbers, meeting lists, physicians, pharmacies, optometrists, local food options, and tourist information.
  - Securing local vendors to provide: a high-speed copier, recording/PA equipment, and other meeting needs.
  - Shopping for snacks & stocking the hospitality suite throughout the event.
  - Staffing the hospitality suite throughout the event.
  - Decorating, set-up, and clean up for the site.
  - Provide staffing for the registration table and possible participant assistance.
  - Assist with transporting participants to/from airports, train stations, etc.
  - F.W.S. staff members will be at the event and will be responsible for overseeing the administrative process associated with the ABC/M. F.W.S. needs a variety of volunteers to help and will keep the LPC up-to-date as to what and who will be needed.
  - The LPC may be asked to help with recovery meetings and fun activities. (Refer to Entertainment)

Recommendation: Create a volunteer schedule with time slots. Encourage members to do small jobs and to attend the event for an hour or two. Ask members what they can offer or what skills they have and put them to use. Every opportunity of service is helpful to all of us.

### **PLAN A HOSPITALITY SUITE**

- Provide snack foods and drinks between meetings in the designated hospitality suite on site and recruit volunteers to staff the suite throughout the ABC/M.
- F.W.S. provides a budget for these items. The Host Intergroup may also choose to donate some or all of the items. (See Financial Aspect page 15.)
- If a member belongs to a wholesale club (for example, Sam's, or Costco) and is willing, that often provides a great value for bulk amounts of food in individual

## **S.L.A.A., F.W.S.**

wrapping. Try to avoid large packaging (for example, large bags of chips, pretzels, etc.) as they may go stale sitting out.

- F.W.S. staff can help with the usual needs as far as supplies, snacks and hours of operation of the hospitality suite.

### **CONFIRM THE SCHEDULE OF EVENTS**

- The ABC/M schedule is created by the CCC and BOT.
- The ABC includes business meetings, breakout sessions for committee & BOT work, recovery meetings, social activities, meals and down time.
- The ABM is solely business meeting sessions.
- In addition, the BOT, some Conference committees and F.W.S. will have meeting needs outside the regular ABC/M schedule. Examples include:
- Special BOT meetings 2-3 days prior to the start of the ABC/M.
- Special writing sessions held by the Conference Literature Committee (CLC) generally the day before the start.
- Early set-up and delivery of F.W.S. or CCC equipment the day before the start of the ABC/M.
- Mandatory BOT meeting after the close of the ABC/M.
- Breakdown, clean up, and pick-up of equipment the last day of the ABC/M.

### **ASSIST WITH SPECIAL MEETINGS & RECOVERY SUPPORT**

- In an effort to address some of the recovery needs of ABC participants, the LPC plans special meetings, offers meditation or yoga, getting current meetings, and social or fun activities. The CCC generally picks a topic for their recovery meetings, such as the Tradition theme of the ABC or an important topic that is of interest to group members.
- The LPC can offer to host those special meetings and suggest topics to the CCC. Be creative. This is another great way to involve the local members.
- Local members may be instrumental in running meditation or yoga sessions in the morning for participants or a getting current meeting during down time.

### **CONTRIBUTE TO FUNDRAISING EFFORTS**

- The ABC/M is a great time for F.W.S. to raise money for their ongoing efforts to help the addict who still suffers. Examples include:
- Recording the special/speaker meetings and making the recordings available for sale after the event.
- Working with F.W.S. to plan raffles at the bigger speaker meetings and during the event.
- Generally, F.W.S. will plan an auction during the event. There is usually both a silent and a live portion of the auction so that everyone who wishes can participate.

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Participants of the event and local members contribute items to the auction. Delegates are encouraged to bring items that reflect their locale or something special associated with their Intergroup and local members.

- Some LPCs have created t-shirts or recovery-oriented trinkets to sell at the event as a form of fundraising.

Recommendation: Think of fun things that partner with our recovery.

### **RECORDING**

It is necessary to record the ABM and certain meetings. This is accomplished both by audio recording and a record-keeper. Each year this is up to the CCC, (or the BOT and F.W.S. if the CCC is not active) to ensure that this is done. The CCC is also responsible for the record keeping of the General Business Sessions of the ABC.

### **EQUIPMENT**

F.W.S. coordinates all required equipment for the event:

- Tables for registration and Conference member needs.
- Tables in the main meeting room to hold recording equipment, auction items, snacks, and miscellaneous materials.
- Computer
- Printer
- Flipchart stands (F.W.S. has several and will ship them to the facility for use.)
- An amplifier, 2 standing microphone stands, 2 table microphone stands and microphones.
- Recording equipment to work with the amplifier/microphone equipment.

