

FAMILIES ANONYMOUS, INC.

**FA WORLD SERVICE
CONVENTION POLICY**

PPG-14



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FA World Service Convention Policy

Introduction Statement

The choice to host an FA World Service Convention and Annual Business Meeting (ABM) is a voluntary responsibility that requires a full understanding of the process, financial implications, the need for significant planning, and a dedication to service. The World Service Convention and ABM are hosted by local groups or intergroups, with limited involvement of the FA World Service Board of Directors (WSB). Because of this the Convention Planning Committee (CPC) should always conform to and reflect FA's primary purpose, which is to carry the message to the families and friends of those who suffer from the disease of addiction or related behavioral problems.

This Convention Policy has been promulgated by the FA WSB to ensure the best possible outcomes. Policies, unlike guidelines, must be complied with. A group should be fully aware of all aspects of the Convention Policy prior to submitting a bid to host a convention.

In the event that a convention planning committee fails to comply with the terms and conditions of these policies, the FA WSB, in its sole discretion, has the right to refuse access to group lists, RAG ads, website links and may choose to remove the ABM from any convention committee.

Convention Dates

The FA By-laws permit the Annual Business Meeting (ABM) to be held any time during the month of May or June. While there is no obligation to hold a convention, the fellowship has historically included conventions as part of the gathering for the Annual Business Meeting. Although it is permissible to hold the Convention and ABM in early May, it is preferable that the convention be scheduled later in the month to allow the WSB treasurer and Financial Oversight Committee to complete their yearend reports. The Convention Guidelines (PPG-15) provide more guidance on dates.

Financial Accountability

The financial responsibility for a convention belongs to the host group(s) (or host intergroup). Once a group bids to host a convention and its bid is accepted, that group accepts the financial risks associated with the convention. If the convention has excess revenues, the income will be distributed at the discretion of the CPC after the CPC repays any initial monies advanced by the WSB treasurer.

The host group shall establish a separate bank account for the convention under the group's Federal Employer Identification Number (FEIN). This will make financial accounting for the convention easier.

In the past, some Convention Planning Committees have established the committee as a 501(c)(3) non-profit organization at a cost of \$400-\$500. This has saved them over \$4,000 in local, state and hotel taxes. However, local groups might not want the expense and trouble of maintaining that status annually, and if it's done only once for tax purposes, a question arises as to whether the filing was in good faith. This option is presented for consideration only; future CPCs will need to evaluate its merit.

The host group will appoint a CPC treasurer who will be responsible for the financial transactions relating to the convention. The CPC treasurer will maintain a detailed accounting of the convention.

The CPC treasurer will become an assistant to the WSB treasurer in order to allow the CPC treasurer to become bonded under the FA insurance policy. This will be a temporary position that will terminate at the end of the convention. The CPC treasurer will have no WSB duties except to manage the finances of the convention and report a final accounting to the WSB.

The WSB is authorized to advance a maximum of \$2,000.00 to help the CPC with initial startup costs. This advance is to be repaid by the CPC as soon as funds become available.

All contracts for hotel reservations and food shall be submitted to the WSB for approval prior to signing. No contract shall be executed without the express approval of the WSB.

As soon as the CPC decides upon a per person registration fee, the CPC treasurer will provide the WSB with a detailed calculation explaining how the registration fee was calculated.

Once the first contract is signed, the CPC treasurer will thereafter report all revenue and expenses to the WSB on a monthly basis. These reports are to be submitted to the WSB convention liaison no later than the second Sunday of each month.

The CPC shall purchase a separate event-insurance policy to guard against financial losses in certain circumstances. Guidance regarding this policy can be obtained from the WSB convention liaison.

Post-Convention Reporting to WSB

The CPC shall provide a full report to the WSB within forty-five (45) days from the close of the convention. This report shall include a full financial accounting of all expenses incurred, number of attendees, all funds received (by category), recommendations that will benefit future planning committees, and any suggested changes to the FA Convention Policy. These reports shall be accompanied by a copy of the CPC's bank statement(s).

