

## Convention Guidelines

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### 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).

### GENERAL SERVICE BOARD

The Board Chair invites each area using the accepted rotating geographical locations (NAA, CAA, SAA).

### THE HOST PLANNING COMMITTEE (HPC)

The Host Planning Committee operates the National Convention for the General Service Board and is accountable to it.

Conference approves Convention bids up to three years in advance. This far out it may only be necessary to form an interim committee (e.g. Chair, Deputy Chair and Treasurer) for the purpose of securing a venue. A full HPC can be formed two years out.

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

Two years ahead is generally ample time to form the full Committee

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 intention is that the Convention will, in keeping with AA's 7th Tradition, be fully supporting.

HPC should consider use of members' money and AA Traditions throughout the process of operating the National Convention.

Retiring HPCs must send a final report to the GSB with positive and negative experience and recommendations for the national database. This information is available to HPCs of future Conventions.

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

The Chair of the GSB is an ex officio member of the HPC and should be copied with all circulating correspondence. The Board appointed representative will normally be the *Chair of the Board's Convention Committee*.

Local conditions will determine the final structure of the HPC. 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. Although the Area Delegate can fill this position, this is not always possible due to geographical and experience constraints. 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 Board Member to support 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 Board Member rotates off the Board prior to the Convention, the Deputy Chair will be invaluable to the new Board Member 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 HPC.

## 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.

The Convention 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.

GSB will pay larger invoices, such as printing costs and venue deposit on behalf of HPC. The Convention Treasurer should liaise with the Board Treasurer and provide invoices/quotes for approval.

A debit card with a \$1,000 limit (unless otherwise agreed by GSB) can be provided to HPC Treasurer closer to the date of Convention, to be used for smaller expenses as required. HPC will need to request this from GSB Treasurer in early November.

GSB Treasurer 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 GSB Treasurer.

**EFTPOS facility** – GSB Treasurer 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 it will allow attendees to make payments and/or withdraw cash from cheque/saving accounts (at discretion of HPC Treasurer). Full details will be provided at the time by GSB Treasurer.

### Refunds

Refunds can be dealt with on a case-by-case basis for those who are unable to attend. A suggested timetable is a full refund, less \$20 admin fee, until December 1<sup>st</sup>. Thereafter no refunds.

Note: This does not apply to cancellation of the event, when a full refund will be offered to all members. The Board will work with HPC and the venue should this arise.

**IMPORTANT:** A detailed **provisional budget must be submitted to, and approved** by, the General Service Board.

### Past and Future Chair HPC

With the increasing use of online platforms such as Zoom for HPC meetings, there is an opportunity to invite a representative from past and future HPCs who can add value and gain insights. It is suggested that this opportunity is considered, so that planning is enhanced by shared experience.

Any surplus (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. Board Media Member and World Service Delegates can help with this.

The Convention website is maintained by the GSB's Webmaster; however, the content is up to the current HPC. Content should be presented to the GSB Convention Liaison for approval.

An important feature of this website is the **ability to register online and make payment by credit card/bank deposit**. The use of this website is for **promotion of the forthcoming Convention** and HPC has sole use of it from the 1<sup>st</sup> February each year until the 30<sup>th</sup> January the following year.

**IMPORTANT:** 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 7<sup>th</sup> Tradition) Venue package discounts that are offered to anyone are acceptable.

**IMPORTANT:** Since GSB underwrites the Convention, the venue, and any contract/terms and conditions, **MUST** be reviewed by GSB Legal before any contract is agreed to by GSB.

### Impacts of COVID

The disruption caused by the ongoing COVID situation increases the likelihood of last-minute cancellation or extensive programming changes. When choosing a venue, an early discussion

around the conditions for cancellation for reasons beyond our control and the financial impact of deposits and refunds must be undertaken. It is expected that the financial impact to members is minimised.

The venue must also have plenty of space for physical distancing if necessary and robust cleaning processes, etc in line with prevailing government guidelines.

**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.

### Health and Safety

In addition to obligations under COVID, we also have a statutory obligation for Health and Safety. HPC must work with the venue to ensure that there is a suitable plan in place and templates are available to HPC for the additional considerations that may be required to keep our members safe and well.

### 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 minibus 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/pickups, as there is nothing emptier 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 flyers and correspondence.

