

FELLOWSHIP-WIDE SERVICES:
ANNUAL BUSINESS CONFERENCES/MEETING (ABC/M)
& INTERNATIONAL RECOVERY CONVENTION
GUIDELINES, SUGGESTIONS AND POLICIES

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INTRODUCTION

The purpose of this manual is to assist groups/Intergroups in preparing to host an Annual Business Conference/Meeting and/or an International Recovery Convention. The manual is broken down into several sections:

- Creating a proposal.
- Pre-event planning.
- Event facilitation.
- Post-event completion.

Each section defines the different needs for the two events so that you can plan accordingly.

Another important part of this manual is to help define and communicate the relationships between your group/Intergroup, the Board of Trustees, the F.W.S. office, and the various service groups associated with the two events. This will help explain some of the expectations and requirements these two major events demand.

Let us say “Thank You” from the start. This is a large commitment with many responsibilities, rewards, and opportunities for growth. Often the benefit for the groups/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 the principles of us staying sober and recovering occur from “carrying the message.” The commitment to host an international event for the Board of Trustees and Fellowship-Wide Services 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 your commitment and support of our recovery.

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

USEFUL DEFINITIONS

It will be helpful to remember that there are two different events that you could be potentially hosting. With any 12-Step program or organization, there is certain lingo or phrases used to describe activities, events, and specific groups. Below are some helpful definitions and acronyms that you will see and hear frequently in hosting any event for F.W.S. We hope that this will offer you an easy reference to all the terms you may encounter.

Please note that many of these definitions can be found in the S.L.A.A. Conference Service Manual, available from the F.W.S. office and Conference members.

ABM = Annual Business Meeting

CONV = International Recovery Convention

Event	Term	Acronym OR Also Known As	Definition
ABM	Annual Business Conference	ABC	The ABC is a yearly event that brings together S.L.A.A. group representatives and members of our service structure to convene the Annual Business Meeting (ABM). It creates connection and community among recovering members and typically provides time for a Fellowship-Wide Services (F.W.S.) fundraising event. The ABC is held in conjunction with the ABM and was created to allow Conference members a chance to meet recovery needs in addition to Fellowship-wide business needs.
ABM	Annual Business Meetings	ABM	The ABM is a yearly event that convenes S.L.A.A. group representatives and members of our service structure primarily to discuss, brainstorm, and vote on business issues that affect S.L.A.A. as a whole. It is also the time when an election is held to replace the three outgoing Board of Trustees (BOT) members.
ABM	The Conference	<i>none</i>	The Conference is the voting body of the ABM composed of a large number of recovering and experienced S.L.A.A. members representing S.L.A.A. groups from all over the world – the BOT, F.W.S. administrative staff as deemed appropriate, the Editor of the <i>Journal</i> , and Delegates from groups and Intergrups.
CONV	The International Recovery Convention	The Convention or I.R.C	The Recovery Convention is a separate, non-business S.L.A.A. event. It utilizes workshops, topic meetings and speakers sharing experience, strength and hope. The speakers are focused on recovery from all manifestations of sex and love addiction using the Twelve Steps and Twelve Traditions of S.L.A.A. The event may happen either at a separate time or location from, or in conjunction with, the ABC/M. Generally if the two events are held in conjunction with each other, it is preferred by the Conference that they be held consecutively (one after the other) rather than concurrently (at the same time). This helps ensure that the Conference members are able to participate in the Recovery Convention rather than having to make a difficult choice in balancing personal needs and a commitment to service.
ABM	Group		Our 3 rd Tradition states, “Any two or more persons gathered

& CONV			together for mutual aid in recovering from sex and love addiction....” This means exactly that, any time two people gather for recovery from sex and love addiction, they may consider and call themselves an S.L.A.A. group. An individual group may be represented at the ABC if they do not have an Intergroup in their area. Such a lone group may also perform service at larger levels including hosting an ABC or Recovery Convention if they have enough sober members and volunteers with the willingness to participate in a large service commitment.
ABM & CONV	Intergroup		Under the same principle cited above in Tradition Three, anytime two or more groups wish, they may combine their service efforts for S.L.A.A. recovery purposes of the groups involved and create a service group called an Intergroup. The typical service of an Intergroup to the groups in its area may revolve around: maintaining a phone line for inquiries (both Twelfth Step and from the general public) about S.L.A.A. in the area; maintaining meeting schedules; establishing a web-site, correspondence with F.W.S. and other groups/Intergroups; producing a local newsletter; copying and distributing the Conference and F.W.S. Newsletters to groups and members; sponsoring larger recovery events; purchasing literature in bulk; and electing/choosing Delegates to serve a two-year commitment to represent the groups from that area at the international level. The service of the Intergroup may also include additional areas. These are simply the most typical functions of Intergroup service.
ABM	Delegate	Conference member.	The Delegate is a recovering member that represents either a lone group, or an Intergroup at the ABC/M. Each lone group may have one Delegate, and an Intergroup may have one Delegate for every five groups it represents and one more for the additional increment of one to four groups above that. With the well-being of the groups/Intergroup in mind, the Delegate acts as liaison for the groups s/he is representing, using his/her own experience, strength, and hope. Understanding and practicing the Twelve Steps, Twelve Traditions, and Twelve Recommended Guidelines for Dealing with the Public Media is very important for the Delegate. As an elected trusted servant, the Delegate contributes to the ABM by discussing and communicating issues, business, and input from his/her group/Intergroup in relation to items that are addressed during the ABM. The Delegate ought to have at least 6 months of sobriety from her/his self-defined bottom-lines at the time of election and maintain them for the duration of the term. He/she commits to two years of service in this capacity, and considering the spirit of rotation ought not to serve more than two terms consecutively without stepping down for a period of time. This is a year-round commitment, participating on Conference Committees via email, mail, individual phone calls, and teleconferences in between the ABC/M. The Delegate is also responsible to communicate information back to the groups and Intergroups from other group/Intergroups, the Conference and its committees, F.W.S., and the BOT.