The CPC shall immediately report any incident, injury or illness that occurred during the convention or any of the shoulder dates. Such reports are to be emailed to the FA WSB chair, with a copy to the WSO no later than the first business day following the convention.

Insurance

FA World Service events and meetings, held within the United States, are covered by FA Inc.'s liability policies. This insurance coverage includes our ABM and World Service Convention. It is important that the CPC notify the WSO, with a copy to the WSB convention liaison, should copies of insurance coverage be required for the convention hotel or other convention venue. Such notification should be given not less than twenty-one (21) days prior to the event and should include all contact information.

Additionally, the CPC shall obtain copies of proof-of-coverage from any entertainment group, troupe, booking agent, or other entity being utilized. Such proof-of-coverage must hold Families Anonymous, Inc. safe and harmless from any claims resulting from said entity's performance.

The CPC shall purchase an event-cancellation policy of such form and limits as prescribed by the WSB. Application for such insurance shall be submitted to the WSO within sixty (60) days from the award of bid by the fellowship.

Convention Site Selection

The hotel selected by the CPC must have a minimum three-star (three-diamond) rating to ensure quality to attendees.

Information for the Hotel

1. Shoulder dates: The hotel must provide SHOULDER DATES (days before and after the convention weekend) for travelers coming from a distance. These dates must be offered at the same discounted rate as for the convention weekend dates.
2. The estimated number of rooms needed. (To estimate the number of attendees and rooms needed, the CPC should refer to past convention attendance and be conservative in its calculation.) The WSB convention liaison will be helpful in obtaining this information.
3. Convention meeting rooms are needed. (Information should include seating arrangement, size and capacity of each room)
4. Number of meals to be provided. (See MEALS.)
5. Audiovisual equipment needed (See AUDIOVISUAL.)

Facility (Hotel) Requirements

1. Business Center
2. Handicap accessibility.
3. Availability (and/or knowledge) of transportation to and from near-by airports.
4. A contact person at the hotel handling the convention. (Direct phone number as well as e-mail address)
5. Room rates need to be fixed at the signing of the contract.
6. Clearly stated cancellation policy.
7. Cut off dates for total number of rooms blocked for convention

PLEASE NOTE: Hotel contract must be approved by WSB before signing!

Meals

A minimum of four (4) meals are to be offered during the convention weekend. (This usually includes three meals on Saturday and breakfast on Sunday)

Friday meals are left to the discretion of the CPC. (See guidelines for suggestions). Most hotels require being informed of the total meal count at least one week prior to the convention. Dietary accommodations must be considered (and offered) to the attendees with special needs/or requests (e.g. diabetes, allergies, etc.)

Transportation

The availability of public transportation or hotel shuttle from a major regional airport is vital to the success of any convention. Accommodations are to be no greater than one-half (1/2) hour's drive, under normal conditions, from the airport serving the convention. The CPC may, request a waiver of this requirement in their submission to the WSB. Ideally, rail and bus service are desirable options that must be considered in the bid-preparation phase of the convention planning.

Annual Business Meeting

The ABM is the most important activity at the FA World Service Convention. FA is required, both by state statute and by FA's own by-laws to hold annual elections and report to the fellowship. It is therefore vital that the scheduling of the ABM be done in such a way as to ensure the greatest number of delegates being present. The preference for this meeting is either during or immediately following the Saturday lunch. The CPC Scheduling Subcommittee should allow a minimum of one hour for this meeting. Close contact with the WSB chair in confirming the amount of time he/she will need for this meeting should be done through the WSB convention liaison.

World Service Board Meeting

The members of the WSB come from various parts of the United States and the world. Monthly WSB meetings are conducted via video and/or audio communication. The World Service Convention provides a unique opportunity for WSB members to meet together and conduct a face-to-face board meeting. This board meeting also serves as the transition meeting between incoming and outgoing member of the FA WSB. The FA WSB chair MAY request that the CPC schedule one hour, between the end of the last afternoon workshop and the start of the evening activities, for this purpose. The CPC should provide WSB members with at least thirty (30) minutes from the scheduled end of the WSB meeting to the start of evening activities to allow WSB members to prepare for the latter.

Scheduling of Meetings and Workshops

The issues of WSB meeting and the ABM are addressed above.

