

# *Nicotine Anonymous Conference Guidelines Table of Contents*

Page	
2	Conference Committee
3	Nicotine Anonymous World Services Officers
4	Conference Committee Chair, Conference Committee Members
5	Conference Venue
6	Registration chair duties and responsibilities
9	Treasurer duties and responsibilities
11	Notes
12	“Mistakes Were Made”
13–15	Sample Agendas and set-up requirements
16–17	Conference Planning Timeline
18	2002 Conference XVII Financial Report (Sample)

*This is a constantly changing document. Please keep it current by submitting suggestions and changes to the Secretary-Emeritus of Nicotine Anonymous World Services. Thank you!*

Revised 4/24/05

## Conference Committee

---

- Arrange for post-conference event, if any
- Decide on a theme for the conference
- Design a logo for the conference. Work with others on the conference committee? Hold a contest for a logo design?
- -Choose the hotel (price and location) One suggestion is to just get quotes from as many people as possible. Go to smaller hotels as well. (“I think we get too hung up on being at some brilliant location. Something out by [the airport] would be fine, for instance, and people could just hop on [public transportation] to get into town.”)
- Find out all of the costs of meeting rooms (hospitality, marathon, breakout, officers)
- Deal with hotel manager directly and get everything up front—including an estimate.
- Also clear up any guarantees regarding rooms and meals in advance. Be sure your estimates do not turn into their guarantees.
- Work on theme for conference and logo design with others on the conference committee.
- Arrange/negotiate with someone to audiotape the conference. Glenn K. has traditionally done the NicA conference.
- The conference committee should send an announcement/invitation mailing to the people who attended the previous 2 conferences.
- The hotel will need a copy of NicA’s non-profit status form and for the sale of t-shirts and other merchandise. Check with World Services.
- NicA World Services will provide seed money for the downpayment at the hotel.
- Make sure all your committee members and volunteers give the treasurer receipts for all their expenses, as the treasurer must make an accounting to World Services for all money received and spent.
- Establish a working budget and registration fee (based on your expenses and expected attendance). Decide costs for 1) dinner only, 2) people who first register on day 2, 3) people who only register on day 3 (for the spirituality brunch), 4) non-member spouses. Will you charge a prorated fee for each of these events? Please come to a group conscience within your group.

## *Nicotine Anonymous World Services Officers*

- Set agenda
- Approve seed money
- Approve site location
- Review the hotel contract
- Plan the workshops
- Make motions for delegate voting
- Choose the Saturday Night speaker (opening speaker is chosen by hosting committee)
- Treasurer-emeritus is the liaison with the conference committee
- Enlist an parliamentarian (a person knowledgeable in Roberts Rules of Order)

## ***Conference Committee Chair***

---

- Coordinator of all people on Conference Committee, plan the meetings of the volunteers
- Make sure there is a group conscience for all conference decisions and see that they get done.
- Update the conference guidelines and send your changes/additions to the WS Secretary-emeritus.
- The chair has the option to write a welcoming letter for the conference packet.
- Stay up-to-date and in communication with all committees.
- The chair maintains constant contact with World Services Conference Liaison (Treasurer-emeritus).

## ***Conference Committee Members***

---

The following are suggestions for possible conference committees. The Santa Monica Intergroup provided the chairs and the volunteers came from their meetings.

- Chairman (runs the committee meetings, liaison with World Services, etc.)
- Hotel Coordinator? (primary liaison with hotel)
- Treasurer (open bank account (?), collect and deposit money at end of each day, keep clear records of all expenditures and disbursements, etc.)
- Decorations (Saturday night banquet)
- Hospitality Suite
- Literature (getting it from World Services, arranging for tables, etc.)
- Marathon Meetings (getting volunteers to secretary the meetings, get a group conscience on Seventh Tradition, snacks, coffee, beverages, etc.)
- Merchandise (Will you be selling T-shirts or other items? Optional)
- Registration (handles registrations as they come in, sends out delegate packets)
- Activities (post-conference activity coordinating)

## *The Conference Venue*

---

Each conference committee is free to make their own decisions regarding what is available at a conference in regard to coffee, refreshments, etc.

Once the venue is chosen, and contact has been made with a liaison with the facility, an estimate of expenses will have to be gotten from the liaison.

