

Area 57/Oklahoma Conference Guidelines

Sponsored by: Area 57/Oklahoma Committee

January 07, 2022

Change History:

Changed 01/07/2022 to reflect changes recommended by the Guidelines Review Committee

General Information

The Purpose of the Area 57 Conference is to hear the Delegate's Report. The District Committee Members are the Hosts for the Conference and should be included in the Greeters' Committee and other capacities such as Emcees for the Speaker Meetings, reading "How it Works" or other readings selected, hosting speakers, etc. It is suggested that the Alternate Delegate or Ex-Officio host the GSO Speaker.

The Area Committee is the Sponsor of the Conference and any major changes must have approval of the Advisory Committee and the Area Committee. The Area Chair will determine what constitutes a major change. The Area Committee sponsors and underwrites the Area Conference.

The Conference Chair shall appoint Chairs of those conference committees necessary to provide a successful conference. It is suggested that all committees have a Chair and a Co-chair; this assures the Committee's work going forward in case of resignation of the Chair. The Committee Chairs may appoint their Co-Chairs or the Conference Chair may appoint them. If a Chair or Co-Chair fails to attend two consecutive Committee Meetings without sending representation, the Conference Chair may replace that person. The Chair also chooses a Traditions Advisor. This is someone (this has been traditionally a past- delegate) who has a working knowledge of the Traditions, the Area 57 structure, as well as the Area 57 Conference structure; and whose job is to be a source of guidance.

Committee meetings should be held monthly (care should be taken not to conflict with Area or District Meetings) up to Conference time to be certain all work by the Conference Committees is being kept on schedule. Committee Chairs should communicate any room arrangements, equipment, tables, chairs, easels, signs, etc. required during the conference for display and other to the arrangements chair.

The Conference Chair should maintain final approval of all committee actions, including selection of speakers.

Conference Chair

The Area Chair, with approval of the Area Committee, appoints the Conference Chair (usually in December); who then selects a Co-Chair. It is important to involve the Conference Co-Chair in all aspects of planning, so that in the case of illness or other incapacity of the Chair, the Conference will continue with little interruption. To the extent desired, the Chair may delegate responsibilities to the Co-Chair.

The Conference Chair should obtain and become thoroughly familiar with the Area 57/Oklahoma Policy and Procedures Manual covering the Conference, the Area 57 Conference Guidelines and GSO's Conference Guidelines. Ensure that the copy of the Area 57 Conference Guidelines obtained is updated to reflect any changes recommended by the previous Conference Chair and approved by the Advisory Committee. (See last paragraph of this section.)

It is the Chair's responsibility to advise the Conference Committee Chairs and Co-Chairs of the Area 57/Oklahoma Policy and Procedures Manual, Area 57/Oklahoma Conference Guidelines and GSO Conference Guidelines. The Conference Chair calls a meeting of appointed Conference Committee.

Chairs and Co-Chairs to make them aware of their duties, the duties of other Conference Committees and to distribute copies of pages of the current Area 57 Policy and Procedures Manual and the Area 57 Conference Guidelines that pertain to particular Conference Committees.

It is a courtesy to invite the Area Chair and the Area Delegate to Committee Meetings and to copy them on minutes of the meetings. The Conference Chair will give progress reports to the entire Area Committee at the quarterly meetings.

Consultation with the Area Delegate before the Conference plans are very far along, by custom and courtesy the Area Committee grants the Delegate the following considerations:

- Selecting the GSO Speaker for the Conference;
- Introduces the GSO Speaker;
- Consulting on the placement in the program of the Delegate's Report and the GSO Speaker;
- Traditionally the Delegate has a Delegates' breakfast on Sunday Morning of the Conference. This is for out-of-state Delegates, Trustees and Area 57 present and past Delegates attending the Conference. The breakfast should be announced from the podium to ensure that all those past and present Delegates attending are aware of the invitation. This a budgeted item to be included in the Conference budget. The Advisory Meeting, then the Area Committee approves the budget.

Advise the Speaker Chair that the Delegate will select the GSO Speaker and may wish to introduce the GSO Speaker.

Early Preparations

All these early preparations may be done by the entire Committee or by individual committees

- Review the financial statement of the previous two years, and prepare a proposed budget giving consideration to the registration fee. The Conference Chair and the Finance Chair discuss procedures to be used.