Breakout (Workshop) Sessions

The CPC is responsible for planning the convention program. The sessions are scheduled as follows:

- Two morning sessions that take place following breakfast and the Saturday morning speaker (if one is scheduled)
- Two afternoon session that take place following lunch and the ABM meeting
- Sessions are usually 40 minutes long.
- Within each session is a choice of workshops. There are to be a minimum of three workshops offered during each of the four sessions. Some of the workshops may be repeated during several sessions.

Speakers, Keynoters & Workshop Presenters

There are a number of reasons that members choose to attend FA conventions. One of the most important of these is the information they gain from keynoters and workshop presenters. The choice of topics and speakers, and whether the latter come from inside or outside the fellowship, is one that is strictly reserved to the CPC. The experiences of past CPCs can be helpful in the CPC's decision-making process. The WSB convention liaison can be a valuable resource in providing information on this matter.

Selecting the Presenter or Speaker

The CPC decides on the method of selecting keynoters, workshop presenters and other speakers at the convention. It is important that the message presented by the speakers is consistent with FA principles and Traditions.

Using a speaker's full name, picture or full biographical information is a potential violation of Traditions Eleven and Twelve. Public Information (PI) materials must respect these Traditions and protect the anonymity of our members and those of other recovery programs. Only first names and last initials should be used. Disclaimers regarding non-affiliation with outside agencies should be included in the program guides.

Spiritual Speakers

Many CPCs choose to include a "spiritual speaker" as part of their program. Because FA is a spiritual program, not a religious one, it is important that the speaker(s) having this honor be mindful of and respect our Twelve Steps and Traditions. The discussion of any religious dogma is inappropriate. *"Our program is open to all, regardless of their various beliefs or lack of belief. Each person's understanding of a Higher Power is strictly a personal, private choice."*

The realm of spiritual experience is vast and frequently enthralling. Spiritual speakers are encouraged to share their personal experiences without “preaching” any religious tradition to the members.

Tradition Adherence by Speakers

It is very important that all speakers and presenters are educated about the FA Traditions and principles. There is particular concern with respect to Traditions Six, Ten, Eleven and Twelve. Anonymity, avoidance of controversy, and appearance of affiliation or endorsement are areas of significant concern. It is the responsibility of the CPC’s Subcommittee on Speakers and Presenters to specifically address this issue with those they ultimately select. Please refer to Guideline document for some ideas.

The CPC needs to review all speakers’ topics and presentations prior to the convention to ensure they are "on topic" and in accordance with FA Traditions. Follow-up discussions with the speakers or presenter are appropriate if modifications or edits are necessary.

All speakers and presenters are to be informed that the selling of non-FA material, advertising programs, services, websites, etc. is a violation of FA Traditions and is therefore not permitted.

Introducing the Presenter or Speaker

It is the responsibility of the CPC’s Subcommittee on Speakers and Presenters to ensure that every speaker is properly welcomed and introduced to the group or workshop that he/she will be addressing. The introduction should include a short biography, a brief comment and a statement, if necessary, about any special matters that need to be addressed. The attendees are to be reminded about the policy against video recording or picture taking.

Honoraria

Speakers and presenters are not to be paid for their participation in the conference. Paying all or a portion of their accommodations, meals and transportation expenses, within reason, is permitted. The CPC must plan for these as expenses that need to be covered by registration fees and fundraising.

Fundraising

Fundraising activities are an important function of most conventions. These activities provide additional sources of revenue that frequently make the difference between having a shortfall and having a financially successful convention. Excess funds are to be handled in accordance with Tradition Seven-that is, donated to the WSO, used by the local group(s) and/or intergroup, or some combination of both-to support future efforts to carry the message.

All fundraising activities must strictly adhere to the provisions of FA Traditions, which direct us to “*decline outside contributions.*” We must also be mindful of all local and state regulations regarding the conducting of fundraising activities and must secure the necessary licenses or permits, should they be required. CPCs are reminded that many attendees travel by air to get to the convention and may have difficulty transporting of large items. It is recommended that the CPC give thought to this when deciding on the variety of items to be included in fundraising activities.

