

Convention Guidelines

Approved by Conference October 2014

Updated October 2015

Updated April 17

Updated October 18

GUIDELINE NO GL-002

THE NATIONAL CONVENTION

The purpose of the National Convention is to provide a weekend of fellowship for sharing our experience strength, and hope. This event is also a great opportunity to carry out Public Awareness and Information Activities.

The New Zealand General Service Conference (GSC) delegates the NZ General Service **Board** of Alcoholics Anonymous Incorporated (GSB) to hold an annual NZ Convention. The GSB undertakes this with an appreciation of GSC guidance as to location and overall format. However as GSB will effectively underwrite (financially) each Convention, it may make any prudent decision deemed necessary to facilitate the success of any Convention. Furthermore, it is understood that Conventions may generate a cash surplus. These demonstrate the self-supporting nature of each Convention and are of considerable benefit to the Fellowship as a whole.

CONTRACTS:

All contracts for the supply of Goods and Services are to be made in the name of the **NZ General Service Board of Alcoholics Anonymous Incorporated**. The GSB may issue a specific Delegated Authority to the Officers of the Host Planning Committee (HPC) to execute such contracts on behalf of the Society. (Refer to NZGSB Inc. Policy Document - National Convention Host Planning Committee Delegated Authority)

THE HOST PLANNING COMMITTEE (HPC)

Although Conference now approves Convention bids up to three years in advance, there is usually no need to form the HPC more than two years prior to the event. Even then it may only be necessary to form an interim committee (e.g. Chair, Deputy Chair and Treasurer) for the purpose of securing a venue.

It is generally expected that the hosting of a National Convention ought to rotate between the three Areas.

Eighteen months to two years ahead is generally ample time to form the full Committee, prepare a budget to obtain seed funding from the General Service Board and appoint a Treasurer.

The Convention budget should be prepared in such a way that there is no significant risk that the Convention will make a loss - i.e. it should be prepared using a level of attendance that can easily be achieved. The expectation is that the Convention will make a clear surplus. A surplus in excess of \$5000 would be considered appropriate.

Retiring HPCs must send a Report to the GSB with positive and negative experience and recommendations for the national database. This information is available to HPCs of future Conventions so no-one need waste time reinventing the wheel.

Lead times are, of course, optional - different conditions will apply to each host city. Nevertheless, experience has shown that an excessive lead time can result in a large turnover of committee members due to burn-out and unforeseen circumstances.

All National Convention Committees are **sub-committees of the GSB**, which requests that the HPC include:

1. The Board appointed Trustee;
2. The local Area Delegate(s) where geographically possible
3. Experienced AA members to fill the essential portfolios.

It should also be borne in mind that AI-Anon has a valuable contribution to make to any AA Convention; it is strongly suggested that AI-Anon be invited to provide at least one member to serve on the HPC.

The Chair of the GSB is an ex officio member of the HPC, and the Board appointed representative will normally be the *Chair of the Board's Convention Committee*. Local conditions will determine the final structure. Depending on the availability of volunteers and the size of the task, most functional positions may need to be assisted by small committees. For a suggested structure of the HPC, see Appendix No 1.

CONVENTION CHAIR

The first function of the HPC is to appoint a Convention Chair: if possible it is suggested that the Area Delegate fills this position. A deputy should also be elected to cover any absence of the Chair. These two officers will establish and maintain close contact throughout the duration of the committee; between them, they **coordinate** the work of the sub-committees. They should not forget, however, that there is a Board appointed trustee to assist them in this task.

Experience has also shown that the majority of policy decisions throughout the planning stages are best made and implemented through the group conscience process, that is, consensus of opinion, but it must always be borne in mind that the **Chair is responsible to the GSB** for all aspects of the Convention.

In the event that the Board Appointed Trustee rotates off the Board prior to the Convention, the Deputy Chair will be invaluable to the new Trustee stepping in. However in the case of the Area Delegate who may be rotating off Conference, it is expected they will continue in their role on the committee.