## **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". The sub-committee may work with GSB Media to draw up a media plan for the Convention.

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.**

**TV/Radio Spots:** Resources for use in community service slots on TV and/or radio networks may be available from GSB and enquiry should be made with the Board Member responsible for Media.

**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, Te Reo Māori, and NZ Sign.

If consideration is given to have a Māori welcome it is suggested that this takes the form of a Mihi where there is only one speaker from each side. It is further suggested that any Māori content be discussed with the local iwi to ensure compliance with local customs.

HPCs are encouraged to include a Mihi whakatau or pōwhiri to open and close the convention.

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 theme before flyers/programmes 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.**

It is approved Conference policy that an AI Anon and AA shared meeting occurs only at the public meeting on the Saturday evening.

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 themed and special interest meetings such as "*Old Timers*", "*Indigenous*", "*LGBTQ+*", "*Young People*", "*Steps*" or "*Traditions*".

**It is accepted that all meetings are open to all.**

### 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 Coordinator to assure a good balance of speakers and participants in the overall planning. **Topics and formats should always be the responsibility of the Host Planning 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 Board Chair, and 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;**
- 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. Large format are provided and include English and Māori language banners. HPC should liaise with GSO who will arrange for these to be sent from and returned to Wellington. This should be organised in November for December/January delivery.

### 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 AI-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 II**. Suitable projection equipment is a necessity. (talk to Board Liaison/GSO for a 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 Board Members, 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 AA event committees announce that the taking of photographs during AA 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 IV** 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. Current HPC should liaise with previous HPC who can detail literature sold providing an estimate of needed supplies. This should be sent in good time to GSO to ensure stocks are available.

A suitable location/table should be sought for literature sales. 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 sub-committee 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 Convention literature, such as flyers/tickets.

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 need to be submitted to the NZ General Service Board of AA prior to printing.**

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

## 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 two 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. Literature order should be placed by 1<sup>st</sup> November.

**Banners:** GSO holds **large Banners** of the 12 Steps, 12 Traditions, Serenity Prayer and Toronto Declaration as well as a **Concepts** banner, and a **Māori Serenity Prayer banner**. 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 the website to be updated the HPC needs to provide a **copy of the flyer, photographs and other pages (as Word documents) to the GSB's Webmaster.** (Refer to the existing convention website for ideas).

There are standard Terms and Conditions that need to be shown to accept credit cards via the website. The GSB ensures these are up to date.

Please ensure **all** relevant information is provided to the GSB Convention Liaison in early January.

**Bank Accounts** for each Convention are held by GSO. Access to enable viewing of transactions will be granted to the HPC Treasurer who will liaise with GSB Treasurer.

## **NATIONAL ARCHIVIST**

Convention Committees requiring historical display material should contact the Board Convention Liaison with an idea of requirements.

## **FILLING COMMITTEE VACANCIES**

Practical experience has shown that members are sometimes unable to give as much time and effort as their sub-committee requires. 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 Chair by the AA General Service Board Chair at the beginning of planning. (Their Board will forward the invitation to the appropriate Al-Anon Representative for the area)

Provision is 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 AA Host Planning 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 surplus or loss is shared on the percentage proportion of each fellowship's paid registration numbers. It is accepted that this money will be paid within three months.**

## **7<sup>TH</sup> 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 7<sup>th</sup> 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 V**.