The following is a list of equipment that may be needed for this event:

- Overhead projectors
- Projection screens
- LCD projectors
- Fans

Recommendation: As other equipment needs become apparent, the ABM Planning Committee, the CCC, and F.W.S. will keep the LPC included in those plans.

### **WELCOME PACKETS**

All ABC/M participants receive a Welcome Packet upon registration at the event. F.W.S. works with the BOT and the CCC to include all materials needed for the packet. They are primarily collated at F.W.S. and are shipped to the site several weeks prior to the event. The packet may include the following items:

- Welcome letter from the BOT and CCC.
- The Agenda for the general assemblies.
- BOT candidate profiles and interview responses.

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- Reports from various Conference Committees.
- Order forms and other F.W.S.-related materials.
- A pen and pad of paper.

The LPC will want to coordinate with F.W.S. to include information about the local area in the Welcome Packets, such as the following items:

- A Welcome letter from the Host Intergroup.
- A local resource list that provides the visiting Conference attendees information about:
  - Local S.L.A.A. meetings
  - Local help-line phone numbers
  - Other local 12-Step meetings/phone numbers (AA, OA, NA, etc.)
  - Hospital, doctor, dentist, and eye care locations
  - Places of religious worship (churches, synagogues, etc.)
  - Taxi/shuttle services
  - Tourist and local landmark information.

## **ENTERTAINMENT**

- A group from the local area is helpful and necessary to provide a strong foundation for planning and hosting fun activities. Examples of such events might include a talent show, a “wacky” meeting, a mock recovery fashion show, or other creative ideas. Additional volunteers from the Conference will join in. Advance announcements both locally and to the Conference (F.W.S. can help with this) will help the Conference members participate in the event.
- Be creative and have fun, but always consider our program/sobriety issues for the safety of those both participating and observing. Study and use our Twelve Traditions for a guide.

Recommendation: Get feedback on LPC entertainment ideas from F.W.S. and the ABM Planning Committee. Many LPC's have found this important as F.W.S. and the ABM Planning Committee has had previous experience with both the successes and pitfalls of hosting such events. They can offer a global viewpoint and offer suggestions from an historical perspective, which may be useful in working out some of the details.

## **DECORATIONS**

It is up to the LPC to decide if they want decorations. Typically, one of the Twelve Traditions is the theme of the ABC/M.

## **SUPPLIES**

F.W.S. provides all office supplies and materials needed.

## **Debrief with the LPC and ABM Planning Committee**

- Have a post-Conference meeting for follow-up and get input from your LPC.

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Valuable ideas and insights come from debriefing the event.

- The CCC uses evaluation forms to get helpful feedback from the participants regarding the event, the facilities, food, etc. This information will be shared with you once it has been tallied.
- Write a report for F.W.S. after receiving input from evaluations and the LPC debriefing session.
- Deliver the final report to F.W.S. within 45 days of the close of the ABC/M. Refer to [APPENDIX B: ABC/M and IRC REPORTS](#) for more information and a report template.
- You can include reports from the various coordinators with the final report. These can be insightful and useful for future planning.
- The ABC/M is constantly evolving. Your feedback helps us inventory ourselves and build on what works and fix what doesn't. Your honest thoughts, comments, and feedback for the improvement of future events are important to us.

## **Hosting an IRC**

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Recovering sex and love addicts and people interested in learning about S.L.A.A. travel from across the country and around the world to attend the IRC. As the Host Intergroup, your LPC coordinators and volunteers are the individuals who are most visible by those attending the IRC. F.W.S. and the BOT are present and visible on a secondary level. The culmination of everyone's efforts—the LPC, F.W.S., and the BOT via the IRC Planning Committee—helps to make the event successful. Thank you for your willingness to perform this service!

An important factor in hosting an IRC is in making it available to as many members worldwide as possible. There are many factors that may affect this, such as proximity to a major international airport for those traveling long distances, advance announcements and registration, affordable registration, food, and lodging, and dates that are attractive considering various issues, such as weather, proximity to holidays and other events both inside and outside S.L.A.A., focus of the theme, and positive recovery excitement generated about the event. This is a recovery event for the members of S.L.A.A. to share and celebrate sobriety, recovery, unity, strength, hope, and the S.L.A.A. message, 'that we can all recover from every manifestation of the disease of sex and love addiction through the practice and application of the Twelve Steps and Traditions of S.L.A.A.'

After selection as Host Intergroup, you will establish an LPC budget, and then coordinate communication between any outside agencies/companies and F.W.S. The IRC Planning Committee and F.W.S. will coordinate with you to create and send out the announcements, registrations, and confirmation of registration, establish the program, and any additional items regarding the IRC. You will also want to send announcements and invitations for members within and near your local area to develop volunteers and to encourage participation.