- Prepare a Conference plan. The plan is to include the program schedule, theme, the list of speakers, and the registration fee. (If all the required information is on the flyer, the flyer will serve as the Conference Plan). Review of past conference flyers will give more of a working knowledge of how the plan should be formatted.
- Update & Maintain the State Conference Page on the Oklahoma AA web site:
 - * As soon as the “hand-off” is made, make sure all the old Conference information is deleted from the web site and change the contact Email for conference@aaoklahoma.org to the new Conference Chair’s personal e-mail address, so that the link on the Conference page is kept current.
 - * Post the next State Conference Committee Meeting on the home page of the web site and keep that meeting information up-to-date.
 - * Work with webmaster to set up the Pay Pal account on the web site (after the flyer, program & budget have been approved) so that people can start pre-registering on line.
 - * Work with the webmaster to set up E-mail links for people to volunteer through the web site.
 - * As soon as the flyer is approved, ask the webmaster to post the flyer both to the flyer section of the web site and put a link on the conference page for it

As soon as the proposed Conference budget and the Conference flyer are completed, the Conference Chair should contact the Area Chair to request an Advisory Committee Meeting to review the proposed budget and flyer (traditionally this is scheduled in late summer/early fall of the year prior to the Conference). Select a time and place for the meeting, with the Area Chair. The Area Chair will notify the Advisory Committee of the meeting. The Advisory Meeting is composed of the Area Committee Officers; each District’s Chair; and Ex-Officio Members (past Delegates).

The Conference Chair is to present the budget and flyer first to the Advisory Committee for their approval. These approvals are to be obtained no later than the December Area Committee meeting. Copies of the budget and flyer are to be given to each advisory member and later to the members of the Area Committee. (approx. 50 copies)

The next step in the process is to present the Advisory Committee approved budget and Conference flyer to the full Area Committee at the next quarterly meeting.

The Southwest Regional Trustee shall be invited to each Area Conference. The Trustee is asked to speak at one Conference during their four-year term, but not at the first Conference following their election. If the Trustee is asked to speak, they will be the GSO speaker for that year’s conference.

Speaker selection should be completed as early as possible.

The Conference Chair, immediately on being appointed, (with the Arrangements Chair and Finance Chair if possible) contacts the facility where the Conference is to be held (facilities are

reserved at the end of each Conference, which means contracts have been made two years in advance); meets with appropriate representatives to review contract. Review and become familiar with contract terminology in question with the facility staff upfront; it is better to ask questions early on. Tour the facility at this time if possible. Be sure which rooms have been reserved for the Conference. Inquire if other events are scheduled during the Conference.

Arrange for a Conference Taper. It is customary to use the Area Committee's Official Recorder in this capacity. This is not a Committee Chair position.

Invite the Area Archivist to display archives during the Conference. The Archivist's expenses are to be reimbursed in accordance with Area 57/Oklahoma Policy and Procedures, which states, "All expenses, including but not limited to transportation, crating, travel expense including room and meals for the Archivist, shall be paid by the requesting party or organization".

Traditionally the current Conference Chair and incoming conference chair (if appointed) will negotiate a contract with a facility for the Conference in two years. This contract is to be signed by the current Area Chair in behalf of the Area Committee. The original contract is to be filed at the Area 57/Oklahoma office.

The Conference Chair is to see that the facility is notified of our policy on anonymity.

The Conference Chair should meet with the Registration Chair and Finance Chair the morning of the conference (at the latest) to discuss how registration forms will be completed to help insure accurate information on the address and amount paid by each registrant.

Conference Meetings

The Area Chair opens and closes the Conference. Usually the Conference Chair or Co-chair will open and close the Speaker Meetings, making all necessary announcements.

The immediate past Delegate, by custom, emcees the meeting for the Delegate's Report, as well as the GSO Speaker Meeting.

Emcees are selected from District Committee Members, by the District, and may be the District Chairs (this has traditionally gone to the current District Chair). Start early in obtaining the names of the Emcees for the meetings. As soon as you have the names of the Emcees send them notification of their time on the program and describe their exact duties. The Conference Chair should work closely with the Emcees and to be certain they are informed of their duties.