See the agendas at the back of this booklet to determine how many meetings rooms will be needed, how large, etc. You may also want to arrange for the Saturday night dinner and Sunday brunch with the facility.

Will you have coffee in the hospitality suite or in the Marathon Meetings? What does the facility charge for this? What about hot water for tea?

How many rooms will you need to guarantee the facility? What kind of rooms, singles, doubles, etc.?

Will you need AV equipment for the workshops or meetings? Does the hotel provide this?

What other expenses will be incurred?

### **Physical Needs**

*For the workshops:*

3 easels and flip charts

markers

rolls of masking tape

pushpins (and soft surface like bulletin board)

AV equipment? Overhead projectors, slide projectors, laptop(s), media players? (to be determined by workshops)

Extra copies of information being voted on (new literature, policies, etc.) available to delegates in the workshops

*For the business meetings:*

Podium at front with tables to each side for officers (water on tables?)

Auditorium seating for delegates and conference attendees

Microphone at podium and also in center aisle about halfway back from front (for delegates)

***This section needs more information. Can you help add to it from your experience?***

## ***Registration***

---

The Registration Committee is responsible for receiving registrations, and compiling data regarding money collected, dinners and events paid for, delegate status, volunteer status, address, etc. Should be relatively organized individual. S/he will be responsible for keeping track of the number of dinners, brunches and after-conference events sold ***as well as*** an up-to-date accounting of conference registrations throughout the conference. Try to create a form that is easy to use for your volunteers while they are registering conference participants. The hotel kitchen has a cut-off time for when dinner can be ordered and they will need to know how many of each type (meat, chicken, vegetarian) they need to cook.

### **Registration Form**

See attached revised registration form. I would definitely put more info on the registration form. Some hotels require 72 hours notice of numbers of people for dinners and breakfasts. Make clear the last date by which you can order meals or reserve spaces in events. People who bring guests to dinner or breakfast: how to indicate that on the form and how to track that at conference. Give tickets? If so, then you need a ticket-taker/giver.

### **Pre-conference Packets mailed to registrants**

Prepare pre-conference packets to be mailed to all registrants until approximately 1 week before conference. Mail-out registration packets should have information about where to go when they arrive at the hotel, when registration opens, and what events will be happening on Friday. Since each year's conferences are similar, you could probably include a skeleton schedule for all events that weekend.

### **Conference Program Packets**

Conferences average around 110 people.

You may wish to contact your local Chamber of Commerce or your Convention and Visitors Bureau around 4 weeks or more in advance of the conference to order tourist information to be included in the registration folders. These organizations sometimes need a long time to prepare these, as they may need to be printed. This is optional, however. Be sure to get a group conscience on what to include in the packets that is not Nicotine Anonymous-related. (Traditions 6 and 10.) Other conferences have included information about local events, etc. This information will also probably be available through the hotel.

Contact World Services to get the material that they want included in the packet. Consider including the following:

- Welcome letter from Conference Committee and list of packet contents
- Conference Agenda (*from World Services*)
- Officers Travel Policy (*from World Services*)
- List of current officers, and descriptions of new positions to be voted on
- Information regarding voting issues to be dealt with (i.e., delegate voting items and workshops) (*from World Services*)
- The responsibilities of the delegates as taken from the Bylaws
- Blank sheets of paper, scratch paper, or a pad?
- Flyer regarding next year's conference.
- "Service is the Key" Flyer
- Literature order form
- Information regarding special events (during or after the conference)
- The newsletter, *Seven Minutes*, or a flyer.
- Maybe information regarding the hospitality suite and what happens there
- Tourist information, nearby restaurants (OPTIONAL)
- Map of local area
- World Wide meeting list?

## **Volunteers**

Find volunteers to staff all tables (registration, literature, and [optional] commemorative items), secretary marathon meetings, and help with the hospitality suite.

## **Roommates**

If shared hotel rooms could be made available (advertised), perhaps more people could attend the conference. Perhaps a roommate-finding service could be arranged. The registration committee could put people in touch with each other by e-mail or phone.