ABM & CONV	Volunteer	<i>none</i>	Volunteers are individuals needed at the group, Intergroup, Conference, F.W.S., and BOT levels to perform a variety of tasks to assist with the administration of the events. All positions of service in S.L.A.A. from the group/Intergroup Chair/Secretary, to a Delegate, to the <i>Journal</i> Editor, to a member of the BOT are volunteer positions. For our emphasis in this definition however, we are referring to the individual who does much labor, research, help, and service – mostly behind-the-scenes and with little notice by others. Many persons with the willingness to be such a volunteer are important in the success of hosting an ABC and/or Recovery Convention.
ABM & CONV	Board of Trustees	BOT	This is an elected service body of nine people entrusted with the operation of our service corporation, The Augustine Fellowship, S.L.A.A., F.W.S., Inc. and may be either S.L.A.A. members or outside volunteers with business experience and expertise who are willing to offer their service. Like all other positions of service in our Fellowship, there is no financial compensation involved, only the reimbursement of expenses incurred in the course of service. Each term is three years long, and at each ABM three terms expire and are open for election by the Conference. Should any term vacate during the year, or not be filled at the elections, the Board Nominating Committee and the full Board work together to fill any vacancies. This is called “appointing” a member to the BOT. Any member appointed to a term with time remaining after the next ABC/M will be included in the BOT elections for confirmation of their appointment by the Conference. Each member of S.L.A.A. serving on the BOT must have three years of sobriety from his/her own self-defined bottom-line prior to election and maintain that sobriety for the duration of their term. Those who are not members of S.L.A.A. must meet the S.L.A.A. By-Laws requirements where they are willing to adhere to the Twelve Steps, Twelve Traditions, and Twelve Recommended Guidelines for Dealing with the Public Media and have made substantial contributions to the same and recovery of sex and love addicts.

ABM & CONV	The Augustine Fellowship, Sex and Love Addicts Anonymous, 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 Commonwealth of Massachusetts. This corporation is operated by the F.W.S. office under the guidance of the BOT.
ABM & CONV	The Fellowship-Wide Services Office	F.W.S.	This is a special service center created to serve the Fellowship of S.L.A.A. Currently it is located in San Antonio, TX. F.W.S. is the actual business office for the corporation and there are paid employees who may or may not be members of S.L.A.A. The office handles many tasks in service to the Fellowship, the Conference, and the BOT. The staff responds to inquiries about meetings and the Fellowship from members, newcomers, and the public at large. Once 'Conference Approved,' the office works with the BOT to complete the layout of literature and coordinate its publishing. This is the office from which literature is purchased by both the Fellowship (members, groups, and/or Intergroups) and outside agencies (generally bookstores for resale to the public). They help the BOT in the maintenance of the S.L.A.A. web page, working with the Conference and its committees, publishing the F.W.S. Newsletter, communicating with the Fellowship, and handling business matters. Generally, the F.W.S. office is the main contact to the BOT for the Fellowship, and the host group(s) works directly with F.W.S. to coordinate the facilitation/administration of hosting an ABC or Recovery Convention. There are many other functions that could be listed, but for our purposes here, this should give you a comprehensive introduction.
ABM	Conference Charter Committee	CCC	This is one of many Conference committees. The CCC is responsible for the facilitation of the ABM in cooperation with the BOT and F.W.S. (In the absence of the CCC, the BOT and F.W.S are responsible for the facilitation of the ABM). This committee creates/maintains the agenda for the Conference, generally chairs the business meetings at the ABM, and facilitates communication of Conference members and Conference committees during and between ABMs.
ABM	Conference Planning Committee	CPC	This is the committee formed by and within the hosting group/Intergroup to complete the actual work involved and described in this manual for an ABC/M. The members of the CPC may have a variety of recovery experiences, but a basis of about 3-4 generally should have some stable, substantial sobriety time. Dependability, reliability, and good follow-through are vital

			<p>qualities for the members of this committee. Experience in planning events (preferably recovery events) is also very helpful. This is generally a 12-18 month commitment. This committee has the responsibility of ensuring communication and the completion of tasks between the host group/Intergroup and F.W.S., the Board Public Relations Committee (I think?), the BOT, the CCC, and the Conference as a whole.</p>
CONV	Local Planning Committee	LPC	<p>This is the equivalent to the CPC for the Recovery Convention. This committee is formed by and within the hosting group/Intergroup. They will complete the actual work involved and coordinate the many volunteers needed. More volunteers are needed with a Recovery Convention during the actual event than at the ABC/M. Besides planning the schedule of events and arranging for speakers and leaders for topic meetings and workshops, this committee will work for their host group/Intergroup with F.W.S., the Board Public Relations Committee (I think?), and the BOT. The committee should consist of at least 4-6 members with stable, substantial sobriety time. Dependability, reliability, and good follow through are qualities for the members of this committee. Experience in planning events (preferably recovery events) is also very helpful. This is generally a 12-18 month commitment. Communication and the completion of tasks between the host group/Intergroup and F.W.S., the Board Public Relations Committee (I think?), and the BOT are very important to the success of this event.</p>
ABM & CONV	Board Conference and Convention Sub-Committee or the BPRCneed to clarify this...We could recreate this? In any case it needs to be defined higher up on this list as it appears after its use in the list of definitions. Also do a search and replace for each occurrence. I noted many with a ?		<p>This is the Board committee that works with the F.W.S. office to oversee the implementation and facilitation of ABC/M and the Recovery Convention. The members of this committee are mostly members of the BOT & F.W.S. staff members, and are responsible for a communication link between the CPC and/or the LPC and the BOT and F.W.S. Generally members on this committee have past experience with the planning and facilitation of an ABC/M and/or a Recovery Convention.</p>
ABM & CONV	F.W.S. and/or BC&CC Liaison	Liaison	<p>The CPC and LPC choose a member of their committee to serve 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 BPRC? meetings to provide updates.</p>
ABM	Travel Equalization Fund	TEF	<p>This is a fund, administered by F.W.S., which utilizes a formula to help balance and equalize the expense of delegates traveling to the</p>

			<p>ABC/M. In brief, all delegates pay into this fund, and then only the delegates traveling from a distance in excess of 500 miles from the location of the ABC/M will receive some reimbursement from the fund to cover travel expenses. The amount of reimbursement is prorated based on the distance, with those traveling from a longer distance receiving more. All monies in the fund are reimbursed to the delegates using this formula – no monies are kept by F.W.S.</p>
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CREATING A PROPOSAL

Whenever a group is interested in hosting one of the F.W.S. events, whether it is an ABC/M and/or Recovery Convention, a proposal must be submitted to F.W.S. so that the Board of Trustees can evaluate its needs and the options presented by a potential host group. The proposal includes information about the host’s location and the host group, available facilities 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.

Below is a list of points to cover when submitting a proposal. We have broken down the needs for the two different events to help with the planning by the hosts. Samples of proposals from previous years are attached at the end of this document.

ABC/M

This is an “inclusive” event. Unlike the recovery convention, we encourage all attendees to stay on site since the schedule is demanding and requires long hours. We also include meals with the event to make it convenient for the attendees to do their work. We have 3 options: single—includes housing (for 1), food and site; double—includes housing (for 2), food and site; and commuter—includes food and site.

Attendees also pay a registration fee and a Travel Equalization fee. We try to keep the costs as low as possible. We generally offer an early registration discount and keep a list of potential scholarship/funding pledges for the groups that can’t afford to send a delegate without such support.