Determine who will sit at the head table during Speaker Meetings. It is customary to include Ex-Officios at the head table. Also review the meeting format with the Arrangements Chair to determine the details of the program. Be sure that literature is on hand to be read before meetings, such as "How it Works", the Anonymity Statement, the Traditions, the Concepts, etc.

Following the Conference

Remind the Finance Committee Chair to prepare the final Financial Report for the quarterly Area Committee Meeting and to make sufficient copies for all Area Committee Members (150). Present this final Financial Report to the Area Committee during the final report on the Conference.

The Conference Chair or Co-Chair gather suggestions from the conference committee of revisions to the State Conference guidelines (this document); and suggest any changes necessary to bring them up to date. These suggestions will be submitted to the State Conference Guideline Committee. This committee consists of past and present conference chairs, co-chairs, advisors, and committee members. Its purpose is to review and approve the suggested changes to the Conference Guidelines. This meeting should take place following the conference, within 60 days. This meeting will be organized by the previous year's state conference chair. These changes should be presented to the Advisory and Area committee for review and comment. The out-going Conference Chair and Area Chair shall negotiate the facility contract for the Conference to be held in 2 years. The Area Chair will sign this contract. If the Conference Chair has been appointed for the Conference to be held in 2 years at the time of these negotiations, then that appointed Conference Chair is included in the negotiations as a courtesy.

The out-going Conference Chair will organize the "Hand Off" meeting so that all of the records for the last three (3) year's Conferences are transferred to the next Conference Chair. Usually this is done after most of the upcoming Conference Committee has been selected and a date is picked that is convenient for as many as possible to attend (usually during lunch break at an Area Committee Meeting.)

Any records older than three (3) years should be turned into the State AA Office for Archives.

Conference Secretary

Record minutes of each Conference Committee Meeting. Provide secretarial work required by the Conference Chair; Speaker's Chair and other Conference Committees needing assistance.

The Secretary is to keep a file the minutes of Committee Meetings, Budgets, Committee Reports, Contact Lists, etc., for the next year's Conference and for the Area Committee Office for the permanent Area files.

The Secretary maintains and distributes minutes of the committee meetings. It is a courtesy to copy the State AA Office, the Area Chair and the Area Delegate on minutes of the meetings.

Maintain a contact list, including e-mail addresses, of all committee members.

Speakers Committee

Upon appointment start selection of speakers, with approval of the Conference Chair.

The speaker chair will respectfully ask the speakers to confine their talks as it is related to alcoholism, and refrain from using profanity, while at the podium.

Speakers Committee will need to contact Al-Anon Area Delegate to make necessary arrangements for the Al-Anon speaker. Traditionally, Al-Anon has been responsible for the selection of the Al-Anon speaker, the host, and the liaison to the Conference Committee. All considerations for AA speakers apply also to the Al-Anon Speaker, including payment for meals, travel, and hotel room.

By custom, the Area Committee grants the Delegate the following:

- Selection of the GSO Speaker for the Conference;
- Introducing the GSO Speaker;

The Southwest Regional Trustee shall be invited by written invitation (letter/email) to each Area Conference. The Area Conference will pay for the Southwest Regional Trustee's expenses (travel, room, meals and registration). The trustee will be asked to speak once during his(her) four- year term, and will serve as the GSO speaker if asked by the delegate. The Area 57/Oklahoma Policy (in regard to expenses) should be included in the letter/email of invitation.

Letters/emails of invitation to the selected speakers are sent as soon as possible. Specify in the letter/email that travel expenses, air fare (coach) roundtrip, hotel room, meals and registration are paid by the Conference for speaker only. Ask for travel and room preferences so that arrangements can be made. If the Speaker chooses to make travel arrangements, give a deadline for making the arrangements, so that cost can be determined and reimbursed to the Speaker.

As soon as the Conference Program is determined, advise the Speakers of their place on the program and the allotted time to speak. Also notify the Speaker that their Host will begin contacting them and will pick them up when they arrive.

Assign host for each speaker for the full time of Conference. Be certain the host, or other responsible person, meets speaker on arrival, and when they are to leave takes them to the airport. The host introduces their speaker and will sit at the head table during that meeting.