## **Delegates**

The delegates must register with the World Services secretary at least 30 days prior to the conference. Obtain a list of Delegates and Officers from the World Services Secretary. Check registrations against these lists and make a note of discrepancies. Inform NAWS of any discrepancies discovered. After the delegate registration deadline (**30 days prior to the conference**) check with the secretary to be sure all delegates have registered with the secretary. A reminder can be added to the receipt mailed to the registrant.

## **Registration at the Conference**

Prepare a list of all registrants (for the registration table) to assist in check-in. Also prepare blank pages for new on-site registrations. Leave a space for amounts paid. It is vital to keep track of all registrants as their names, addresses and e-mails will be used for contacting them about future conferences for the following two years. This information should be provided to World Services after the conference.

## **Registration Scheduling**

Recommend creating a schedule of when things need to be done. Here is a suggested timeline:

### ***8 or more weeks prior to conference***

- Keep track of all expenses, i.e., postage, envelopes, folders, pens, etc. and report to Treasurer as soon as incurred. Try to give the treasurer a receipt for all expenses.
- Purchase approximately 100 - 9x12 manila folders for mail-out packets.
- Postage rate for 9 x 12 mailings was \$1.75 each USA rates, first class (2003). (This varies depending on weight, but will give you an approximate cost.)
- Contact Chamber of Commerce for materials to be included in registration folders
- Contact World Services and alert them of the need for printed materials (approx 125), regarding issues to be voted on, for inclusion in the registration packets and folders. (Give them a deadline date of 2 or more weeks prior to conference.)
- Decide on the commemoratives you will be selling [OPTIONAL] and including in the registration packets (pads, pencils, t-shirts, mugs, etc.).
- Prepare materials that will go into pre-conference packets.
- Order commemorative items, if any. (sooner?)
- Keep track of all expenses and report to treasurer as soon as expenses are incurred.
- Order literature?
- All delegates' names should be sent in to NAWSO *no later than* 30 days prior to the conference.

### ***5 or more weeks prior to conference***

- Create data worksheet with year, first name, last name, street, city, state, providence, country, zip, area code, phone, date received payment, delegate yes/no, registration fee, guest fee, dinner steak/fish fee (or whatever), brunch fee y/n, after conference event fee, total paid, overage payment (contribution), intergroup affiliation, e-mail address, badge name member, badge name guest
- Send confirmation to registrants of monies received and what they paid for (postcard?).
- Get directions how to get to hotel from local airport and include in mailed packets
- Get people to help you stuff envelopes and folders and affix mailing labels. It takes time to do so.

- Mail conference material (agenda, voting issues and all pertinent info about conference—see page 7 for list) to early registrants. Every registered member is mailed one until the cutoff time.
- Begin preparing name tags
- Design registration folder and what goes in it (welcome letter, agenda ,pen, note pad WSO directory, etc.)

#### ***4 weeks prior to conference***

- Continue to mail registration packets
- Make purchases of folders and prepare the decorative label to go on the folder
- Decide on table decorations, if any, and begin preparing them
- Compile a list of people who want to share hotel rooms and send to those looking for roommates (or whatever procedure you've decided on for roommates, if any)

#### ***3 weeks prior to conference***

- Continue to mail registration packets
- Continue to keep track of expenses and pass on to conference treasurer

#### ***1–2 weeks prior to conference***

- Stop mailing registration packets
- Get 2-3 volunteers to help out in the registration process and coordinate someone to get volunteers to man registration tables.
- Prepare badges
- Stuff folders with all information, pads, pencils, etc.
- Prepare registration list for registration table
- Compile a list of volunteers
- The hotel will need tallies of meal counts approximately 72 hours, prior to first day of conference
- Create another worksheet just for the registration table with first name, last name, guest name, dinner requirements, brunch ,events, delegates y/n, total fees, overpayment (contribution). Bring this worksheet with you so you can check off everyone and you have a list of who is eating and what.