Requirements for the ABC/M	Comments/Notes
Event facilities must be near an international airport.	<i>No more than 45-60 minutes from the event site.</i>
Air Conditioning	<i>East of the Rockies & during summer months.</i>
A main room available 24 hrs a day during the event.	<i>We will need to get into this room by 3pm the day before the event to begin set up. Breakdown should be complete by 3-4pm the last day of the event.</i>
The set up of the main room must be able to accommodate a large hollow circle/square to hold at least 50 people.	<i>50 reflects the current average number of attendees. It is important to check to see if this number has increased or decreased.</i>
Microphones, Public Address system, and Taping Equipment.	<i>The ABM and some of its related meetings are taped for legal purposes. We usually need 2 standing microphones (to represent pro and con discussion) and a table microphone for the facilitators.</i>
6-10 Breakout rooms able	<i>These rooms will not be needed 24 hrs. The CCC creates a</i>

to accommodate varying size committees (6-25 people on average.)	<i>schedule for the breakout times and generally the rooms are needed during the day for approximately 3-6 hours. The larger committees will be put into the larger rooms. The set-up is generally conference room style. The main room is also used as a breakout space for the larger committees.</i>
Housing available to conference attendees.	<i>Making single and double rooms available is helpful. It is preferable that the bathrooms are not dorm-style, due to individual S.L.A.A. issues. The housing should be easily accessible from the meeting space</i>
9-11 meals for conference attendees.	<i>We generally offer meals starting with lunch the first day of the event through lunch the last day. Buffet style best meets the needs of the demanding ABC/M schedule and allows us to accommodate a variety of food requirements/needs.</i>
On site high-speed copier.	<i>The copier is used from the set-up time through the end of the ABC. We try to get a local company to deliver it to the site and negotiate a reasonable contract that includes everything except paper. It is important that the copier also have a sorter and staple function.</i>
24-hour Hospitality Suite	<i>Generally the host group stocks this room with food snacks and non-alcoholic beverages. The Conference attendees, volunteers and local members use this space to unwind. Some groups have also made games and art supplies available to use during down times.</i>
Meeting space for the BOT	<i>The BOT comes into town a few days before the event for an in-person meeting and then meets at the end of the event to form the new BOT committees. We usually use a room at the facility where the event will be happening and where the attendees will be staying.</i>
A strong volunteer base.	<i>Volunteers from the local groups do a lot of the up front work and offer assistance to the F.W.S. office throughout the planning and during the event. During the event volunteers will be needed to help with set-up, covering registration, making copies, recording the meetings, stocking the hospitality suite, clean-up, etc.</i>

When negotiating a rate, try to extend the price to the days before and after the event so that attendees can lengthen their stay if they desire.

Any questions about the requirements or facility needs, please contact F.W.S. It may be helpful to know what has been done in the past and what might be expected. Please check with F.W.S. for the deadline for submitting your proposal.

Recovery Convention

This event tends to offer “A la Carte” options. Unlike the ABC/M, attendees do not have to stay on site and can participate in all of the event or just portions of it. The host group guides this event. The host group creates a theme, and builds activities around it like speaker meetings, workshops, and other recovery-oriented activities

Most hosts offer large speaker meetings, breakout topic and workshop meetings, a couple of banquet-style meals, entertainment, a hospitality suite, S.L.A.A. literature and audio tape/CD sales of the speaker and topic meetings recorded during the event, and trinkets as a fundraiser. In order to increase attendance, 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.

There are several things to consider when offering participation options. While many people participate in the entire weekend, the bulk of your attendees will be on the first full day (e.g. Saturday). If you want to encourage participation in the entire event, packages are very appealing (e.g. 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 (e.g. banquet and speaker meeting only or just a single day). The more options you give, the more open the event becomes. Consider your vision and what can be done simply and effectively.

Suggestions for the Recovery Convention	<i>Comments/Notes</i>
Event facilities must be near an international airport.	<i>No more than 45-60 minutes from the event site. (Required)</i>
Air Conditioning	<i>East of the Rockies & during summer months. (Required)</i>
Microphones, Public Address system, and Taping Equipment/Vendor	<i>F.W.S. uses the recordings of the various speaker & topic meetings as a fundraising product. Not every meeting is taped. Generally the host group works with F.W.S. to decide what would be a popular topic, etc.</i>
Main meeting room.	<i>This is usually where the keynote speaker meetings are held as well as the banquets and entertainment events.</i>
Breakout rooms for the workshops/topic meetings able to accommodate varying size groups.	<i>The number of meetings the host group plans to run will determine the number of rooms. Also, some hosts offer a meditation room, an ongoing getting current room, a 24-hour hospitality suite, and so on.</i>
Housing available to conference attendees.	<i>Making single and double rooms available is helpful. It is preferable that the bathrooms are not dorm-style, due to individual S.L.A.A. issues. The housing should be easily</i>

	<i>accessible from the meeting facility.</i>
24-hour Hospitality Suite	<i>Generally the host group stocks this room with food snacks and non-alcoholic beverages. The Convention attendees, volunteers and local members use this space to unwind. Some groups have also made games and art supplies available to use during down times.</i>
Scholarship options.	<i>Some host groups establish a scholarship fund so that the event can be made available to more people. Funds have been raised in various ways including: early fundraising events or adding a line on the registration form for scholarships/contributions.</i>

When negotiating a rate, try to extend the price to the days before and after the event so that attendees can lengthen their stay if they desire.

Any questions about the requirements or facility needs, please contact F.W.S. It may be helpful to know what has been done in the past and what might be expected. Please check with F.W.S. for the deadline for submitting your proposal.

Combined ABC/M & Recovery Convention Proposals

It is often preferred that the ABC/M and Recovery Convention are held in the same location consecutively. This will allow for maximum participation and encourage participation at both. The following is a list of ways the events have worked in previous years.