The CPC may make prior arrangements with the WSO treasurer to accept credit card payments for onsite fundraising purchases. Such purchases go directly to the WSO merchant account, with an accounting provided to the CPC treasurer.

Silent Auctions

The silent auction is often one of the highlights of a convention. Solicitation of items is limited to FA members only and should be sufficiently varied as to permit out-of-town members to take advantage of the activities, although this stipulation should not be interpreted to mean that items from local

attractions are precluded from inclusion. Individual members may make personal donations. Donations from a company owned by an FA member or for which an FA member works are not in keeping with the Traditions and are therefore not permitted. In keeping with FA's Tradition 7, donations cannot come partially or fully from outside the fellowship, and any monies earned through fundraising must remain within the fellowship. For example, accepting items on "consignment" for the silent auction, and sharing proceeds with any outside party, is strictly prohibited.

Donations from sites or companies where the convention is being hosted, while a generous gesture, are also not permitted. The CPC should thank the potential outside donors for their kind thoughts, while explaining the constraints imposed by the FA program.

Raffles

The sale of raffle tickets, either for 50/50-type drawings or for products, is limited to members only. No solicitation of persons or groups outside of FA is permitted. The announcement of the value of prizes being raffled must be included on the ticket. Cash raffles should state prizes in percentage of proceeds collected, rather than in strict dollar terms. Raffle tickets are to include the following information:

- First name and last initial
- Group number
- Contact phone number
- Email address (recommended)

Program Books

Many groups have found that the use of program books is an effective way to raise funds to support the convention. The same constraints apply to the solicitation of program-book ads as to the acceptance of donations, as explained above. Specifically, ads must be personal and from an FA member; they not be from any company, treatment provider, or non-FA member. The CPC may solicit ads from other FA groups and from individual FA members.

Donations from Other FA Groups

The solicitation of cash, ads, raffle ticket purchases, or items to be included in an auction or for use at the convention is fully permissible and highly desirable. It is important that all member groups consider ways they can assist the host group(s) by helping to ensure the financial success of the efforts. This allows the Convention Planning Committee to focus on the quality of the program and not have to be preoccupied with just the financial aspects associated with the convention. FA groups may be solicited for contributions only via WSB distributed bulk email communications, WSB mailings, or personal contacts between people who are already know to each other. Using the FA website or hardcopy meeting directory for the purpose of reaching out to other groups is strictly prohibited.

Donations from the WSO

The WSB, upon receipt of written request from the CPC, may donate any FA literature it deems appropriate for inclusion in the 'Silent Auction', including, but not limited to #5017 or #5017S. Any literature donated by the WSB on behalf of the fellowship shall not be used as a gift or honorarium to any individual, group, or intergroup. It may only be included as an auction item going to the highest bidder.

Sale of T-Shirts, Sweatshirts, or Caps

Each CPC is permitted to make individual choices regarding the sale of items related to the convention. Past experience has shown it best to take pre-orders for custom shirts so that the CPC does not bear the risk associated with an outlay of funds for shirts or other items that might not be sold.

Literature

The CPC and the WSB's Literature Committee (LC) shall coordinate with each other regarding plans for FA literature being sold, given away, or included as part of any convention fundraising activities. Plans shall include storage, display and sale locations.

Literature Sales

Literature Committee Sales

The LC may choose to *sell directly* to convention attendees any newly created or substantially revised literature. Prior to the convention, the WSO, upon LC request and WSB approval, shall supply such literature to the LC. During the convention, the LC shall be totally responsible for safeguarding both the proceeds from the sale of this literature and any literature still in its possession. At the end of the convention, the LC shall send the WSO the proceeds from the sale of this literature and return any unsold literature to the WSO.

CPC Sales

Should the CPC wish to sell FA literature, two options are available for it to do so.