CONVENTION SECRETARY

The Convention Secretary is required to:

- keep all written records of the HPC;
- distribute notices and minutes of committee meetings to committee members; to the Chair of the GSB' and Chair of Boards Convention Committee;
- control all inwards and outwards correspondence. All outward correspondence from the Committee should be from the Secretary except in specific circumstances, as required by the

Committee or Chair. Similarly, all inward correspondence should be directed to the Convention Secretary who will distribute it to the appropriate officer or portfolio for action.

- The various sub-committees should be responsible for their own correspondence, but they should direct copies to the Secretary and inform the Committee of their correspondence at the first opportunity.

CONVENTION TREASURER

Experience suggests that the Convention Treasurer be a person of considerable business experience with several years of sobriety; indeed, there is much to be said for the appointment of a professional accountant/finance administrator as Treasurer. Such an appointment may be justified by the ease, speed and accuracy with which such a person could provide service and information to the HPC, which often has our well-meaning amateurs struggling.

The Treasurer is Chair of the Convention Finance Sub-Committee and is responsible for providing up-to-date and accurate financial records to the HPC and the GSB at all times. They also make arrangements for a Convention bank account, for which there should be at least three signatories with two authorising signatures required on cheques. It is suggested that these comprise the Host Committee Chair or Treasurer and one of the two others.

The Board has resolved that, at its discretion, a refundable amount of seed money can be provided to the host National Convention Committees and which is returned to the Board immediately after all accounts are settled after the Convention.

NOTE: A detailed **provisional budget must be submitted and approved** by the General Service Board before this seed funding will be released.

Any profit (or loss) is shared between AA and Al-anon, dependent on the relative percentage of registrations.

COMMUNICATION

It may be unnecessary to form a separate sub-committee to perform this function. For example, decisions regarding what letters/flyers to issue can be made by the HPC and the flyers can then be designed by the printing sub-committee. Letters can properly be described as part of the Secretary's duties and, the Secretary is responsible for distributing all communications.

It would be advisable to have someone skilled in public relations/communications/ publicity as an advisor on the committee.

Once underway, the HPC should make every effort to contact all Groups in the Area, individually, about the forthcoming Convention **as soon as possible**.

All Groups should be sent letters or emails announcing the Convention, enclosing registration forms **for early registration**. An excellent way of gaining Group support is to actually show the members what they will receive as **'early birds'**.

Flyers should also be distributed to all Assemblies as soon as possible, and to any Australian events, such as their Convention, and to other overseas AA magazines and websites.

The Convention website is maintained by GSO; however the content is up to the current HPC. An important feature of this website is the **ability to register on line and make payment by credit card**. The use of this website is for **promotion of the forthcoming Convention** and which has sole use of it from the 1st February each year until the 30th January the following year.

No information or promotion concerning our National Conventions should be distributed outside the host region **until the previous Convention has commenced.**

VENUE AND CATERING

Nothing ensures the success of a Convention more than early attention to this portfolio. Whenever a discount or subsidy is partly or in total offered because we are Alcoholic Anonymous, this must be declined. (Our 7th Tradition) **IMPORTANT:** Since GSB underwrites the Convention, the venue **MUST** be approved by the GSB before any contract is agreed.

Dining Facilities: Many members attending will want to stay all day: they will be looking for adequate luncheon or dinner facilities within the Convention complex or close by. An on-site cafeteria is ideal. Part of a successful Convention relates to ensuring everyone has plenty to eat and simple contingency plans to cover unexpected “run-outs” should be made. **NOTE:** Caterers and the convention committee need to be aware of the **huge** – and **continuous** – quantities of coffee we consume

Dinner Dance: If a Dinner dance is to be held, a hall capable of accommodating the anticipated number of people will be required, together with facilities for supper preparation and presentation. (bear in mind that "a capacity of 200" generally means that the dance floor will accommodate only 100, it being assumed by hoteliers that only half of those present will want to dance at any one time. Past events have shown that at AA dinner-dances, everybody wants to dance)

All In together: Experience suggests that all facilities should be housed under one roof. It helps people to familiarise themselves with the Convention layout, especially if good directions are provided regarding the locations of the various functions and facilities.