Year	Event(s)	Location event was held.
1996	ABC/M began during the week and ended on Friday and the Recovery Convention began on Friday and ended on Sunday.	Brandeis University, Waltham, Massachusetts
1997	ABC/M only Thursday through Sunday.	Brandeis University, Waltham, Massachusetts
1998	ABC/M only Thursday through Sunday.	Bentley College, Waltham, Massachusetts
1999-2000	ABC/M only Wednesday through Sunday.	Mission, Houston, Texas
2001	ABC/M began during the week and ended on Friday and the Recovery Convention began on Friday and ended on Sunday.	ABC/M: Mission San Luis Rey, Oceanside, CA Convention: Hilton Hotel, Los Angeles, CA
2002	ABC/M only Tuesday through Friday.	Mission San Luis Rey, Oceanside, CA
2003	ABC/M only Tuesday through Friday—July.	Holiday Inn, Dedham/Boston, Massachusetts

2003	Convention only Friday through Sunday— October.	Holiday Inn, Tampa/Clearwater, Florida
2004	ABC/M only Tuesday through Friday—July.	Holiday Inn, Dedham/Boston, Massachusetts
2005		
2006		Hotel? San Antonio, TX
2007	ABC/M only Tuesday through Friday—July.	Hotel? San Antonio, TX
2008	ABC/M Tuesday through Friday—July. IRC followed Friday through Sunday.	ABC/MRetreat Center????Ellenton, FL IRC: Radisson Hotel, Clearwater

As you'll notice, the ABC/M are generally held in the same location 2 years in a row. The first year is new, but the 2nd year we have worked out most of the problems so it is easier to facilitate the administrative end of the event for F.W.S. It is also important to note that the recovery convention does not tend to happen every year. The only time a recovery convention happens is if a group volunteers to host the event. The ABC/M happens regardless. As the ABC/M is much easier to put together, we tend to get support for hosting this meeting from strong Intergroup areas. It is also important to note that the ABC/M was held in the Boston area for many years in order to stabilize the planning and relieve the F.W.S. office of the difficulties associated with moving to a new location every year.

BEING CHOSEN TO HOST

Once your group has been chosen to host the ABC/M and/or Recovery Convention, you will be working primarily with the F.W.S. Office and the Board through an ad hoc committee focused primarily on the facilitation of the Conference and/or Convention, also known as the or whatever we call this now . You will need to elect a liaison who will work with F.W.S. on a weekly basis and meet with the ? on a monthly basis to give updates and to have an opportunity to ask questions to better help you with your group's planning.

Below, the two events are separated by expectations associated with hosting. 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

Your group/Intergroup will be involved in gathering information for your proposal and then coordinating communication between any outside agencies/companies and F.W.S. F.W.S., the ?, and the CCC will send out the announcements, registrations, agendas, and any additional items regarding the ABC/M to Conference members, lone groups, Intergroups and potential attendees. Your group/Intergroup will want to send announcements and invitations to members within and near your local area to develop volunteers and to encourage participation, especially for the Fellowship portion of the Conference.

F.W.S. works with the CCC to ensure that their needs are met in order to facilitate the ABC/M. The role of the host Intergroup is very much that of advance coordinator in the local area. Your behind-the-scenes work 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 represent your groups as you can, ideally up to the maximum allowed for the number of groups in your area. The Augustine Fellowship, S.L.A.A., F.W.S., Inc. Bylaws, Intergroups are eligible to send 1 delegate for up to every 5 groups according to its current state. (See Bylaws, Article V, Section 5, a.) In addition, you will want to establish communication with other groups/Intergroups within 500 miles of your area to inform and generate interest in sending a delegate. They may also be asked to help you 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 your 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. You will not need to take the responsibility for registration monies, deposits, and contracts. All contracts with any outside agencies/companies obligating anyone in S.L.A.A. for anything in regards to the ABC/M will need to be evaluated, approved, and signed by the appropriate member(s) of F.W.S. or the BOT. *See Policies P-1.*

While your group/Intergroup may incur and be reimbursed for expenses, you probably will not need a separate bank account from your regular group/Intergroup bank account. There may be defined expenses for which your group/Intergroup or an individual member of your group/Intergroup will not be able, willing, or comfortable paying for and being reimbursed afterwards. F.W.S. can provide “seed” money, or money to the Local Planning Committee (LPC) to get the committee started on its work.

F.W.S. will be responsible for the budget associated with this event. In past years, the host group has chosen to sponsor the hospitality suite (snacks and drinks), an entertainment activity, and/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. will hold a special fundraising auction during the ABC, which serves as a tremendous fundraiser for F.W.S. Again, F.W.S. will do the advertising for 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/or contribute items to include in the auction.

Planning Outline

The following is an outline to assist with planning. Some of these items were addressed under the Proposal section of this document, but this is an overview of what is expected once you have been chosen to host the ABC/M.

I. Find a Location & Recommend ABC Dates

Seek out a location that meets the criteria, put out by the BOT and F.W.S. (See “Creating A Proposal: ABC/M Page 7.)

The place must be able to accommodate the following:

- Lodging for 50+ people
- 10 - 12 meeting rooms
- A meeting room that will accommodate minimum of 50 people sitting in a hollow circle/square or “U” shape with tables and chairs
- Food options are that are inexpensive and plentiful, and can satisfy a variety of tastes and needs

- Benchmark a cost for food and lodging combined at a total of \$50-\$70 per day/per person
- Close proximity to a major International airport (ideally 15-20 miles, not more than 20-40 miles)
- The best time for the ABC/M is summer—preferably July and early August--not during the school year
- Site must be air conditioned in hot climates.

Recommend:

- *Retreat center and campus-like locations are best. They give a more relaxed and coherent setting.*
- *It should be in a private setting. This helps safeguard anonymity.*
- *Keep in mind the time of year when setting up dates (e.g. June in Boston - Fathers Day & Gay Pride are consecutive weeks). Air conditioning is required in hot/humid climates (e.g. east of the Rocky Mountains) especially in the main meeting room and lodging locations.*

II. Elect Committee Chairs and Coordinators

The following is a list of areas to coordinate:

- Co-chairs for Conference Planning Committee (CPC)
Responsible for coordinating committee activities throughout the planning year. Acts as liaison between F.W.S, the ? and the CCC. Co-chairs work as a team to make the ABC function smoothly. If there are a large number of local volunteers on the CPC, a Steering Committee may be useful to guide the CPC.
Recommend: At least 2 chairs.
- Travel Coordinator
Responsible for creating resources for transportation options for Conference members to get to the site. This includes:
 - ✓ Providing directions
 - ✓ Providing information about and/or setting up shuttle services
 - ✓ Providing information and local public transportation options
 - ✓ Coordinating volunteers to transport Conference members to and from airport
- Lodging Coordinator
Responsible for coordinating Conference member's on-site housing needs:
 - ✓ Lodging should be able to accommodate singles, doubles, and male/female issues.
 - ✓ Bathrooms should not be dorm style.
 - ✓ Offering alternative housing, especially for participants who may be extending their stay or have issues with the Conference housing, (e.g. local hotels, possibly volunteers from local S.L.A.A. community allowing delegates to stay at their homes). Also see "Lodging Options."

Recommend: 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 need early or late arrival options.

- Food Coordinator

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. Also see “Food Menu”
Recommend: 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 committee wishes to use to raise money at the event (e.g. T-shirts, pens, bookmarks, coffee mugs, etc.). This position is optional for the ABC/M. F.W.S. generally ships the materials they will need for the event (literature, welcome packets).
Recommend: Keep the booster 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 CPC 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. Usually works with the CCC. Some examples are coffee house/talent show entertainment, a “wacky” meeting, mock ‘recovery’ fashion show, local tours, and karaoke. This coordinator needs to access the local S.L.A.A. community and the incoming Conference members to create different ways for the Conference participants to enjoy themselves and relax after a long day of business.