### **Financial Aspect**

The F.W.S. Executive Director handles all financial contracts with the IRC site. You will not need to take responsibility for registration monies, deposits and contracts. If any financial or corporation related issues arise, please reference the By-Laws for guidance, and contact the BOT or F.W.S. Executive Director for assistance.

While the Host Intergroup may incur and be reimbursed for expenses, you probably will not need a separate bank account from your regular group/Intergroup bank account. If there are expenses that the Host Intergroup or an individual member of your group/Intergroup are not able, willing, or for which they are not comfortable paying and being reimbursed afterwards, F.W.S. can provide seed money to the LPC to get the committee started on its work.

There is an opportunity for the local intergroup to offer recordings, commemorative items, or other items for sale to raise money for their intergroup.

The LPC is expected to create a budget of anticipated expenses associated with planning and implementing the IRC. Examples of categories for projected expenses and income include:

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### **SITE BUDGET**

- Decorations, flowers
- Supplies/Office materials
- Hospitality Suite
- Trinkets
- S.L.A.A. sale literature

### **REGISTRATION BUDGET**

- Flyer production/copying
- Postage
- Supplies/office materials for registration, welcome packets, etc.
- Trinket pre-orders

### **PROGRAM BUDGET**

- Flyers
- Programs
- Signs
- Production/copying
- Postage

F.W.S. has a budget that covers event expenses incurred by F.W.S. or the BOT. The LPC does not have to worry about this part of the budget, but keep in mind that the ultimate goal for the financial aspect of this event is to at least break even. It is always hoped that we will be able to make some money to continue our work, but it is not an expectation we put on the LPC.

Some of the ways the LPC has helped with expenses in past years have included the Host Intergroup or Co-S.L.A.A. members sponsoring the hospitality suite (snacks and drinks), an entertainment activity, or trinkets. This is by no means required, however, if the LPC does offer this service, it helps to make the event more successful and gives the participants the opportunity to experience the local flavor.

The BOT and F.W.S. holds a special fundraising auction during the ABC/M, which serves as a tremendous fundraiser for F.W.S. In recent years, the fundraising auction has been held at the IRC as well. The LPC and F.W.S. work together to advertise for the auction through the confirmation packets to all registered participants. It is incredibly helpful if the LPC assists in getting local members to attend the event and contribute items to include in the auction. It is also helpful to find a local member to act as the auctioneer because it encourages generosity of the participants when they are familiar with the auction facilitator. F.W.S. assists with the record keeping of the auction bids, etc. Some groups have found it helpful to assign a couple of local members to oversee this portion of the festivities and to work closely with F.W.S. to make it financially

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successful.

### **IRC Planning Outline**

The following is an outline to assist with planning. Some of these items were addressed under the [Completing the Application](#) section of this document, but this is an overview of what is expected once you have been chosen to host the IRC.

#### **ESTABLISH A LOCAL PLANNING COMMITTEE (LPC) FOR IRC**

This committee should have a basis of people who are reliable, dependable and have a substantial amount of sobriety time. This is a 12-18-month commitment, not just to your local area, but also to the entire Fellowship.

There are some general areas of attention and focus that will be involved with the main LPC. If you choose, you could categorize some of these responsibilities under the three main areas of focus: [Site, Registration, and Program](#), outlined in more detail further on.

You will need to elect the following chairs and coordinators for the event. You may create other coordinator positions as needed.

#### **LPC Co-Chairs**

- Coordinates committee activities throughout the planning year.
- Act as liaison between F.W.S and the BOT via the IRC Planning Committee.
- Co-chairs work as a team to make the event function smoothly.
- If there are a large number of local volunteers on the LPC, a Steering Committee may be useful to guide the LPC.

Recommendation: At least two chairs.

#### **F.W.S./ IRC Planning Committee Liaison:**

- Usually one or both LPC Co-Chairs
- Supports clear, strong, reliable communication with the F.W.S. Office and the IRC Planning Committee.
- Attends the IRC Planning Committee monthly meetings and communicates needs between F.W.S./IRC Planning Committee and the LPC.
- Works with the LPC and the F.W.S. office to make sure BOT, F.W.S. and LPC needs are met.

#### **Communications Coordinator/Record keeper:**

- Supports communication within the committee.
- Ensures information flow and distribution to the entire LPC using mail, phone and e-mail.
- Disseminates the collected information to the appropriate people.
- Has access to all modes of communication to ensure inclusion of everyone. Some people don't have e-mail, some do, some may not have private phone numbers for messages, etc. Consider everyone's needs and make sure that everyone is

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included.