The Speaker Chair will provide the following information to the committees indicated:

- * Arrangements Chair – Speaker's name, city and state, arrival and departure times, and room preferences (bed size, etc.)
- * Printing Chair – Speaker's name, city and state for use in the flyers and programs.

The Speaker Chair will confirm that the spelling of the Speaker's name, city, and state are correct in all printed material.

The Arrangements Chair will arrange for Speaker gifts to be placed in the Speakers' rooms prior to their arrival.

Al-Anon Liaison

Traditionally, Al-Anon has been responsible for the selection of the Al-Anon speaker, the host, and the liaison to the Conference Committee. All considerations for Al-Anon Speaker, including payment for meals, travel, and hotel room are paid for by the conference.

Finance Committee

The Finance Chair, at the direction of the Conference Chair, prepares the Conference Budget, which is approved by the Advisory Committee and presented to the Area Committee at the quarterly meeting. The Finance Chair should be familiar with Area Policy and Procedure regarding Conferences.

The Conference maintains a checking account for the conference deposits and expenses. The account maintains a minimum balance of \$100.00 (or the bank's minimum balance if the bank has one) to be transferred from each conference to the next by change of signature authorities on the account. Paper statements will be sent to Area office and all other financial statements are to be dealt with using online banking services unless otherwise indicated. The Conference checking account will normally be at a bank that has several locations throughout the state so that the account can be used by successive conferences, regardless of the location.

The Conference Chair, the Co-Chair, the Finance Chair and the Finance Co-Chair will be authorized signers. As each new Conference Committee is named, the outgoing Finance Chair will work with the new, incoming Finance Chair to change the signature authorizations on the account to the new Conference Committee's signers and remove the previous committee's signers.

The Finance Chair will receive \$3,000 from the Area Committee in July or August to be deposited in the conference account for preliminary expenses of the Conference.

Rent a post office box no later than September 1. Inform the Printing and Publicity Committees of the box number and zip code for use on flyers and mailings. Collect mail from the box regularly and keep records of pre-registration funds and contributions, deposit money in the bank account in a timely manner and forward the registration forms to the Registration Chair.

Pay Conference bills promptly and keep a detailed accounting of all expenditures

Prepare periodic updates of the Financial Report of the Conference, showing the original budget, any revisions to the budget and the expenditures and receipts to date.

Coordinate with the Conference Chair for use of a locked room during the conference, to be used for managing registration funds.

During the Conference, the Finance Chair and the Co-Chair will collect cash from the Registration Chair frequently. All cash in excess of the amount needed for change will be

deposited in the Conference bank account. The Finance Chair may find it useful to talk with the nearest bank branch manager about a week before the Conference, letting them know of the cash and deposit needs for the weekend. Consider making arrangements for use of the bank's overnight deposit facilities for late Friday and Saturday night deposits. All cash deposits will be made with both Finance Chair and Co-Chair together.

The Finance Chair will be available throughout the Conference to make change for committees, collect excess funds, prepare payments and otherwise assist as needed. (For example, contribution jars, paying for entertainment, literature sales, etc.)

Following the Conference

The Finance Chair will review the facility bill with the Conference Chair and confirm with any committee chairs that all charges are appropriate. When the Finance Chair and the Conference Chair are in agreement with the hotel/facility billing, final payment will be made to the hotel promptly.

If revenues are not sufficient to pay all of the Conference expenses, the Finance Chair will coordinate with the Conference Chair and the Area Finance Chair to obtain funds needed from the Area Committee, including \$100 to remain in the bank account to keep it open for the next conference.

If the conference has funds remaining after paying Conference expenses, the Finance Chair will write a check to the Area reducing the bank balance to \$100, and returning all monies.

The Finance Chair will prepare the final Financial Report for the quarterly Area Committee Meeting, with sufficient copies for all Area Committee Members (100).

Arrangements Committee

The Arrangements Chair should review the facility contract and be familiar with its terms and conditions.

The Arrangements Chair along with the Conference Chair will meet with facility representatives to ensure there is a clear understanding of the contract and to discuss any questions.

Remind the facility representatives of the services needed and provide a copy of the Proposed Format of the Conference for use by the facility. Check on all arrangements during the Conference. The Arrangements Chair is to be available at all times during the Conference.