Recommend: Coordinate with the CCC for scheduling.

- Speaker/Meetings Coordinator
Responsible for working with the CCC in arranging 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.
Recommend: 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 (e.g. staff and stock hospitality suite and the registration table, taping, 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. **Let Go & Let God!***

- F.W.S./? Liaison
Supports clear, strong, reliable communication with the F.W.S. Office. Responsible for attending the ? meetings and communicating needs between F.W.S./? and the CPC. Responsible for working with the committee and the F.W.S. office to make sure BOT, CCC, F.W.S. and CPC needs are met.
Recommend: This should be a reliable, calm, stable member of your group. Two people may serve in this position, but we have found one active CPC person to be the most helpful. This person often finds himself/herself in the roll of “peacemaker” to balance everyone’s needs.

III. Develop a Regular Meeting Schedule

- Establish a regular meeting schedule for the CPC to easily be able to satisfy requirements from the CCC, ?, and F.W.S. A regular schedule helps ensure volunteer stability and regular updates on the projects in progress, ensuring that the needs of the event are met.
Recommend: If your 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.

IV. Communicate and partner with F.W.S, the ? and, when needed, the CCC.

- Liaisons will attend ? meetings (generally monthly) and communicate with an assigned F.W.S. staff member (generally weekly) on a regular basis.
- Communication is vital to the success of the event and to ensuring the satisfaction and balance of a variety of needs. Remember: **Everyone is on the same team.**

- Although the CPC is encouraged to bring their local “flavor” to the event, it is important that any decisions made by the committee include input from the ? and F.W.S. This ensures that global concerns are expressed and that the CPC is then able to make informed decisions.

Recommend: Include your F.W.S. contact and ? members in your minutes and email distributions. This keeps them in the loop and allows for less confusion and miscommunication as well as helping to meet the needs and requirements of all.

V. Create a Food Menu

- Coordinate between F.W.S. and the site to create breakfast, lunch and dinner options, considering all needs (e.g. special needs, ethnic tastes, preferences, and energy levels). There will also need to be snack foods, hospitality suite snacks, and between meetings food and drinks.
- On the ABC/M Registration forms there is a spot for participants to express their dietary needs. F.W.S. makes it clear that they will do what they can to accommodate special requests but that the participant may need to make separate arrangements to have their needs met.
- While it is not required, it is always nice and appreciated by traveling Conference members if some volunteers are willing to prepare some homemade snack items (e.g. cookies, dips, etc.). While special needs are to be satisfied, not everyone abstains from foods like sugar and flour, so variety is important. F.W.S. will provide a budget for these items. Your group/Intergroup may also choose to donate some or all of the items. (See Financial Aspect page 15.)
- If a member belongs to a shopping club (e.g. Sam’s, or Costco) and is willing, that often provides a great value for bulk amounts of food in individual wrapping. Try to avoid large packaging (e.g. large bag of chips, pretzels, etc.) as they may go stale sitting out.

Recommend: Work with the F.W.S. staff contact to come up with the menu. Years of experience around participant needs, set-up, time frame, etc. will be helpful in planning the best food options.

VI. Offer Lodging Options

- 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 issues around male/female accommodations, couples participation, gay/lesbian, and incest victims, etc. Safety for all is our primary concern and we try to address other 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.

VII. 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, stationery like—pens/pencils, signs, office tools such as 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, taping/PA equipment, and other meeting needs.
 - Shopping for the snacks & stocking the hospitality suite throughout the event.
 - Decorating, set-up and clean up for the site.
 - Providing coverage for the registration table and possible participant assistance.
 - Assist with transporting arriving and departing participants to 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 CPC up-to-date as to what and who will be needed.
- The CPC may be asked to help with recovery meetings and fun activities. (Also see “Entertainment” Page 21.)

Recommend: 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 wish to offer or what skills they have and put them to use. Every opportunity of service is helpful to all of us.

VIII. Confirm the Schedule of Events

- There is a schedule for the ABC/M. This will come from 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.

IX. Assist With Special Meetings & Recovery Support

- In an effort to address some of the recovery needs of ABC participants, the CCC plans special meetings, offers meditation or yoga times, 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 CPC 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.

X. Contribute to Fundraising Efforts

- The ABC is a great time for F.W.S. to raise money for their ongoing efforts to help the addict who still suffers. Examples include:
 - Taping the special meetings and making the tapes/CDs 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. 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 CPC's have created t-shirts or recovery-oriented trinkets to sell at the event as a form of fundraising.

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

XI. Taping/Recording

- It is necessary to record the ABM and certain meetings. This is accomplished both by audiotape 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.

- The CPC will be asked to obtain quotes from local companies for taping services. If you have volunteers, who are both available and knowledgeable in this area, quotes may be for equipment only. The CPC will have to coordinate this effort with F.W.S.

XII. Equipment

- The following is a list of required equipment for the event:
 - Tables for registration and Conference member needs.
 - Tables in the main meeting room to hold taping equipment, auction items, snacks, and miscellaneous materials.
 - Copier – coordinate with F.W.S. for rental of a high volume copier.
 - Computer
 - Printer
 - Flipchart stands (F.W.S. has several and will ship them to the facility for use.)
 - An amplifier, 2 standing microphone stands, 1 table microphone stand and microphones.
 - Taping and 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

Recommend: Talk to F.W.S. to get details on the equipment, costs from previous years and help with budgeting. As we get closer to the ABC/M other equipment needs may become apparent, and the BC&CC, the CCC, and F.W.S. will keep the CPC included in those plans.

XIII. 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. Items included in this packet may include:
 - Welcome letter from the BOT and CCC.
 - The agenda or Business Meeting Items Summary (BMIS) for the general assemblies.
 - BOT candidate profiles and interview responses.
 - Reports from various Conference Committees.
 - Order forms and other F.W.S.-related materials.
 - A pen and pad of paper.

- The CPC will want to coordinate with F.W.S. to combine information about the local area to the Welcome Packets. Items to include are:
 - A Welcome letter from your group/Intergroup.
 - A local resource list that will offer the visiting Conference attendees information about:
 - ★ Local S.L.A.A. meetings
 - ★ Local help-line phone numbers
 - ★ Other local 12-Step meetings/phone numbers (e.g. AA, OA, NA, etc.)
 - ★ Hospital, doctor, dentist, and eye care locations
 - ★ Places of religious worship (e.g. churches, synagogues, etc.)
 - ★ Taxi/shuttle services
 - Tourist and local landmark information.