- Keeps records of LPC meetings and the decisions involved.

Recommendation: Include your F.W.S. contact and the IRC Planning Committee members in your meeting minutes and email distributions. This keeps them in the loop and allows for less confusion and miscommunication as to the needs and requirements of all the parties involved.

### ***Volunteer Coordinator***

Arranges for volunteers to help throughout the planning of the IRC and during the event including getting them to take on different tasks and coordinating duties (for example, staff and stock hospitality suite and the registration table, recording, set-up, breakdown, transportation, etc.)

Recommendation: Create a list to distribute at meetings to gain commitments for help and specific availability and scheduling. Maintain communication and keep the energy level of volunteers high about the upcoming event.

### ***Transportation Coordinator:***

Creates resources for transportation options for attendees to get to the IRC site. This includes:

- Directions
- Shuttle services
- Local public transportation options
- Coordinating volunteers to transport IRC attendees to and from airport

### ***Treasurer***

Creates, maintains, and balances a budget of anticipated expenses associated with planning and implementing the IRC, as described in the [Financial Aspect](#) section:

- [Site Budget](#)
- [Registration Budget](#)
- [Program Budget](#)

The following positions are described in more detail in the [Site, Registration, and Program](#) section.

- [Site Coordinator](#)
- [Banquet/Meals Coordinator](#)
- [Hospitality Suite Coordinator](#)
- [Equipment Coordinator](#)
- [Art Coordinator](#)
- [Confirmation/Welcome Packet Coordinator](#)
- [Workshop/Topic Meeting Coordinator](#)

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- *Speaker Coordinator*
- *Entertainment Coordinator*
- *Schedule Coordinator*
- *Literature Sales Coordinator*
- *Recording Coordinator*
- *Decorations Coordinator*

### **DEVELOP A REGULAR MEETING SCHEDULE**

A regular schedule helps with volunteer stability and regular updates on the projects in progress, ensuring the needs of the event are met in a timely manner.

### **MAILINGS/ANNOUNCEMENTS**

Communicate the needs of the LPC early in the process so that all who want to participate with the LPC are able to do so. Generate excitement about this service opportunity. It is work, but it is also a privilege. Suggest that newcomers help with some tasks, and this is also a great time to both model service behavior and recruit those we sponsor to help. Getting involved in service of this type can help with feeling a sense of belonging and building a sense of value about oneself.

### **COMMUNICATE AND PARTNER WITH F.W.S. AND THE IRC PLANNING COMMITTEE**

- Liaisons will regularly attend the IRC Planning Committee meeting (generally monthly) and communicate with an assigned F.W.S. staff member (generally weekly).
- Communication is vital to the success of the event and ensuring the satisfaction and balance of the variety of needs involved. Everyone is on the same team.
- Although the LPC is encouraged to bring their own flavor to the event, it is important that any decisions made by the committee include input from the IRC Planning Committee and F.W.S. This ensures that global concerns are expressed and the LPC is able to make informed decisions.

### **GENERATE A VOLUNTEER LIST**

- Generate lists for your local meetings with the needs of the IRC clearly described, regarding both time and skill of the volunteers.
- Recruit spouses of committee members as volunteers. Lead by example.
- Volunteers may work with some of the subcommittees associated with the 3 major areas: *Site, Registration, and Program*. Encourage regular participation but realize that many will just want to contribute to specific projects.
- More volunteers are needed closer to the event. It is easier to get volunteers closer to the event as well. Examples of volunteer support include:
  - Planning the program and topics for the event, including getting speakers, creating formats, and gathering helpful information for participants.
  - Picking up supplies, such as decorations and office tools—staples, paper

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clips, and so on.

- Receiving and delivering boxes from the F.W.S. office of materials needed for the event including S.L.A.A. literature.
  - Making a resource list of local numbers/locations for participants including local 12-Step group phone numbers, meeting lists, doctors, pharmacy, optometrists, local food options, and tourist information.
  - Providing snacks & stocking the hospitality suite throughout the event.
  - Decorating, set-up and clean up for the site.
  - Staffing for various elements of the event, such as registration and assistance to participants.
  - Assist with transporting arriving and departing participants to airports, train stations, etc.
- Some F.W.S. staff will be at the event and will be available to assist with some of the LPC functions. They will be responsible for working with the LPC Chair(s) to ensure payments and income are recorded accurately.

Recommendation: A volunteer schedule with time slots is helpful. Encourage members to do small jobs or commit to covering certain parts of the event for an hour or two. Ask members what they wish to offer or what skills they have and put them to use. Every opportunity of service is helpful to all of us.