Childcare/Child-minding: Each Convention needs to consider this in the light of legislation regarding the question of qualified staff, insurance, public liability. While there is **no expectation** to do so, if child-minding is considered, it needs to be contracted out to professionals and be paid for by the user.

Meditation Room: Many members find a need for a quiet time away from the crowd for reflection, prayer and meditation. A quiet room is ideal for this purpose.

Sharing Corners: Last, but by no means least important, is having coffee lounges and quiet places available for members to sit and share experience with each other as well as catch up with old friends. Having places available 'just to talk' is an important requirement of any venue.

TRANSPORT AND ACCOMMODATION

This sub-committee is responsible for providing as much information as possible on accommodation and transport to and from the site. The local tourist information centre can supply such information, which should be sent to all Areas and the GSO for dissemination.

Don't assume that all members will require high-priced motels and hotels - make sure that information on caravan parks, hostels and other low-priced accommodation is included. It is also likely that some members may offer private accommodation for visiting members, and visiting members may like to avail themselves of such offers. A member of the T&A sub-committee could be tasked with the job of Billeting Coordinator.

During the Convention it may be possible to organise a **transport pool**, with members placing their vehicles at the disposal of the committee to transport out-of-towners and VIPS.

Consideration may be given to hiring a mini-bus to collect visitors from the airport or other terminals, but experience again has shown that visitors like to be picked up by members in their own cars. This

not only gives them a feeling of welcome, but also involves a lot of local members in the Convention and after all, it is their Convention.

Particular attention to flight arrival times/changes should be noted by the delegated Committee Member responsible for arranging transport/pick ups, as there is nothing more empty for visitors arriving with no-one to meet them or guide them where to go. Thus provision of a **local cell phone number contact** is helpful on Registration Forms.

PUBLIC RELATIONS

This sub-committee has the task of providing as many people as possible inside and outside the Fellowship with as much information as possible while remaining within AAs principle of "attraction rather than promotion". Practical experience suggests the following:

Flyers: Regular flyers, programmes and registration forms need approval of the Board. Regular flyers and registration forms should be sent to all Groups within the Region and to all Areas Assemblies for forwarding to their respective Groups. Provision should also be made to supply flyers to Australian events as well. (The Australian National Convention is traditionally held over Easter) Each flyer should contain the dates and location of the Convention with a mailing address for posting registrations or enquiries. Email to other overseas countries

Media Outlets: A mailing list of all media outlets within the region should be drawn up together with contacts if possible; it should cover press, radio and television. Convention publicity material should be sent to each from time to time and especially as the Convention date approaches. The "Public Information Workbook" gives very helpful advice on approaching the media.

Mailing Lists: A list of names and addresses of all relevant people in National and Local Government, industry, religion, treatment centres and agencies, education, trade unions and employer organisations should be prepared and a standard letter extending a general invitation to the Convention but specifically to the public meeting. These should be posted out about six weeks prior to the Convention. Invitations to dignitaries such as Mayors, MPs Local Councillors, church leaders etc. and the like need to be sent out some nine months prior to the Convention date. It is also **essential to nominate a telephone number and email address for their responses.**

Video Tapes/Radio Spots: Video tapes for use in community service slots on TV networks may be available from GSO together with appropriate 30-second radio spots.

Live Interviews: The media may make a request for a member to take part in a live interview on radio or television. Approach individual members first to obtain their permission to have the names put forward should this request be made. The **PI Workbook** can be of invaluable assistance here. **Remember that an important role of Class A Trustees is to provide a public face for AA. This is one area where that role can be put to good use.**

PROGRAMME

This is a complex job that requires dedication, tolerance, appreciation of other people's views and an infinite eye to detail. Careful and imaginative thought well in advance of the Convention date is the key to success in this portfolio. Areas and/or Regions should propose the Convention's planned dates and duration when submitting bids for the National Convention.