XIV. 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.

Recommend: Run CPC entertainment ideas by F.W.S. and the BC&CC. Many CPCs have found this important as F.W.S. and the BC&CC 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.

XV. Decorations

- Keep it simple and theme or recovery-based. Communicate with the CCC & F.W.S. for help creating a theme. Traditionally, one of the Twelve Traditions will be the theme of the ABC/M.

XVI. Supplies

- Work with F.W.S. to get a complete list of supplies and quantities needed. F.W.S. will ship a lot of things, but it is helpful if the CPC shops locally to get the various office supplies needed. It reduces costs substantially and lessens the work necessary to reship supplies back to the F.W.S. office.
- Examples of the items needed include:
 - Office supplies: staples, highlighters, tape, white out, pens, markers, etc.
 - A variety of papers: 8 ½ x 11 (letter), 11 x 14 (legal), flipchart pads, writing tablets (letter size)

Recommend: Although it is not necessary, it is helpful to shop at office superstores to buy in bulk and receive the best discounts. Check with F.W.S. to get an idea of the budget for such items.

XVII. Debrief With the CPC and the ?

- Have a post-Conference meeting for follow-up and get input from your CPC. Valuable ideas and insights come with debriefing the event.
- To get helpful feedback, the CCC uses evaluation forms from the participants about their feedback 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 CPC debriefing session. **The final report of the event will be needed by F.W.S. within 45 days of the close of the ABC/M.** (See “Suggested Template” Page 45.)
- Reports from the various coordinators attached to the final report can be insightful and useful for future planning. Remember: **“Progress not perfection.”**
- The ABC/M and recovery conventions 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.

Hosting an International Recovery Convention

Your group/Intergroup will be the host for recovering sex and love addicts and people interested in finding out about Sex and Love Addicts Anonymous from around the world that travel to this F.W.S. recovery event. Thus, your coordinators and volunteers will be the individuals that are most visible by those attending this event. F.W.S. and the BOT will be present and visible on a secondary level. The concert of everyone's efforts—the LPC, F.W.S., and the BOT via the ?—will help to make the event successful. Thank you for your willingness to perform this service!

An important factor in hosting an International Recovery Convention is in making it available to as many members worldwide as possible. There are many things that may affect this. Close 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 (e.g., 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.'.

Your group/Intergroup will be involved in gathering information for your proposal, establishing an LPC budget, and then coordinating communication between any outside agencies/companies and F.W.S. F.W.S., and the BC&CC 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 International Recovery Convention. Your group/ Intergroup will want to send announcements and invitations for members within and near your local area to develop volunteers and to encourage participation.

Financial Aspect

Due to the nature of obligation F.W.S. and the BOT have to the Fellowship with regards to handling monies and contracts, you will not need to take the responsibility for registration monies, deposits, and contracts. All contracts with any outside agencies/companies obligating anyone in S.L.A.A. for anything in regards to the ABC/M will need to be evaluated, approved, and if applicable signed by the appropriate member(s) of F.W.S. and/or the BOT. *See Policies P-1.*

While your group/Intergroup may incur and be reimbursed for expenses, you probably will not need a separate bank account from your regular group/Intergroup bank account. In the event that there are going to be defined expenses for which your group/Intergroup or an individual member of your group/Intergroup will not be able, willing, or for which they are not comfortable paying and being reimbursed afterwards, F.W.S. can provide

“seed” money, or money to the Local Planning Committee (LPC) to get the committee started on its work.

The LPC will be expected to create a budget of anticipated expenses associated with planning and implementing this event. Examples of categories in which you will want to project expenses and/or income include:

- Site
 - Cost of facilities
 - Cost of meals/food
 - Decorations, flowers
 - Supplies/Office materials
 - Hospitality Suite
 - Trinkets
 - S.L.A.A. Sale literature
- Registration
 - Flyer production/copying
 - Postage
 - Supplies/office materials for registration, welcome packets, etc.
 - Trinkets pre-orders
 - Housing and Food pre-orders
- Program
 - Flyers, programs, signs production/copying
 - Postage
 - Supplies/office materials for program meetings, workshops
 - Taping—equipment
 - Taping—distribution

F.W.S. will also have a budget that covers event expenses not incurred by the LPC, but 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 group or Co-S.L.A.A. members choosing to sponsor 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, which serves as a tremendous fundraiser for F.W.S. In recent years, the fundraising auction has been held at the Convention as well. The LPC and F.W.S. work together to do the advertising for the auction through the Conference members attending the ABC/M (being held prior to the Convention) and in confirmation packets to all registered participants. It is incredibly helpful if the LPC assists in getting local members to attend the event and/or contribute items to include in the auction. It is also helpful to find a local member to act

as the “auctioneer” as it helps lend to the 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 successful.

Planning Outline

The following is an outline to assist with planning. Some of these items were addressed under the Proposal section of this document, but this is an overview of what is expected once you have been chosen to host the International Recovery Convention.

I. Establish a Core Local Planning Committee (LPC)

This committee should have a basis of people who are reliable and 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 try to categorize some of these responsibilities under the three main areas of focus: **Site, Registration, and Program**, outlined in more detail further on.

A. Create Committee Chairs and Coordinators

- Co-chairs for Local Planning Committee (LPC)
Responsible for coordinating committee activities throughout the planning year. Act as liaison between F.W.S and the BOT via the BC&CC. 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.
Recommend: At least 2 chairs.
- F.W.S./BC&CC Liaison
Supports clear, strong, reliable communication with the F.W.S. Office and the BC&CC. Responsible for attending the BC&CC meetings and communicating needs between F.W.S./BC&CC and the LPC. Responsible for working with the committee and the F.W.S. office to make sure BOT, F.W.S. and LPC needs are met.
Recommend: This should be a reliable, calm, stable member of your group. Two people can serve in this position, but it is better for consistency that it be one person who is active on the LPC. This person often finds himself/herself in the roll of “peacemaker” to balance everyone’s needs.
- Communications Coordinator/Record-keeper

Supports communication within the committee. Responsible for information flow and distribution to the entire LPC using mail, phone and e-mail. This person disseminates the collected information to the appropriate people. This person needs 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 included. Keep records of your meetings and the decisions involved.

Recommend: Include your F.W.S. contact and the BC&CC 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

Responsible for arranging volunteers to help throughout the planning of the Convention and during the event including getting them to take on different tasks and coordinating duties (e.g. staff and stock hospitality suite and the registration table, taping, set-up, breakdown, transportation, etc.)

*Recommend: 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. **Let Go & Let God!***

- Transportation Coordinator

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

- Directions
- Shuttle services
- Local public transportation options
- Coordinate volunteers to transport Conference members to and from airport

B. *Develop a Regular Meeting Schedule*

1. Mailings/Announcements

Need to go out early in the process so that all who may 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.

2. Establish a regular schedule for the LPC.

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.