### **SITE, REGISTRATION, AND PROGRAM**

Within the full LPC, there are generally three main areas of focus for planning an IRC–Site, Registration/Announcements, and Program. You may choose to have a committee/coordinator for each of these focus areas. All three areas will need to work in concert to bring the event together.

#### **Site Committee**

The following site-related items are addressed by the LPC.

#### **Find Location & Set Dates**

Seek out a location that meets the criteria requested by the BOT and F.W.S. in the [Host Intergroup Application](#).

#### **Site Coordinator**

The site coordinator is the Executive Director of the F.W.S. This is the key person responsible for coordinating all needs of the entire event as they relate to the site. Some of the other coordinators will relay their information and needs for the site through the Site Coordinator. It is important to have only one person communicating with the site. This helps to ensure that individual members do not make a request that unknowingly incurs additional costs with the site.

#### **Banquet/Meals Coordinator**

Included in the Site Coordinator duties of the Executive Director of the F.W.S. Makes sure the food choices are inviting and special needs are properly accommodated.

Many S.L.A.A. members have food issues and special needs. Two or three selections for each meal are best, including a true vegetarian option. Buffets are a good option to

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accommodate the various tastes and needs. For the more formal banquet events the participants often prefer a sit-down, served meal.

### **Hospitality Suite Coordinator**

The Hospitality Suite is a place where event participants can relax, get a snack, take a break from the activities, and connect with other members. There are snack foods and drinks in the Hospitality suite. While not required, it is always nice and appreciated by those traveling if some volunteers are willing to prepare some homemade snack items (for example, cookies, dips, etc.). While special needs are to be satisfied, not everyone abstains from foods like sugar and flour, so variety is important.

There needs to be a budget for the Hospitality Suite items. The Host Intergroup may also choose to donate some or all of the items. If a member belongs to a wholesale club (for example, Sam's or Costco) and is willing, that can provide a great value for bulk individually wrapped snacks. Avoid large packages (for example, large bags of chips, pretzels, etc.) that are hard to keep fresh once opened. Some locations, normally hotels, will restrict bringing outside food into the suite. In that case, the suite becomes a central place for relaxation and communication.

### **Equipment Coordinator**

This coordinator is a member of the LPC and works with the [Program & Site Coordinators](#) to ensure equipment needs are met. Equipment needs vary depending upon the event program and the needs of the meeting and workshop leaders.

Generally, tables, flip charts and markers are the main items, however, if there are any special presentations, then additional equipment may be needed.

### **Registration Committee**

The following registration-related items are addressed by the LPC.

### **Art Coordinator**

Establish a recovery-based theme and logo early in the process. Decorations and any booster items/trinkets that the committee wishes to create and sell at the event should include the theme and logo to promote the event. Avoid specifically naming S.L.A.A. to protect anonymity of those purchasing the item(s). Some suggestions include T-shirts, pens, bookmarks, and so on. F.W.S. maintains the rights to all items, themes and logos developed for the event.

Work with the [Site Coordinator](#) to define any requests, needs, or restrictions from the site. The site should not publicly recognize our event on any sign or marquee beyond "The Augustine Fellowship" or using the name of the theme of the convention, provided it does not include the name S.L.A.A.

Recommendation: Keep the ideas, theme, logos, and novelties to recovery-oriented material with no reference to outside issues or organizations. (Traditions 6 &10).

### **Announcement Coordinator**

Begin sending out announcements early to generate excitement about the upcoming event, both locally and worldwide. The early announcements may only have the location of your city and the dates of the event if that is all that is confirmed. Do not publish any specific information about the site until the contract is signed by F.W.S.

After F.W.S. has confirmed a contract and the terms of the agreement with the site, the

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registration information can go out. It needs to contain:

- The event theme and logo
- The options and prices for registration
- The exact dates and times of the beginning and end of the event
- Contact information for the site if the lodging arrangements are made directly by the registrant
- The opportunity for the registrant to sign-up/volunteer for service opportunities (for example, chairing a meeting/workshop, acting as a temporary sponsor, helping with registration, etc.)
- Scholarship information (both contributing and requesting) instructions
- F.W.S.'s address to which all completed registrations to be sent. (Under no circumstances should the registrations be directed anywhere other than the F.W.S. office.)

Recommendation: All materials the LPC wants to distribute or use for the IRC should be sent to the IRC Planning Committee and F.W.S. to get additional feedback before they are finalized. It is important to offer graduated levels of costs for the event. Work with the IRC Planning Committee & F.W.S. to decide discount dates and any special prices offered to ABC/M participants who stay over for the IRC.