HPC's are reminded that **New Zealand has three official languages** namely English, Maori, and NZ Sign. If consideration is given to have a Maori welcome it is suggested that this take the form of a Mihi where there is only one speaker from each side. It is further suggested that any Maori content be discussed with the local iwi to ensure compliance with local customs.

A mihi/powhiri is a separate event and we have no opinion on it. If a Hosting Committee decides to hold one, to ensure respect of local tradition and to ensure adherence with our Traditions it may be held as a separate and unaffiliated event before a convention. A mihi/powhiri can be published in the brochure as a separate preconvention event.

HPC's may need to consider the possibility of obtaining the services of a proficient signer should that need arise. Local Branches of the Deaf Society are able to assist in this regard.

The Convention Theme:

It is usual to plan the **programme** around a **theme**: **Conference must ratify these before they are printed**

Meetings:

It is usual to have a main Public Meeting with a guest or feature speaker on Saturday night and a Spiritual Concept Meeting on the Sunday morning **if possible**. Large open meetings, arranged around **the theme, bring a sense of unity to the Convention**.

An AI Anon and AA shared meeting occurs only at the public meeting on the Saturday night.

If a Special Interest meeting is held it is suggested that a normal sharing meeting be held in another room thus giving those attending a clear choice.

A continuous or marathon meeting can provide maximum participation for members: but this should not take place during the Saturday night public meeting. Past experience has successfully utilised local AA Groups for different time slots and this has also involved more local AA members with their National Convention

Deaf, Disabled & Other Special Needs Groups:

It is recommended that consideration be given to facilitating relevant meetings that members may need or appreciate, including considering whether signing will be provided at the main events

New Zealand National Conventions may include broadly-titled theme and special interest meetings such as "*Old Timers*", "*Indigenous*", "*Men*", "*Women*", "*Gays*", "*Young People*" "*Steps*" or "*Traditions*" - **some of these meetings may be closed.**

Panels and Workshops:

These provide one of the most rewarding activities and can take a variety of forms. A panel arrangement might comprise three speakers and a Chair, with each person speaking on a number of Steps, Traditions or Concepts for World Service; the panel session can be followed by a short question-and-answer session.

Experience shows, however, that workshops or panels on such topics as "How the National Office Works" or "Why Have a GSO or "What Does the Secretary Do?" attract only small audiences at a Convention. These subjects are better presented at Assembly or Service events.

An effective way to ensure maximum interest, involvement and participation in a Convention is to give various Groups or Areas the responsibility of running a series of panels, workshops, meetings or discussion sessions. It is of great importance that the Groups or members then work closely with the Programme Co-ordinator to assure a good balance of speakers and participants in the overall planning. **Topics and formats should always be the responsibility of the Convention Committee.**

Practical hints:

Finally, the Programme Committee may do well to consider the following matters to give balance and flow to the meetings and the Convention overall

- The Chairs for each sharing session should be selected in time for inclusion on the Programme. Suggested people for these roles should include a number of Delegates (especially local Area) including the Conference Chair. They should be briefed as early as possible at the Convention to avoid confusion over selection of speakers/names/procedure/housekeeping matters etc. A well informed confident 'Meeting Chair' sets the scene for an enjoyable time of sharing. **Similarly the practice of selecting speakers "on the hop" during a sharing session is to be avoided so people are not asked to share more than once**
- If possible, borrow **Maori language banners** from your local area
- A copy of the book *Alcoholics Anonymous* should be available for use by Chairs at all meetings.
- A range of speakers, old and young in both years and sobriety, should be included on the list for the Chair. There should also be an equitable balance between men and women speakers as well as participation by out of town and overseas visitors and various ethnic groups.
- As far as possible, speakers should be requested to be on hand before the meeting starts.
- Meetings should start and finish on time. It is recommended that speakers be allocated a time limit and time keepers use a reminder system.
- Allow time during the Convention for feedback sessions from the workshops.
- If sightseeing excursions are planned for members, ensure that they do not clash with the principal meetings at the Convention.