#### ***Conference day at the registration table***

- Registration Table manning time is Friday 3 p.m. till 11 p.m.—Saturday 9 a.m. till 6 p.m.—Sunday 8 a.m. till brunch
- Get to hotel early on the first day to set up everything
- Get volunteers to man tables for 2-3 hour increments
- After cutoff date just bring envelopes to conference and hand out to member when they check in.
- Have the following available at the registration table by opening time:
  - Stuffed folders and badges
  - Complete list of people who have registered and what they've registered for.
  - A list of people who have yet to pay.
  - Cash box, calculator, receipt book, and start money (\$100 in \$5s and \$10s) from the treasurer.
  - Need cash box as lots of people pay in cash at conference
  - A list of volunteers who signed up with contact information (phone number, pager) and when they'll be at the conference in case they're needed.
  - Extra registration forms
  - Keep track of total meals and what kind so the hotel will have an idea how many meals to prepare. You get this from your registration worksheet as well as sign-ups at the conference

# ***Treasurer***

---

## **Budget**

Prepare a budget of expenses:

### **1. Administrative**

- Hotel down payment/guarantee
- What else?

### **2. Registration**

- 9x12 manila envelopes to mail pre-registration packets
- postage for packets
- folders for registration packets
- labels for decoration of folders (optional)
- badges and printing thereof or tickets or whatever [optional]
- printing/copying costs

### **3. Commemorative items (OPTIONAL)**

- A possible item might be coffee mug, t-shirt, pencil, pad, badge, pin, etc.

### **4. Hospitality**

- Refreshment Costs. Perhaps have enough money for one coffee pot from Hotel, and ask for donations to pay for the following pots of coffee. Hotels may not allow you to provide your own coffee, but insist on their own coffee and food. Check this out.

### **5. Hotel**

- Meeting rooms
  - Coffee/hot water/refreshments
  - Meals (Banquet, Brunch, etc.)
  - AV equipment
  - Any surcharges or other foreseen miscellaneous expenses
- Have all committee members submit receipts for all expenditures. Keep track of all expenses and income (from registrations, donations, and World Services).
  - Maintain an up-to-date financial status of income and expenditures. Create a spreadsheet form to account for expenses and to break them down into categories: registrations, dinners, brunches, after conference event, literature sales, t-shirts, and other expenses
  - Be aware of any budget shortfalls and report it to committee.
  - Open a checking (and savings?) account for the conference
  - Collect receipts of all expenses.
  - Have registration provide a copy of each registration form and accompanying check. In case the figures in the Financial Report and bank account don't match, you have some data that could help in their reconciliation. Having these copies will also aid in assuring that income is being recorded/reported appropriately.
  - Set up a safe deposit box with the Hotel for night deposits.

## **At the Conference**

- Arrive before opening time to help set up tables which will be collecting money.
- At the beginning of each day, provide separate cash boxes, calculators, receipt books, and seed money at each area of collection (registration, optional commemorative items, literature, etc.).
- Issuing a receipt at point of registration or sale helps to keep track of how much is being collected and for what.

- Recommend seed money of \$100.00 in small bills at all collection points and if selling literature, coinage would also be required.
- Have separate collection envelopes or money containers for each point of collection. This will help assure that the money is being credited to the appropriate activity in the Financial Report.
- Bring deposit slips and endorsement stamp in order to make casual deposits of money received and eliminate the amount of money on hand.
- Position a sign “Make Checks Payable to NAWSC [???” [or whatever your checking account is named] at the registration and commemorative items tables.
- If selling literature, post a sign stating “Make checks payable to NAWS” at literature table only.
- Periodically check to see if each money collection point has enough small bills.

***At the end of each conference day:***

- Collect money from all stations, count it, record it, and put in hotel safe. Keep amounts from the different cash stations separate. If you feel you can make a deposit that day of some of the cash, then do so. Record all transactions for future report to World Services.

**Post Conference**

- Request that all receipts for literature be turned in immediately.
- Reconcile financial report to bank account.
- Provide copies of the Final Financial Report to all committee members.
- Provide a final accounting of all money to World Services (see example at end of booklet)