Arrange for the Speaker's podium, head table with covering, seating for 6 to 8, AV system, ice water, glasses, flower arrangements, and hanging of the banner. Prepare the seating arrangements with the conference chair

(Suggestion: Masking tape can be used to indicate where each person, designated by title or function, i.e., Emcee or Speaker, is sitting at the head table.)

Determine smoking/vaping areas and be sure those are announced by the Conference Chair at the meetings. Arrange for ash receptacles as required. Appoint Clean-up Crew to clean up outside smoking areas.

The Oklahoma State Conference does not provide coffee.

Request that each committee provide a listing of all audio-visual or other requirements. Determine the total number of tables and chairs required for display and other, including:

- * Registration and Pre-registration
- * Literature
- * Archives
- * Area Service Committees
- * Conference Taper
- * Hospitality Rooms
- * Marathon Meetings
- * Entertainment
- * Al-Anon

Place easels and signs designating meeting rooms, hospitality, marathon meetings, etc . Consult with the Taper to determine specific needs for tables, electrical outlets, access to the facility, etc.

Water should always be available in the meeting rooms.

Advise the Conference Chair and Speaker Chair when hotel rooms have been reserved for Speakers and the Southwest Regional Trustee. Also reserve rooms for the Conference Chair, Co-chair, Conference Finance Chair, Registration Chair, Arrangements Chair, Area Chair, Area Delegate, Official Taper, and the Area Archivist (if he/she plans a display). These reservations are to be for Friday and Saturday nights only, and are to be paid by the conference.

Create a location where members can list AA Members (First name, Last initial) who have passed away since the last conference to be read Sunday morning.

Obtain two copies of the Big Book for Conference attendees to sign--these will be given away at the sobriety countdown.

Check with the Conference Chair and Secretary for items to be at the podium for each meeting, such as meeting format, preamble, anonymity statement, schedule of events, announcements, etc.

Confirm with the facility that no advertising or signs using the term alcoholics anonymous or AA will be used by the facility.

See that the Taper's equipment is set up early on Friday in the meeting room or adjacent area as requested. Check the microphone at the podium to be sure it is working. Be familiar with lighting

controls, heat and air controls, or how to contact hotel personnel quickly. Determine whether a PA system is needed for bingo or other events.

Arrange to have Speaker gifts in Speaker's room prior to their arrival.

Registration Committee

Obtain sufficient name badge holders and card inserts (recommended size 3x4, and 1500 quantity).

Obtain ribbons for Speaker Hosts, Speakers, Conference Committee, Area Committee Officers, (Delegate, Chair, Alternate Delegate, Alternate Chair) Secretary, Finance Chair, Alternate Finance Chair, Conference Hosts (DCMs), and Ex-Officios. Confer with the Conference Chair for quantities of each.

Registration Chair obtains all completed pre-registration forms from the Finance Chair. Registration Committee will create the name badges from the pre-registration forms. Mark "First Timers" badges with an identifier. Designate Al-Anon with the stick-on emblems that can be obtained from the Al-Anon Intergroup Office.

All early registrations that qualify should be segregated for inclusion in a drawing for the Early Bird Registration prize, as provided by the Conference Committee.

Plan for sufficient tables for registration and pre-registration. During the conference arrange pre-registration badges alphabetically by first name so they can be located easily. It is suggested that one person handle the money and make change. Confer with the Finance Chair to keep sufficient change at the table and to periodically give excess funds to the Finance Chair.

Recruit plenty of volunteers to staff the tables. Registration is closed during all Speaker Meetings and the Delegate's Report and will reopen after the last speaker's meeting.

Keep all registration forms with names and addresses so a report of number attending can be made to the Conference Chair during the Conference regarding the numbers attending and the states represented.

The total number of scholarships given should be reported to the Conference Chair separately.

Greeters Committee

The Greeters Committee arranges and supervises a large group of people comprised of the DCM's and other volunteers. The Greeters should have programs and be familiar with the facility and locations of the meeting rooms, hospitality rooms, etc. and be prepared to answer questions of Conference attendees throughout the Conference. Greeter Committee Chair notifies each of the current DCM's and Alternate DCMs and asks them to participate in greeting.

Printing Committee

The Conference Chair must approve selection and price on all printing.

Obtain bids on printed materials. For example, flyers, tri-folds, Conference programs, poster boards, etc. The Conference Chair can provide samples from previous conferences.