Make sure **Steps, Traditions, Concepts, and Serenity prayer (etc.)** banners are in place. (GSO will arrange for these to be sent from and returned to Wellington)

Videos

The videos "*Bill's Own Story*", "*Bill Discusses the Twelve Traditions*", "*Young people*", "*AA -An Inside View 'Hope - Alcoholics Anonymous*", "*AA - Rap With W*" and "*One Day at a Time*" are all AA Conference Approved and available from GSO. There is also a wealth of good material available through Government and Film Libraries on the subject of alcoholism and many AA-Anon films that can be helpful in widening our own and our visitors' awareness of alcoholism. Prudence suggests that we use a disclaimer when showing any film which is not Conference-Approved. For an example of a suitable disclaimer see **Appendix 11**. Suitable projection equipment is a necessity. (See AA website for list of videos available from GSO)

Guest Speakers

Most Conventions have a number of guest speakers. These may be members from within New Zealand or one or more of our Trustees, or they may be others with a special interest or expertise within the field of alcoholism. Programme Coordinators have a responsibility when they book special "keynote" speakers to ensure the following:

Expenses: Unless it is otherwise specified, guest speakers' expenses for travel, meals and accommodation will NOT be the responsibility of the Convention Committee. If it is intended to accommodate them as guests in private homes they should be informed of this at the outset.

Attendance: if they are paid for their travel etc. (as above) they should be made aware when they will be expected to be at the Convention, when rest times will be available for them, and how

they will be transported to and from their accommodation and if they will be expected to attend or participate in other meetings. Common courtesy should prevail.

Most speakers will also want to know something about the venue, e.g. whether there is a podium, a public address system, and the length of time they should speak.

Keynote Speakers. Non-AA keynote speakers should be well versed in both the value and the limitations of AA in the community.

Anonymity Breaks: Conventions may be covered by members of the press and it is customary to begin all meetings and workshops at a convention by asking for everyone's co-operation in protecting members' anonymity. For the announcement to read see **Appendix III**.

Additionally, many A.A. event committees announce that the taking of photographs during A.A. meetings might make some attendees uncomfortable regarding their anonymity. Even when photographs are permitted to be taken, some committees provide reminders that any photographs taken should be away from crowds, to ensure that no images are taken of people who have not given permission to be in the picture. See Appendix V for more details.

LITERATURE

- This portfolio has been shown to work best as a separate entity. On the understanding that some items such as bulletins, magazines etc. published by AA bodies cannot all be Conference-Approved, it is recommended that with the exception of these items, **National Conventions sell only Conference-Approved literature**

The General Service Office provides literature on a sale or return basis and local HPC's manage the sales of literature, the HPC providing an estimate of needed supplies in good time to ensure stocks can be ordered.

- Other literature needing locations at Conventions can include the 'Next Convention' and AI-Anon.

PRINTING

Communication is the basis of all understanding and nobody needs to keep this in mind more than the subcommittee responsible for this portfolio. One of the first tasks to be considered will be a Convention logo. Once it has been **approved by the GSB** it can then be used on all letterheads and literature. Some important hints from previous experience:

Settle on logo artwork as soon as possible (avoid copyright and/or affiliation issues - **tradition 10**)

Try not to outdo previous Conventions in relation to quality, quantity or range of literature printed. Imaginative local input is the ideal.

Try and keep the price and quality within the 'medium' price range and avoid ostentation.

Remember, a Convention poster has limited use and usually can only be displayed at Service Offices.

The programme should be clear and concise, and don't forget that **all copy, design and artwork needs to be submitted to the NZ General Service Board of AA prior to printing.**

Nowhere does "keep it simple" seem more appropriate than this portfolio.

HOSPITALITY COORDINATOR

Nothing sets the atmosphere of a convention so much as the warmth of a personal greeting and individual service to visiting members that can be provided by a hospitality team. Their role is to welcome everyone arriving and give them all necessary information regarding meeting locations and available convention facilities. These 'hosts', through their coordinator, are thoroughly briefed on their roles beforehand and there needs to be a sufficient number are always present while the Convention is on. It is well-recommended to have some distinguishing mark (sash, hat, uniform, blazer) provided for them and all Committee members.