C. *Communicate and partner with F.W.S. and the BC&CC*

- Liaisons will attend BC&CC meetings (generally monthly) and communicate with an assigned F.W.S. staff member (generally weekly) regularly.
- 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 BC&CC and F.W.S. This ensures that global concerns are expressed and the LPC is able to make informed decisions.

Recommend: Include your F.W.S. contact and the BC&CC 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.

D. *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.
- 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 helpful information for participants.
 - Picking up supplies such as, decorations and office tools—staples, paper 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.

- Secure local vendors to provide: taping/PA equipment, and other meeting needs.
- Shopping for the snacks & stocking the hospitality suite throughout the event.
- Decorating, set-up and clean up for the site.
- Cover various times at the event on registration and assistance to participants.
- Assist with transporting incoming and leaving 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 Chair(s) and Treasurer to ensure payments and income are recorded accurately.

Recommend: 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.

II. Site, Registration, and Program

Within the full LPC, there are generally three main areas of focus involved in the planning of an International Recovery Convention. The first is **Site** related, the second is **Registration**/announcement, and the third is **Program**. All three areas will need to work in concert in order to bring this event together.

A. *Under the category of **Site**, are the following areas of focus:*

1. Find location & set dates

Seek out a location that meets the criteria, put out by the BOT and F.W.S. (See proposal requirements Page _____).

The place must be able to accommodate the following:

- Lodging for 50-300 people
- 4-10 individual meeting rooms, each accommodating 25-40 people in a circle (like a meeting) although one or two used for workshop formats may do better in a classroom style.
- A large meeting room that will accommodate minimum of 150-300 people sitting in either or both theatre and/or banquet set-up for meals and large general assembly meetings.
- Food options that are inexpensive and plentiful, and can satisfy a variety of tastes and needs. See Banquet/Meal Coordinator.
- Close proximity to a major International airport (ideally 15-20 miles, not more than 20-40 miles.)
- Prefer the meeting space to be separate from public areas, if possible, to help protect participant anonymity.

- Provide cost information to and coordinate contract details with the LPC, F.W.S., and the BC&CC.

Recommend:

- *Retreat center and campus-like locations are best. They give a more relaxed and coherent setting.*
- *Keep in mind the time of year when proposing dates (e.g., holidays, Gay Pride, time relation to the ABC/M [either immediately prior or following, or else with at least a few months in between], weather in your area, etc.)*
- *Air conditioning is required in hot/humid climates (e.g. east of the Rocky Mountains).*
- *The ideal situation to negotiate with a hotel is that with a certain number of hotel rooms rented by the attendees, the meeting space is either free or price reduced. Expect about 40-60 rooms per night to be rented by our participants considering people will double up and others will stay elsewhere.*
- *A total room-nights arrangement is best rather than a strict xx rooms per night for each night in case one night has fewer people renting rooms than the other(s).*
- *Hotel room rates below \$99 per night are best, ideally near \$50-\$80 per night.*
- *A major, clean, comfortable hotel-chain is preferable when using a hotel.*
- *Food prices at the hotel are reasonable, preferably about \$20 per meal or less for dinners, and \$12 or less for lunches or breakfasts. While this is an ideal, it may be difficult to achieve for catered banquet meals associated with the event. Hopefully for meals separate from the event but at the hotel restaurants there are options at these prices or lower.*
- *If the site is a retreat center or campus-like location, then ideally have a price including housing and food in the range of \$50-\$90 per person per night.*
- *With a retreat center or campus, a commuter cost for food to accommodate those who are not staying at the site is needed.*
- *Also with a retreat center or campus, like with the hotel, the ideal situation is that the meeting space is provided at a reduced or complimentary rate.*
- *With a retreat center, keeping the religious icons to a minimum is important. A location that is heavily decorated with religious icons may be offensive to some of our members.*

2. Site Coordinator(s)

This is the key person(s) 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 this

person(s). It is important not to have too many people communicating with the site. One or two plus the F.W.S. representative are ideal. This also helps to insure that individual members do not make a request that unknowingly will incur additional costs with the site.

The F.W.S. representative should be listed as an acceptable contact to the site and able to act as backup to your coordinator(s). Often the F.W.S. representative is the Executive Director, but an officer of the corporation from the BOT may be the one to sign any contract with the site. Once a proposal has been accepted, it is important to make an initial introduction of the F.W.S. representative and the contact from the site to each other to begin a positive communication scenario.

3. Banquet/Meal Coordinator

Responsible for making sure that the food choices are inviting and special needs are properly accommodated. This person may also be the Site Coordinator, or works directly with the Site Coordinator(s) to communicate with the site.

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

4. Hospitality Suite Coordinator

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

A budget needs to be considered for the Hospitality Suite items. Your group/Intergroup may also choose to donate some or all of the items. If a member belongs to a shopping club (e.g. Sam’s, or Costco) and is willing, that often provides a great value for bulk amounts of food in individual wrapping. Try to avoid large packaging (e.g. large bag of chips, pretzels, etc.) as they may go stale sitting out. 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.

5. Equipment Coordinator

This coordinator will need to work with the Program & Site Coordinators to ensure equipment needs are met. Equipment needs will 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.

B. *Under the second category, **Registration**, the following items will be addressed.*

1. Theme/Logo/Art Coordinator

Establish a recovery-based theme and logo early in the process. Decorations and any booster items that the committee wishes to create and sell at the event should include the theme and/or 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.

Coordinate through your Site Coordinator(s) 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.

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

2. Create Convention Announcement and Registration packet

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.

Once F.W.S. has confirmed a contract and the terms of the agreement with the site, the registration information can go out. It needs to contain:

- The event theme and logo
- The 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 (e.g. 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.)

Once F.W.S. has confirmed a contract and the terms of the agreement with the site, the registration information can go out. It needs to contain:

Recommend: All materials the CPC wants to distribute or use for the Convention, should be sent to the BC&CC and F.W.S. to get additional feedback before they are finalized. It is important to offer graduated levels of costs for the event to participants. Work with the BC&CC & F.W.S. to decide discount dates and any special prices offered to ABC/M participants.

3. Confirmation Packet

A packet confirming receipt of registration & food/lodging requests needs to 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 recovery event as a centerpiece for additional traveling.

If you generate a mailing list of the participants, this should not be used for any purpose other than for the International Recovery Convention. All addresses will be forwarded to F.W.S. at the end of the event. Your group/Intergroup should not keep a copy of the addresses after the completion of the event.

4. Welcome Packets

The Welcome Packets will be handed to participants as they check-in/register at the event. Items included in the packet are:

- A Welcome letter from the CPC.
- A letter from the BOT and/or F.W.S. that is provided.
- A program/schedule of the events of the Convention and the locations of the activities.
- Written policies regarding taping, the media, anonymity, etc.
- Taping release forms for signature (to be returned to the Registration staff).
- Name badges.
- Meal tickets (if applicable.)