This next step is vital: have all items proofread. Be sure to test phone numbers, hotel registration codes, verify PO Box, and facility addresses to see that they are correct. This should be completed prior to approval from the Conference Chair and printing.

The flyer should be prepared in reviewed as early as possible. The Speaker Chair will provide names, cities and states for each of the Speakers. As soon as Advisory Committee and Area Committee approval is obtained for the Conference Plan (flyer), the flyers should be finalized and printed for distribution throughout the Area in English and Spanish.

Provide a PDF of the flyer in English and Spanish to the Area Secretary for e-mailing to Area 57.

Begin drafting the Conference program (tri-fold) as early as possible. Drafts should be reviewed and finalized by the Conference Chair in both English and Spanish before printing in quantity. Conference Taper information will be included on the back of the program.

In an effort to reduce printing costs, the Printing Committee will work with the Technology Chair to create a QR code for the electronic version of the Conference Program.

A minimum of 2,000 flyers in English and in 100 Spanish, as well as a minimum of 500 Conference programs in English and 100 in Spanish will be needed (confirm quantity with the Conference Chair).

Publicity Committee

Send notice of the Conference as soon as possible, but no later than January to Grapevine/LaVina, Box 459, Area 57 Web Master, Oklahoma City Intergroup and Tulsa Central Service Office for AA Calendars.

Prepare press releases, observing Traditions, for review by the Conference Chair, and distribute to radio, TV and newspaper media in the immediate area.

If news reporters wish to attend any Conference sessions or to interview any Speaker, ask them to meet with the Conference Chair on arrival at the Conference facility for briefing on anonymity.

Distribution of flyers should be made to surrounding states in the Southwest Region, including their Inter-groups and Alternate Delegates for distribution.

Use e-mail and the Internet in all ways possible. Distribute flyers and programs through e-mail as early as possible.

Literature Committee

Only **Conference Approved Literature** (which includes Grapevine/La Vina) will be sold at the Conference.

The options are:

- * The Literature committee can extend an invitation to intergroup/central services to be the provider of literature at the conference. If this is chosen, then, the Intergroup/Central Services, provides the literature, staffs the table, and handles their money. This would be considered a “cooperation” issue.
- * The Literature Conference Committee is to order and buy literature from GSO, then the Literature Committee would provide the people for staffing the table and handling the money. If this option were chosen then the literature being bought would need to be included in the budget.

Entertainment Committee

Make arrangements for entertainment for both Friday and Saturday nights, if the budget allows. Request a check from the Finance Chair in advance to pay for entertainment. Check with the Arrangements Chair to be sure the room will be ready and that all audio-visual equipment or other set up requirements are met.

Make sure all legal requirements are met if bingo is played. If so, arrange for equipment, a caller and sufficient prizes for several games.

Films may be shown during the Conference. Work with the Arrangements Committee to provide an adequate room to show AA films (if space is available). The films are obtained from the Area Office or GSO.

Determine the number of volunteers required for entertainment activities. Work with the printing chair to provide a schedule of events.

First Timers' Committee

Arrange for three speakers with short-term sobriety to speak for approximately 10-15 minutes each. Verify the time and meeting room and notify the speakers of their allotted time to talk.

Keep in contact with the speakers until Conference time to confirm that they will be able to attend. The Short Timers' Chair will Emcee this meeting.

Traditionally, a gift is given to each first timer. This is usually a Big Book or other literature purchased through GSO and is a budgeted item.

Long Timers' Committee

Arrange for two or three speakers with long-term sobriety (suggest more than 20 years) to speak for approximately 15-20 minutes each. Verify the time and meeting room and notify the speakers of their allotted time to talk. The Long Timers' Chair will Emcee this meeting. Keep in contact with the speakers until Conference time.

Pre-Registration Committee

Chairs to distribute flyers and encourage pre-registration should be selected for Tulsa, Oklahoma City and for the outlying districts.

This is Area 57/Oklahoma Conference. Distribute flyers to all District Committee Members as soon as they are available. Ask the DCM's to distribute the flyers to their groups during their regular group visits. Also, encourage individual or group contributions.

Maintain frequent contact with groups, especially in outlying districts to encourage pre-registrations.