GENERAL SERVICE OFFICE ASSISTANCE

GSO Assistance falls under three headings:

Literature: Literature is supplied on a sale or return basis. The HPC needs to place an order with GSO with sufficient lead time to allow packing and delivery. Lists of literature sold at earlier Conventions can also be provided on request.

Banners: GSO holds **large Banners** of the 12 Steps, 12 Traditions, Serenity Prayer and Toronto Declaration as well as a **Concepts banner**, a **Maori Serenity Prayer banner** and a large display **Big Book**. These are available at no cost to the HPC.

Convention Website: The Convention Website is available to the HPC immediately following the preceding Convention. The layout and style of the website will be kept consistent with earlier Conventions; however the content will be updated for the current Convention.

For GSO to update the website for your HPC needs to provide a **copy of the flier, a clear layout of the registration process and what information will be sought from people registering and what the Terms and Conditions will be** (refer to the existing website for ideas – if necessary GSO can provide some limited assistance).

There are standard Terms and Conditions that need to be shown to be able to accept credit cards via the website. The HPC will need to decide what the terms and conditions of registration will be for the following:

- Will a Credit Card processing fee be charged.
- What will happen in the event of cancellations/refund requests

Please ensure **all** relevant information is provided as soon as possible to avoid the **additional expense** of ongoing changes to the website.

Bank Accounts for each area Convention are held by GSO.

The proposed HPC signatories who are not existing customers of ANZ Bank need to call on their local ANZ branch and request a Customer Profile be created for them as a first step in this process. Those needing to do this will be required to provide:

- Proof of identification (such as a drivers licence or passport)
- Proof of address (such as Rates, water, or power bill)

The key thing is that this first step (going into ANZ to create a profile) has nothing to do with AA. This process sets you up on the ANZ system as a “real person” in terms of the existing banking laws. Once this step has been completed, GSO will request the ANZ Bank to add the signatories to the relevant HPC account.

The Bank will then provide a mandate for signing by the parties concerned, and GSO will arrange for this to be done. Full details will be provided at the time by GSO.

Credit Card Past HPC have found a need to be able to pay for small last minute purchases without the problem of using cheques or cash. GSO will arrange for a Credit Card in the name of a nominated HPC member which will be made available early December. The card will have a Limit of \$1,000 and the expense charged back to the HPC Bank Account. GSO will provide the necessary bank forms which will need to be completed, signed by the nominated HPC member and returned to GSO to enable the card to be issued. Full details will be provided at the time by GSO.

EFTPOS facility – GSO will arrange for a mobile EFTPOS machine to be made available to the HPC in the week prior to the convention. This facility will allow the HPC to process EFTPOS transactions at the convention. Credit card payments will not be accepted by this facility but will allow attendees to make payments and/or withdraw cash from cheque/saving accounts. Full details will be provided at the time by GSO.

NATIONAL ARCHIVIST

Convention Committees requiring historical display material should contact the National Archivist at archivist.nzgso@xtra.co.nz. Please be aware that sufficient lead times should be given to allow the archivist time to prepare suitable material.

FILLING COMMITTEE VACANCIES

Practical experience has shown that committee members are sometimes unable to give as much time and effort as their portfolios require. It is suggested that where any such member misses three consecutive committee meetings, someone else is invited to fill that position. This vacancy is usually filled from within that committee and if the previous member is later able to return, so much the better.

NON AFFILIATION

Our independence should be protected at all times. We are not allied with any sect, denomination, politics, organisation or institution; we neither endorse nor oppose any causes.

AL-ANON LIAISON

Experience has shown that co-operation between AA, Al-Anon and Alateen has greatly enriched the work of these Fellowships. An invitation to participate is forwarded to the Al-Anon Board in Auckland by the AA Board at the beginning of planning. (Their Board will forward the invitation to the appropriate Al-Anon Representative) Usually a member from Al-Anon is invited to join the Host Committee and provision is usually made for an Al-Anon and Alateen speaker at our main Public Meeting. **It should be clearly stated at this meeting that Al-Anon is a separate Fellowship and not affiliated to Alcoholics Anonymous.**

In accordance with the AA principle of non-affiliation, the Convention is run as an **Alcoholics Anonymous Convention with Al-Anon participation**. Al-Anon is invited to participate by planning its own meetings and programme and the Host Committee organises the facilities for both Fellowships. In accordance with Tradition Seven, it is suggested that AA not make gifts to Al-Anon and vice-versa.