## *Notes*

---

- Bring miscellaneous supplies (paper clips, marking pens, scotch and double-stick tape, ruler, scissors, etc.) to conference site.
- Saturday night table decorations. You will need to know how many tables there will be, and how many to make. The decorations have traditionally been given to people at each table with the longest and shortest sobriety dates (at the end of the dinner).
- You can get generally 8–10 people at a round table.
- Hotel rooms should be reserved ASAP.
- Officers are considered delegates at large.
- Everyone is welcome to all events, but only delegates can vote on the issues.
- Keep anonymity regarding hotel advertising. Use NAWS instead of Nicotine Anonymous?
- Find the nearest copy place to the conference location. No doubt some last minute copying will need to be done. Faxing may also be required.
- Instead of all conference planners sticking together at mealtimes, perhaps they should spread themselves out among the tables to act as representatives of the conference?
- Securing the tables overnight. The audiotape person and the merchandise and literature people will have tables holding their supplies and products. Rather than removing these items each day, perhaps the hotel can offer a way to keep the items secure overnight, by moving the tables into a locked room, or somehow locking covers over the tops of the tables.
- Most registrations come in the last three months.
- Be careful of being over zealous when ordering t-shirts or other items. Better to run out than have an excess.
- The Dallas conference (1999) called American Airlines (800-221-2255) for a special rate, which turned out to be 7% off your best purchase.
- The 7th Tradition should cover coffee and food in the Hospitality Suite (after the first pot of coffee)
- The Conference committee is responsible for providing a warm-up speaker for the Friday night Gratitude Meeting, a warm-up speaker for the Saturday night dinner/speaker and the Spirituality speaker for Sunday Brunch. World Services chooses the main speaker for the Saturday night banquet.
- Remember not everyone drinks coffee! Hot water and tea is appreciated.
- Have a group conscience on whether to have the Seventh Tradition at the Marathon Meetings.

### **“Mistakes Were Made”**

- Didn't make clear to registration volunteers the need for clear accounting of money received.
- Didn't make clear to volunteers the need for new registrants to fill out registration forms.
- Didn't have blank registration lists for new registrants initially, but they later arrived.
- Were still stuffing packets on the day of registration because of changes to agenda and last-minute additions to packet.
- We didn't order hot water along with coffee. Some people might have wanted tea or hot chocolate, which was available.
- We didn't figure coffee into the hotel contract, it had to be negotiated later.
- We didn't think about the possibility of people wanting to share rooms until one person asked. Better to have that information on registration form.
- Delegates didn't register with the secretary 30 days prior to the conference. Be sure this is clear on the registration form, flyers, etc.

## Sample Agenda and Setup Requirements: Day 1 (Friday)

### **General Session Room**

- Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)
- Dais (long tables) up front to seat 10–15, near outlets, with glasses and water pitchers for 10
- Smaller table set up near podium for audiotaping purposes
- Display tables at rear of general session room

1:00–5:00 p.m.

**Officers Meeting** (Room, table, chairs, water?)

3:00–10:00 p.m.

### **Registration**

- Setup near general assembly room
- Need 2 long tables and 4–5 chairs
- Storage overnight

3:00 p.m.–12:00 a.m.      Hospitality Suite Open

- Casual seating for 25–30, circular
- Snack service? First pot of coffee paid by conference, remaining pots paid by donations. Food is generally not allowed by hotel, unless provided by hotel.

6:00–8:00 p.m.

**Dinner On Your Own**

8:00–12:00 a.m.

### **Gratitude Meeting**

- General Session Room
- Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)
- (Leave dais in place)
- Smaller table set up near podium for audiotaping purposes
- Display tables at rear of general session room (leave in room, locked overnight)