### **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.

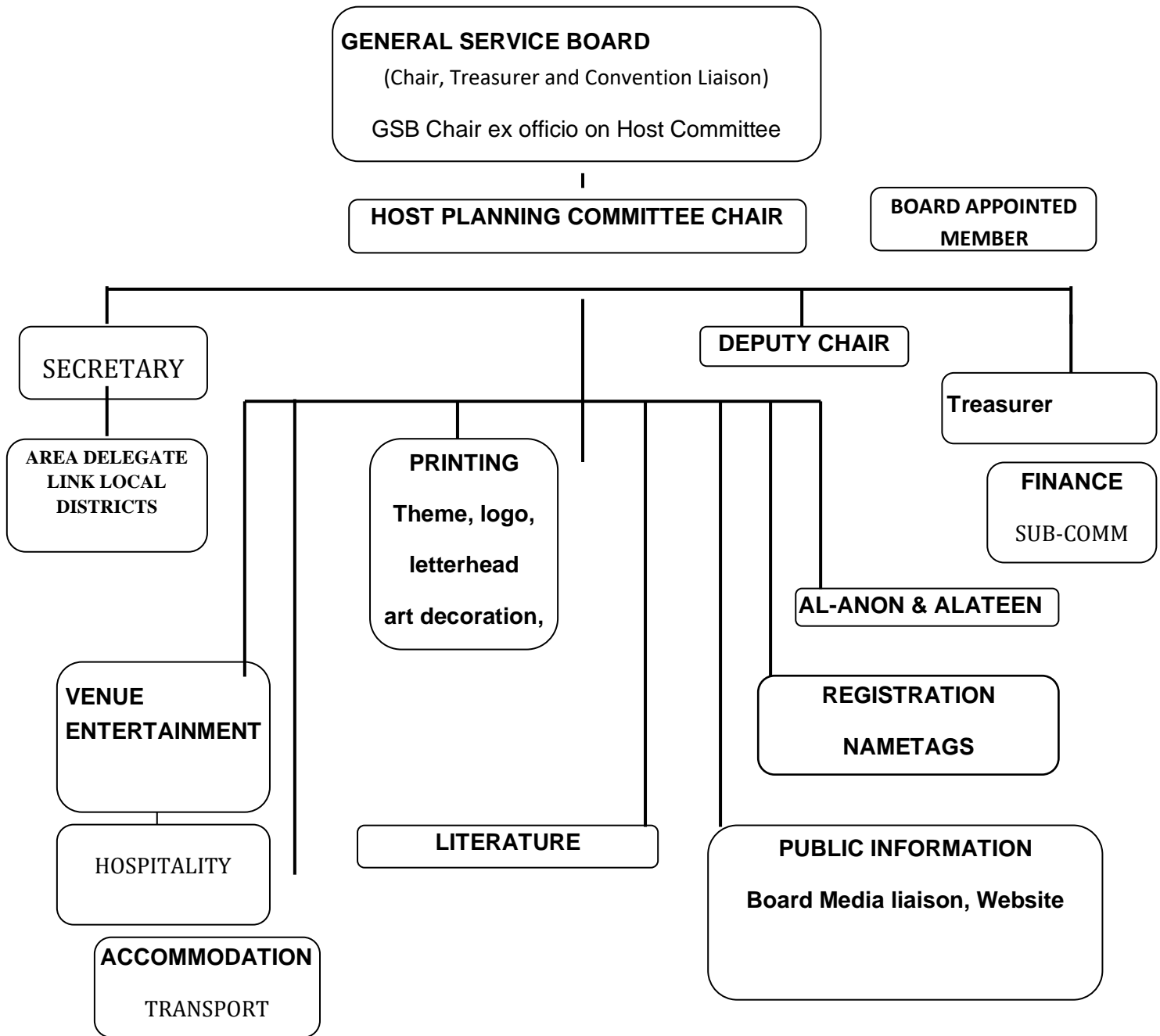
### **WIND UP MEETING**

It is **imperative** that the Convention Host Committee prepare a **final Convention Report** and forward it to **the Board Chair and Treasurer as soon as possible, and preferably within one month of the event. Template is available from Board Convention Liaison.**

One last meeting of the Host Committee should convene **as soon as possible after all accounts have been paid, reconciled, and the final Convention report presented (i.e. sent) to the Chair and Treasurer of the NZ General Service Board of Alcoholics Anonymous, by 10<sup>th</sup> March, for discussion at March Board Meeting.**

# APPENDICES

## GL-15 APPENDIX I: 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.

**MG04 APPENDIX IV: from CONFERENCES, CONVENTIONS AND ROUNDUPS GUIDELINE:**

Many AA event committees announce that the taking of photographs during AA 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 AA Anonymity Display Card (M 61, available from GSO) is often used for such announcements. Finally, as the long form of Tradition Eleven reminds us, "Our names and pictures as AA 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 AA 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 AA members on Web sites accessible to the public, including unrestricted pages on social networking sites.

**GL-15 APPENDIX V: 7<sup>TH</sup> TRADITION:**

As most attendees have paid registration fees towards the self-sufficiency of this event no 7<sup>th</sup> 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 7<sup>th</sup> 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.