Once all accounts are paid, **any profit or loss is shared on the percentage proportion of each fellowship's paid registration numbers.**

7TH TRADITION COLLECTIONS

Many visitors who register take it for granted that their registration fees are calculated to ensure that the event is self-sufficient, thus the handing around of 7th Tradition collections is not seen well.

HPC's may give consideration to having day registration fees.

It is also recognised that conventions attract visitors who may not wish to attend all meetings and do not see the need to register. To cover this, it is suggested that **a notice be read at all meetings**. See **Appendix IV**

ON-SITE MANAGEMENT

Once a Convention becomes a reality, it has been found that the most practical way of keeping it organised is to form a smaller committee for "on-site management" throughout the Convention. This committee, often comprising the sub-committee chairs, meets early each morning to discuss the previous day and any potential problems looming in the current day. It should have the right to co-opt help when necessary, and to call a meeting of the Committee should the need arise. An alternative is to hold review meetings once or twice during the day, attended by as many members of the HPC as may be available.

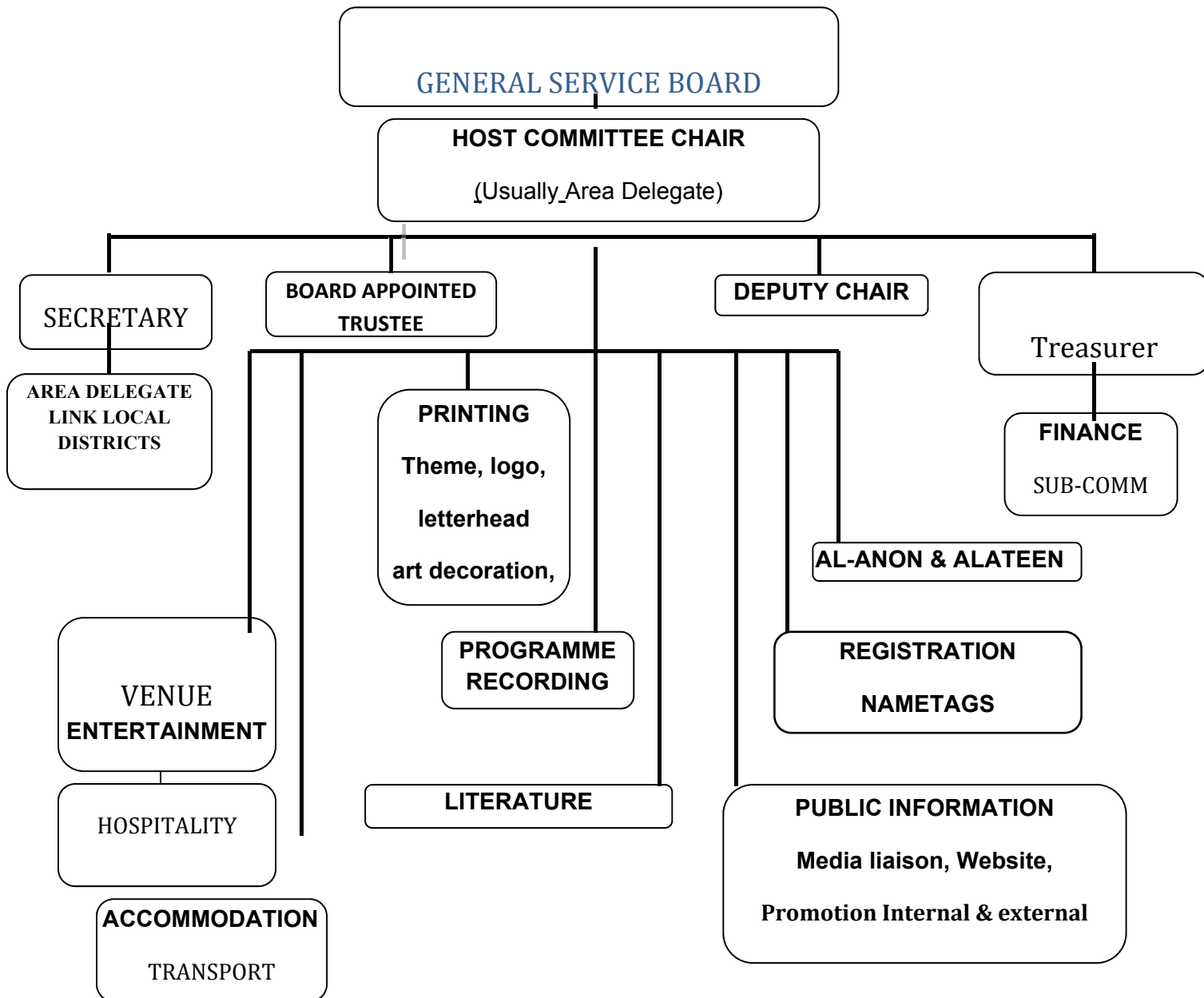
WIND UP MEETING

The last and very necessary meeting of the Host Committee should convene **as soon as possible after all accounts have been paid, reconciled, and the final report presented (i.e. sent) to the Chair and Treasurer the NZ General Service Board of Alcoholics Anonymous, and our GSO, preferably within one month of the Convention.**

It is **imperative** that the Convention Host Committee also prepare a **final Convention Report** and forward it to **GSO and the Board as soon as possible, and preferably within one month of the event.**

APPENDICES

GL-15 APPENDIX 1: SUGGESTED HOST COMMITTEE STRUCTURE



GL-15 APPENDIX II: DISCLAIMER:

NON AA CONFERENCE-APPROVED FILMS AND VIDEOS:

Some of the items depicted in these films and videos may be, but not necessarily are, contrary to AA philosophy. The showing of them does not mean that AA either endorses or opposes them, just that we have no opinion on them. They are offered solely for your enjoyment and information.