### **Confirmation/Welcome Packet Coordinator**

A packet confirming receipt of registration & food/lodging requests must be sent to the registrants. Additional information about your geographical area, including meeting information about both S.L.A.A. and other 12 Step groups, may be included. Many people use the IRC as a centerpiece for additional traveling.

If you generate a mailing list of the participants, do not use it for any purpose other than for the IRC. Forward all addresses to F.W.S. at the end of the event. The Host Intergroup should not keep a copy of the addresses after the completion of the event.

The Welcome Packets are given to participants as they check- in/register at the event. The following items are typically included in the packet:

- A Welcome letter from the LPC.
- A letter from the BOT and F.W.S.
- A program/schedule of the events of the IRC and the locations of the activities.
- Written policies regarding recording, the media, anonymity, etc.
- Recording release forms for signature (to be returned to the Registration staff).
- An evaluation to be completed by participants of the IRC. Refer to [APPENDIX A: IRC PARTICIPANT SURVEY TEMPLATE](#) for an example.
- Name badges.
- Meal tickets (if applicable.)

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- Any additional S.L.A.A. items that your group has created to complement the event and provide the signature of your host area.
- A local resource list offering visiting members information about:
  - Local S.L.A.A. meetings
  - Local help-line phone numbers
  - Other local 12-Step meetings/phone numbers (AA, OA, NA, etc.)
  - Hospital, doctor, dentist, and eye care locations
  - Places of religious worship (churches, synagogues, etc.)
  - Taxi/shuttle services
  - Tourist and local landmark information.

### ***Program Committee***

The following program-related items are addressed by the LPC.

### **Workshop/Topic Meeting Coordinator**

This role is a facilitator. The Workshop/Topic Meeting Coordinator creates a small committee of members to work as a group to brainstorm titles for meetings/workshops, create a schedule with breaks (considering meals and larger general assembly meetings), and assist with choosing speakers and meeting/workshop leaders.

The committee should consider the length of sessions and breaks, what topics are within the same scheduled time to reduce conflicts for participants, and the time required to change the setup of rooms from one format to another. This committee also creates the meeting formats (scripts) to be read at the beginning of workshops/meetings.

Recommendations:

- Often a Getting Current room is offered. Because many meetings are available during the event, getting current times are best utilized when there are fewer conflicts with other choices.
- Some of the workshop and topic titles may be left open until some registrations begin to arrive because some volunteers may have a specific topic that they would like to facilitate.
- Work with F.W.S. to come up with popular topics that might be recorded for sale at the event and later through F.W.S.
- The Program Committee should send the proposed program to the IRC Planning Committee and F.W.S. to get additional feedback before it is finalized.

### **Speaker Coordinator**

The Speaker Coordinator works with the [Workshop/Topic Meeting Coordinator](#) and its committee. There are many ways to arrange speakers, both locally and from other areas. When considering speakers, it is appropriate to consider their delivery and presentation as well as their length and quality of sobriety. If they will be recorded, the speaker must consent—otherwise you will need to consider which is more important to

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your group's objective, their message at the event, or the recording of a speaker's message.

The Speaker Coordinator also facilitates the recording of meetings and speakers (see [Recording Coordinator](#), below). Many factors may be considered in this process for the purposes of diversity:

- Length and quality of sobriety and message
- Gender identity
- Sexual orientation
- Nationality
- Ethnicity
- Pattern of addiction
- Availability of the person(s)
- Whether or not they have been previously recorded (if recording) for F.W.S. events
- Service positions
- Delivery of their message

Recommendation: Use the registrations to identify potential speakers/leaders. Work with the F.W.S. office and the IRC Planning Committee to help identify other candidates.

### **Entertainment Coordinator**

Develops a plan to add some fun to the IRC. For example, schedule a coffee house/talent show, a wacky meeting, a mock recovery fashion show, karaoke, etc. This coordinator needs to access the local S.L.A.A. community and the incoming participants to create fun options that are appealing to the majority of the participants.

Be creative and have fun, but always consider our program/sobriety issues for the safety of those both participating and observing. Study and use our Twelve Traditions for a guide.

Recommendation: Get feedback from F.W.S. and the IRC Planning Committee before finalizing LPC entertainment ideas. F.W.S. and the IRC Planning Committee have previous experience with both the successes and pitfalls of hosting such events. They can offer a global viewpoint and offer suggestions from an historical perspective, which may be useful in working out some of the details.

### **Schedule Coordinator**

The schedule is created within the LPC. Because the schedule must consider the site requirements, the workshop/topic-meeting schedule, meal schedules, speaker schedules, and entertainment, many various coordinators are involved. Often, either the [Workshop/Topic Meeting Coordinator](#) or the [Speaker Coordinator](#) (or both) are best for creating the schedule. This should be decided by the LPC depending on the experience, availability, and workloads of all involved.