## Sample Agenda and Setup Requirements: Day 2 (Saturday)

- 7:30–8:30 a.m. **Breakfast**
- 8:00–10:00 a.m. **Registration/Sales**
- Setup near general session room
  - Need 2 long tables and 4–5 chairs
  - Storage overnight
- 9:00–12:00 noon **Hospitality Suite Open**
- Casual seating for 25–30, circular
- 9:00–9:00 p.m. **Marathon Meetings**
- Circle/oval seating for 25
- 8:30–12:00 noon **Delegates meeting**
- General Session Room, possible use of projector and screen for PowerPoint presentations. May also need flip chart(s)
  - Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)
  - Dais (long tables) up front to seat 10–15, near outlets, with glasses and water pitchers for 10
  - Smaller table set up near podium for audiotaping purposes
  - Display tables at rear of general session room
- 10:30–10:45 a.m. **Break**
- 10:45–12:00 noon **Lunch**
- 2:00–3:00 p.m. **Workshops**
- 1 session of 1 hours each in general session room, use existing seating, need flip chart, paper and markers
  - 1 session of 1 hours each in break-out room, classroom seating for 25–30, need flip chart, paper and markers
  - 1 session of 1 hours each in break-out room, classroom seating for 25–30, need flip chart, paper and markers
- 3:00–3:30 p.m. **Break and go to second workshop**
- 3:30–4:30 p.m. **Workshops**
- 1 session of 1 hours each in general session room, use existing seating, need flip chart, paper and markers
  - 1 session of 1 hours each in break-out room, classroom seating for 25–30, need flip chart, paper and markers
  - 1 session of 1 hours each in break-out room, classroom seating for 25–30, need flip chart, paper and markers
- 4:45–5:45 p.m. **Delegates Meeting: Workshops Recap**
- General Session Room
  - Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)
  - Dais (long tables) up front to seat 10–15, near outlets, with glasses and water pitchers for 10
  - Smaller table set up near podium for audiotaping purposes
  - Display tables at rear of general session room
- 6:30–8:30 p.m. **Conference Dinner**
- 9:00 p.m. **Invited Speakers (2)**
- Can be in same room that dinner is being eaten or possibly in General Session Room. Microphone required, podium up front.
  - Smaller table near podium for audiotaping.
  - May need additional chairs for those people who come for speakers only after dinner.

## Sample Agenda and Setup Requirements: Day 3 (Sunday)

- 7:00–8:30 a.m.     ***Breakfast***
- 7:00–8:30 a.m.     ***Sunrise Meeting***
- Hospitality Suite
  - Casual seating for 25–30
- 8:00–2:00 p.m.     ***Registration/Sales***
- Setup near general Session Room
  - 2 long tables and 4–5 chairs
- 8:45–9:45 a.m.     ***Delegates meeting***
- General Session Room
  - Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)
  - Dais (long tables) up front to seat 10–15, near outlets, with glasses and water pitchers for 10
  - Smaller table set up near podium for audiotaping purposes
  - Display tables at rear of general session room
- 9:45–10:00 a.m.    ***Break***
- 10:00–11:00 a.m.   ***Delegates meeting and voting***
- General Session Room
  - Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)
  - Dais (long tables) up front to seat 10–15, near outlets, with glasses and water pitchers for 10
  - Smaller table set up near podium for audiotaping purposes
  - Display tables at rear of general session room
- 11:00 a.m.           ***Hotel Checkout***
- 11:30–12:30 p.m.   ***Spirituality Brunch***
- 12:30–1:30 p.m.    ***Spirituality Meeting Speaker***
- Can be in same room that dinner is being eaten or possibly in General Session Room. Microphone required, podium up front.
  - Smaller table near podium for audiotaping.
  - May need additional chairs for those people who come for speakers only after brunch.
- 1:30–2:30 p.m.     ***Officers Meeting***
- Tables and chairs for a minimum of 12 people
- 2:30–5:30 p.m.     ***After-conference Activity***

## Suggested Conference Planning Timeline

### *Year 1: Win Bid*

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Discuss with Intergroup (poll for consent)	X												
Begin search for venue			X										
Pitch Bid at Conference		X											
Tell results to Intergroup			X										
Identify Teams and Chairpeople			X										
Continue work on finding a suitable venue (if necessary)				X									
Make contact with WS conference liaison (treasurer-emeritus)			X										
Choose hotel and Sign contract?					X								
Design flyer for year 2 conference											X		

### *Year 2: Start Local Structure*

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Have a flyer available to conference for inclusion in packets and on literature table												
literature table				X								
Meet with Conference Committee chairpeople				X								
Observe Conference				X								
Send out delegate packets if <b>bylaw changes</b>											x	
Meeting with committee (dates optional: you may want to meet every month)							X		X		X	
Get city info from Chamber of Commerce or other for packets												
Status reports									X			
Order t-shirts and other sales items												
Send out delegate packets with other conference info												
Reconfirm with hotel											X	
Publicise conference in Seven Minutes, on Web site, mailings			X	X	X							

*Year 3: Host Conference*

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Walk-through of hotel	X											
Get literature from World Services for literature table	X											
Closure on preparations	X											
Meet with committees	X											
Find volunteers to man tables, marathon meetings, etc.		X										
Host successful conference		X										
Report results, ideas for future			X									
Make full accounting of funds to World Services			X									
Return seed money to World Services				X								
Return unsold literature to World Services			X									