GL-15 APPENDIX III: ANONYMITY:

There may be some here who are not familiar with our tradition of personal anonymity at the media level. Our public relations policy is based on attraction, not promotion; we need always maintain personal anonymity at the level of press, radio, and films. Therefore, we respectfully ask that no AA member be identified directly or indirectly by full name, public position or photograph in published or broadcast reports of this meeting.

GL-15 APPENDIX IV: 7TH TRADITION:

As most attendees have paid registration fees towards the self sufficiency of this event no 7th Tradition will be passed around at this meeting. For those of you who have chosen to attend this meeting and are not registered we invite you to place your 7th Tradition contributions in the containers that may be found at the door when you exit this meeting. Please note that in keeping with our Traditions of Self support we can only accept donations from AA members. Thank you.

MG04 APPENDIX V: from CONFERENCES, CONVENTIONS AND ROUNDUPS GUIDELINE:

Many A.A. event committees announce that the taking of photographs during A.A. meetings might make some attendees uncomfortable regarding their anonymity. Even when photographs are permitted to be taken, some committees provide reminders that any photographs taken should be away from crowds, to ensure that no images are taken of people who have not given permission to be in the picture.

The A.A. Anonymity Display Card (M 61, available from G.S.O.) is often used for such announcements. Finally, as the long form of Tradition Eleven reminds us, "Our names and pictures as A.A. members ought not be broadcast, filmed, or publicly printed" (this would include on digital media such as social networking, Internet and other non-password protected Web sites).

A further note about anonymity: out of respect for others, please do not take photographs during any of the meetings. Also, be considerate when taking photographs around convention venues. Take care that you do not capture images of A.A. members, family members, and friends who did not give permission and may not wish to appear in your pictures. Please do not post recognizable photos of identifiable A.A. members on Web sites accessible to the public, including unrestricted pages on social networking sites.