The Schedule Coordinator may also create the written program included in the

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Welcome Packets. Use LPC group conscience participation with this. Group input is helpful in trying to address any issues that might arise with the schedule.

### **Literature Sales Coordinator**

F.W.S. usually offers some literature for sale at the IRC. ONLY S.L.A.A. literature and announcements should be sold or presented at an IRC. The Literature Sales Coordinator works with the F.W.S. office to coordinate the needs involved, get volunteers to handle the sales at the event, and create a way to track and account for inventory and items sold. F.W.S. works closely with your people and F.W.S. Staff may assist in staffing the literature sales table at times during the IRC.

The LPC often generates some special items to sell, so feel free to exercise creativity. Always consider our Twelve Traditions and avoid anything controversial or that might reflect an opinion on outside issues. All literature sales benefit F.W.S. and F.W.S. maintains all rights and remaining stock of any unsold items after the event.

### **Recording Coordinator**

Note: F.W.S. arranges for necessary recording and A/V equipment. The Recording Coordinator works with the LPC, F.W.S., and the IRC Planning Committee to establish who and what will be recorded. In addition, this coordinator is responsible for ensuring that all recorded speakers have signed a release form and sends those documents to the F.W.S. office. The [Workshop/Topic Meeting Coordinator](#) and [Speaker Coordinator](#) work closely with the Recording Coordinator to facilitate the recordings.

It is a good idea to record the speakers at topic meetings and General Assembly meetings. Workshops are difficult to record because they are usually interactive and it is difficult to make a quality recording when people do not have a microphone. All who are heard on the tape must be willing to be taped. It is necessary to include a statement of consent in the meeting format and on the program included in the Welcome Packets when meetings are being recorded. For example, "if you choose to speak during the meeting you will be recorded and in essence are giving implied permission to distribute the recording." In addition to the notice in the program and statement in the meeting format, include signs on the doors of the rooms that are being recorded to alert participants so they can make an informed choice whether to contribute to discussion.

Workshops may be somewhat easier to record, but the same care must be exercised. Recording speakers from the General Assembly meetings is the easiest because they and the facilitator(s) are the only ones to be heard as primary subjects on the recording.

F.W.S. maintains all rights to all recordings, and the consent forms must include acknowledgement of such.

### **Decorations Coordinator**

Keep it simple and aligned with the IRC theme or recovery-based. Keep it focused on recovery and avoid controversy and outside issues. Remember your audience and pay attention to things that may trigger or be inappropriate for participants.

### **DEBRIEF WITH THE LPC AND THE IRC PLANNING COMMITTEE**

- Tally results of participant evaluations.
- Have a post-IRC meeting for follow-up and to get input from your LPC. Valuable

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ideas and insights come with debriefing the event.

- Write a report for F.W.S. after receiving input from evaluations and the LPC debriefing session.
- Return a final report of the event to F.W.S. within 45 days of the close of the IRC. Refer to [APPENDIX B: ABC/M and IRC REPORTS](#) for more information and a report template.
- You can include reports from the various coordinators with the final report. These can be insightful and useful for future planning.
- The IRCs are constantly evolving. Your feedback helps us inventory ourselves and build on what works and fix what doesn't. Your honest thoughts, comments, and feedback for the improvement of future events are important to us.

## **CONCLUSION**

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We wish to offer our heartfelt thanks for your willingness to perform this service on behalf of the F.W.S. and the BOT! Without your willingness, these events would not occur, and the Fellowship would lose a tremendous experience of recovery, unity, and hope. Your service plays a large part in our primary purpose—to help the addict who still suffers.

We understand that this is a huge commitment. There could be times during the event that your group's morale may lag and those involved may feel overwhelmed. Please let us know what you are experiencing, and we will do our best to help.

Again, THANK YOU!

The Board of Trustees and the F.W.S. Staff

## **APPENDIX A: IRC PARTICIPANT SURVEY TEMPLATE**

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The following survey was used for the 2015 IRC in Houston, Texas. You may choose to use this as a starting point and modify, add, or remove questions.

### **SLAA IRC Feedback Survey (Template)**

1. What did you think about the location and the accommodations offered? What were some of your favorite items about the location and what are some suggestions you may have for future area events?
2. What were a few of your favorite break-out sessions you attended? What did you like about them?
3. What are some suggestions you have for future break-out sessions at next year's meeting?
4. What did you think about the variety of topics offered?
5. Are you willing to be of service on the planning committee for next year's conference or as a workshop leader? If yes, please write your name and contact email/phone number so we can reach you.
6. Do you have any additional suggestions you would like to add?