Ask members to send in hotel reservations early in order to qualify for the group price and to secure the room they desire.

Also, it is customary to encourage early registration by providing a set of conference CDs in a drawing of all those registered before a certain date.

Hospitality Committee

Tour the Area 57/Oklahoma Hospitality Room early in the planning process and determine placement of tables, chairs, and extra trash cans. Notify the Arrangements Chair of these requirements.

Provide general supervision over the Area's Hospitality Room. Utilize Individuals, Groups or Districts for volunteers. Request volunteers so that two or three people can be on duty at all times. Determine whether food and drinks can be brought in to the Facility. If so, arrange for purchase of food and supplies. It is up to the Hospitality Committee to determine what they will provide.

Place contribution cans in the Hospitality Room and empty them frequently. Hospitality Rooms are closed during the Speaker Meetings and the Delegate's Report.

Marathon Meeting Committee

Select topics from Conference Approved Literature for meetings and obtain approval of the Conference Chair early in the process. Determine meeting schedule by consulting the Conference Plan approved by the Advisory Committee and Area Committee. No Marathon Meetings will be held during the Speaker Meetings and the Delegate's Report. Prepare a meeting format and have available required literature to be read during the meeting.

Solicit volunteers with at least 6 months of sobriety from groups or individuals to chair Marathon Meetings.

Third Legacy Committee

The purpose of this committee is to educate the fellowship on the various service committees' work, and to encourage their participation. The Third Legacy Committee makes display space available to the Area Service Committee Chairs to make their work known. The Third Legacy chair will work with the arrangements chair to ensure that resources are available for third legacy tables and the service fair. Thus, each Service Committee has the opportunity to provide pamphlets, display boards, etc. to inform the fellowship of its work.

The Third Legacy Committee chair is responsible for organizing and coordinating the Service Fair. The Service Fair is a breakout session involving all of the Area and District Service Committee Chairs. This is an opportunity for the Service Chairs to educate and encourage those who have not been involved in the service structure.

Invite the Area Service Committee Chairs to display literature and information about their committees during the Conference.

Technology Committee

The committee will take advantage of the latest technology to ensure better communication. It will work closely with arrangements, communicating with the facility's audio-visual specialist to ensure working technology for the conference. The technology chair will work with the committee chairs to summate a list of technology needed, and pass this on to the arrangements chair and the facility.

Works with area webmaster to update the website for various flyers, updates, and general information on the area 57 webpage. Works with the entertainment committee to ensure operation of equipment. Ensures the audio/pa system is functioning. Coordinates with Area 57 Technology Chair to obtain any needed equipment.

Some key area technology items: Area Laptop, Area projectors/screens, Language services equipment for translation, various cabling, extra AA batteries, tape etc....

It is recommended a checklist of items you bring to the conference be created, to be checked off when you leave. This is to prevent lost tech items from the Area or even the committee members' items.

Accessibilities Committee

Accessibilities will work with Printing, Registration, and Technology Chairs to ensure translation needs are met. This includes equipment and technology for interpretation/translation is available, i.e., headphones, translation equipment, applications, etc.

It is recommended that non-English speaking attendees utilize the Google Translate application with a headset for interpretation. Arrange for sign language interpreters for hearing impaired attendees, as requested.

CONFERENCE PROPOSED BUDGET

The Area Budget and Finance Committee has the ability to review the State Conference financials.

Income:

- Money from Area Committee (Seed Money)
- Registrations
- Contributions
- Hospitality Room fees
- Miscellaneous

PROJECTED TOTAL:

Expenses:

Arrangements:

- Facility Center Rent
- Conference Committee Designated Room Expenses
- Hospitality Rooms
- Floral Arrangements
- Delegate's Breakfast
- Audio/Visual equipment
- Accessibilities: Interpreter(s) and equipment

Entertainment:

- Dance
- Bingo prizes and equipment

Printing/Publicity:

- Flyers, programs

Registration:

- Ribbons, name tag holders and any additional expenses

Hospitality:

- Food, drinks and any additional expenses

First Timers:

- Gift of GSC approved literature

Greeters:

- Something to identify them (such as shirts, hats, special name tags, etc.)

PROJECTED EXPENSES:

**Projected Income (minus)
Projected Expenses
Return Area Money/seed
Projected Balance**