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

C. *The **Program** focus would include:*

1. Workshop/Topic Meeting Coordinator

This position is one of a facilitator. While it is probably easier for one person to set up the entire schedule alone, this does not follow the guidelines of our Traditions, specifically Tradition 2. Often the Coordinator will create 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 group should consider how long the sessions should be, what topics are within the same scheduled time to reduce conflicts for participants, how long the breaks between need to be, and any time the site will need to change the setup of rooms from one format to another. This committee will also create the formats to be used in the meeting rooms.

Recommend:

- *Many times a “Getting Current” room has been set aside. With all the meetings that are available during the event, experience has told us that getting current times are best when there are not so many choice conflicts.*
- *Some of the workshop and topic titles may be left open until some registrations begin to arrive as some volunteers may have a title suggestion 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 BC&CC and F.W.S. to get additional feedback before it is finalized.*

2. Speaker Coordinator

This position 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 taped, the speaker must consent—otherwise you will need to consider which is more important to your group’s objective, their message at the event, or the tape of a speaker’s message.

This person will coordinate how the taping of any meetings will occur (see Taping, below). Many factors may be considered in this process for the purposes of diversity:

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

Recommend: Use the registrations to identify potential speakers/leaders. Work with the F.W.S. office and the BC&CC to help identify other candidates.

3. Entertainment Coordinator

Responsible for developing a plan to add some *fun* to the convention. Examples of such events might include 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.

Recommend: run LPC entertainment ideas by F.W.S. and the BC&CC. Many LPCs have found this important as F.W.S. and the BC&CC have 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.

4. Schedule of Events Coordinator

The schedule will be created within the LPC. Since it will need to consider the site requirements, the workshop/topic-meeting schedule, meal schedules, speaker schedules, and entertainment, many various coordinators will be involved. Often, either the Workshop/Topic Meeting or the Speaker Coordinators (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 person may also be the one to create the written program to be included in the Welcome Packets. Use group conscience participation with this. Group input is helpful in trying to address any issues that might arise with the schedule.

5. Literature Sales Coordinator

F.W.S. will want to have some literature for sale at the event. ONLY S.L.A.A. literature and announcements should be sold or presented at an International Recovery Convention. The coordinator will work 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 materials that will be sold. F.W.S. will work closely with your people and F.W.S. Staff may assist in covering the literature sales table at times during the Convention.

The LPC often generates some special items for this, 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 will benefit F.W.S. and F.W.S. will maintain all rights and remaining stock of any unsold items after the event.

6. Recording “Taping” Coordinator

This person is responsible for identifying an appropriate taping vendor and working with the LPC, F.W.S., and the BC&CC to establish who and what will be taped. Obtain quotes from local companies that provide recording services, or if you have volunteers, who are both available and knowledgeable in this area, quotes for equipment only is appropriate. Consider any expense in your total budget. In addition, this coordinator will be responsible for ensuring that all speakers that will be taped have signed a release form and get those documents to the F.W.S. office. The Topic Meeting and Speaker Coordinators will work closely with this coordinator to facilitate the recording.

It is a good idea to tape the speakers at topic meetings and General Assembly meetings. Workshops are difficult to tape as it is generally 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 will be important to include in the meeting format and on the program included in the Welcome Packets which meetings are being taped and if you choose to speak during the meeting you will be taped and in essence are giving implied permission to distribute the recording. In addition to the notice in the program and read in the format at the meetings, signs on the doors of the rooms that will have recording are vital to warn participants and to give them a choice as to whether to contribute to discussion.

Workshops may be somewhat easier, but the same care must be exercised. Taping speakers from the General Assembly meetings is the easiest since 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 need to include acknowledgement of such.

7. Decorations

Keep it simple and 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.

III. Debrief With the LPC and the BC&CC

- Create an evaluation to be completed by participants of the Recovery Convention.
- Have a post-Convention meeting for follow-up and to get input from your LPC. Valuable 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. **The final report of the event will be needed by F.W.S. within 45 days of the close of the Convention.** (See “Suggested Template” Page 43.)
- Reports from the various coordinators attached to the final report can be insightful and useful for future planning. Remember: **“Progress not perfection.”**
- The Recovery Conventions 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

We wish to offer our heartfelt thanks for your willingness to perform this service on behalf of F.W.S. and the BOT! Without your willingness, these events would not occur, and the Fellowship would be at a great loss of 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 will be times during the event that your group's morale may be lagging and those involved may feel overwhelmed. Please communicate with us as to what you are experiencing. If we know, we may be able to help. We have been there as well.

Prepare those in your groups and committees that after the event, you will often experience a period of withdrawal (not that again!) after all the energy, excitement, and time expended in this service. Some members who have contributed to this level of service have found it difficult to adjust to the stress sometimes associated with planning a major event.

We mention this not to scare you from hosting or providing such a service, but to allow you to be prepared for the ups and downs. It is important to plan for it! Provide support structures for each other in phone contact, after event meetings, etc. We are no good to anyone if we do not guard our own recovery and sobriety.

Again, THANK YOU!

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

**BOT/F.W.S. POLICY ON
INTERNATIONAL RECOVERY CONVENTION PLANNING**

The planning of an International Recovery Convention 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:

- Submitting a full proposal of the site/date to F.W.S.
- Suggesting lodging for registrants
- Planning and processing registrations
- Determining the schedule of events
- Selecting speakers and workshop leaders
- The local LPC budget
- Break-even budget for the Convention

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 Board Conference & Convention Committee (BC&CC) will work closely with the Local Planning Committee to ensure that the LPC has all resources and guidance available which are needed to fulfill the responsibilities listed above.

- The BOT and the GM (and their designee) are responsible to ensure that all program Traditions are adhered to in the planning and execution of all aspects of the International Recovery Convention.
- The ? is the designated agent of the BOT/F.W.S. in organizing and implementing all aspects of the International Recovery Convention.

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

Policy on F.W.S. Events – Open vs. Closed

F.W.S. events are open events (to everyone), while some meetings or workshops may be closed.

Adopted 03/08/2003

**FWS 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. S.L.A.A. 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

COORDINATOR FINAL REPORT
SUGGESTED TEMPLATE

1. Describe the position of _____ 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/IRC, what service position would that be?

THE AUGUSTINE FELLOWSHIP, S.L.A.A., F.W.S., INC. BYLAWS

[insert here]

SAMPLE REPORTS

[BPRC NOTE: I THINK WE SHOULD INSERT THE 1996, 2001 AND 2003 REPORTS AS SAMPLES. WE CAN UPDATE THIS AS WE GET NEW REPORTS.]