## **APPENDIX B: ABC/M and IRC REPORTS**

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For reference, previous ABC/M and IRC reports are available by request from F.W.S. You can use these reports to learn from the experience of previous planning committees and get an idea of what is expected for your reports at the conclusion of the event(s) you are hosting.

Each named role/position on the LPC should submit a report using the following template. If there are at-large LPC members, such as S.L.A.A. newcomers, they are encouraged to complete a report as well. Documenting your experience of service provides helpful and useful information to future LPCs.

The hosting intergroup local planning committee will make their own determination as to the best method of providing their final reports.

## **ABM/IRC Local Planning Committee Report Template**

**[ENTER YOUR LPC ROLE HERE, SUCH AS CO-CHAIR, COMMUNICATIONS COORDINATOR, ETC.]**

Use this template to document your experience of service for the event and provide helpful and useful information to future LPCs.

1. Describe your role/position on the LPC for the ABM and IRC as you understand it now after serving in that position.
2. Describe how this position flowed with the rest of the event.
3. How do you feel things flowed with regards to your task and the rest of the event?
4. Is there anything you would do differently?
5. Did you have any problems with your service task?
6. Please report any financial information regarding your position.
7. Knowing what you know now, describe how and what you would change, if anything?
8. What would you recommend to anyone else considering this position for another event?
9. What special/unique skills (if any) does anyone need to complete this position?
10. If there is another position that you would prefer to serve in if given another opportunity to participate in service for a future ABC/RC, what service position would that be?
11. Anything else you'd like to add?

## **POLICIES**

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### **P-1 BOT/F.W.S. Policy On International Recovery Convention Planning**

The planning of an IRC of S.L.A.A. is seen to be a unique opportunity for 12 Step service by a local community of S.L.A.A. members.

The ultimate responsibility for putting on an international convention is that of the BOT/F.W.S. A significant portion of the planning of such a Convention can be delegated by F.W.S. to a Local Planning Committee (LPC).

The LPC of the hosting location is responsible for:

- Completing and submitting the Host Intergroup Application
- Suggesting lodging for registrants
- Planning and processing registrations
- Determining the schedule of events
- Selecting speakers and workshop leaders
- The local LPC budget.

BOT/F.W.S. is responsible for:

- Approving all of the above.
- Additionally, F.W.S. will sign the site contract and make available a reasonable initial deposit to hold the site/date. (Such deposit is to be reimbursed by F.W.S. as part of the overall budget and handling of all monies of the event.)

The F.W.S. and the IRC Planning Committee will work closely with the LPC to ensure that the LPC has all resources and guidance available which are needed to fulfill the responsibilities listed above.

- The BOT and the Executive Director (and their designee) are responsible to ensure that all program Traditions are adhered to in the planning and execution of all aspects of the IRC.
- The LPC is the designated agent of the BOT/F.W.S. in organizing and implementing all aspects of the IRC.

It is our expectation that the LPC will strive to demonstrate an understanding of and adherence to all of S.L.A.A.'s traditions, paying special attention to membership, affiliation, and anonymity.

In the event of a profit or loss, this shall be the responsibility of F.W.S.

Adopted 05/09/1992 Updated 03/08/2003

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**P-2 Policy on F.W.S. Events – Open vs. Closed**

F.W.S. events are closed, while some meetings or workshops may be open. The event organizer will have the information on open events. For questions about media attendance, please refer to the 12 Recommended Guidelines for Dealing with the Media (available on the SLAA website).

### **P-3 F.W.S. Policy On Participation Of Co-S.L.A.A. In International Conventions**

According to the 12th Tradition of CO-S.L.A.A., CO-S.L.A.A. has a special relationship with S.L.A.A. that does not exist with other 12 Step Fellowships.

SLAA chooses to honor this relationship. Because of this special relationship CO-S.L.A.A. speakers would be an exception to the policy on speakers, which state that:

A speaker for an S.L.A.A. International FWS Convention should speak as an anonymous member of S.L.A.A. who shares his or her own experience of recovery from sex and love addiction through working the program of S.L.A.A.

The specifics of this policy are as follows:

- CO- S.L.A.A. members are welcome to attend the convention.
- CO- S.L.A.A. members may plan and hold special CO- S.L.A.A. workshops/meetings during the convention. These meetings may be either open or closed meetings.
- S.L.A.A. workshops/meetings may be closed or open to CO- S.L.A.A. at the discretion of the convention planning committee.
- CO- S.L.A.A. members may be included as speakers at convention-wide meetings at the discretion of the convention planning committee.
- CO- S.L.A.A. members will pay the same registration fees as S.L.A.A. members attending the convention.

Approved 05/09/1992