1. The CPC may choose to purchase literature pieces from the WSO in advance of the convention and offer them for *sale directly* to attendees. The CPC shall pay the WSO catalog price, with no added shipping or handling charge, and subject to the WSO's **no-returns** policy. Shipment of literature to the CPC shall be via media mail with delivery confirmation. The CPC shall sell such literature at the FA catalog price only.
2. The CPC may choose to *display* FA literature and provide convention-specific *order forms*, as follows:

The CPC may use literature displays obtained directly from the WSO. These literature displays are updated prior to each world service convention. In order to allow adequate time for WSO personnel to update the literature displays and complete other convention-specific literature-related tasks, the LC shall aim to have all new or newly revised literature arrive at the WSO at least four weeks prior to a convention.

Alternatively, the CPC may create its own literature display format in consultation with the LC. Any new format is required to meet FA standards and comply with FA Traditions.

The CPC shall obtain from the LC the literature catalog that will be in effect at the time of the convention. The LC shall make this catalog available to the CPC no fewer than three weeks prior to the convention. It shall be the CPC's responsibility to print copies of the catalog and make them available to convention attendees.

The literature order form (i.e., a convention-specific WSOF-41) shall be designed and printed by the CPC. It shall include the convention logo (or other easily identifiable marker or electronic code). It shall specify a deadline of two weeks plus one day (i.e., the third Monday after the Sunday concluding the convention) by which envelopes must be postmarked in order to qualify as convention-specific orders. It shall also specify that convention-specific orders are accepted only from convention attendees and must include full payment by check or money order.

Shipment of literature from the WSO to convention attendees shall be via media mail with delivery confirmation, with no added shipping or handling charge.

Literature Giveaways

The CPC of an FA world service convention or the CPC of a convention being held by a WSB-approved/WSO-registered intergroup in the United States may give away selected FA literature to convention attendees, such as by including it in the convention welcome packets. The CPC shall purchase this literature from the WSO. The special purchase price for giveaway items only shall be the WSO's direct cost (i.e., the prorated printing/production cost plus the prorated vendor-to-WSO shipping charge) plus the charge for shipping the items from the WSO to the CPC. The CPC agrees that all these items shall be given away, shall not be sold, and cannot be returned to the WSO. (Note: The inclusion of WSB-approved/WSO-registered intergroups in this "Literature Giveaways" section shall pertain only to this section, and not to any other section, of the Convention Policy.)

World Service Board Convention Liaison

The WSB chair designates a member of the WSB to serve as the liaison between the CPC and the WSB. The Liaison's job is to help facilitate communication between the WSB and the CPC. The convention liaison and the CPC chair work closely to ensure timelines and reports are met and filed in a timely fashion. In addition to this relationship, there is a direct relationship between the CPC treasurer and the WSB treasurer; it is helpful that the convention liaison also be included in these communications. This is explained in greater detail in the Financial Accountability section of this policy document.

Nomination Committee

The FA Nomination Committee serves an important function in ensuring there are candidates to fill vacancies on the WSB. The NomCom, as the committee is known, is elected by the membership at the prior convention's ABM. In the event there are no candidates standing for election to the NomCom, the WSB, as provided for in the by-laws, fills the committee positions. While there is no requirement that the NomCom members be from the host group(s), it is desirable that the NomCom chair be so. This is because the NomCom chair also holds the position of chair of the Credentials Committee (CredCom). Specific duties and responsibilities of the NomCom are found in the FA By-laws, Article IX, Section 3.

Credentials Committee

The FA Credentials Committee serves as the instrument of the ABM that ensures the eligibility of voters. The CredCom, as the committee is known, receives and secures all mailed-in ballots, electronically cast ballots, and proxy designations. At the ABM it reports the number of registered delegates present in person or by ballot or proxy. The CredCom report is the required first item of business for the ABM, as this report certifies the presence or absence of a quorum required for the conducting elections and convention business.

The CredCom distributes ballots to those delegates who are present and eligible to vote. It is preferable that delegates will have submitted their delegate forms by mail, fax, or email prior to the start of the convention. However, they may also choose to carry their form to the convention, where they can present it at the time they pick up their name tags or, at the very latest, submit it to the CredCom at any time prior to the Nomination Report being presented at the ABM.

Name Tag Design – Delegate Designation

The CredCom works closely with the CPC in helping design the Name Tags to be utilized by the Convention attendees. It is vital that the CredCom establish an easily visible designation of a voting delegate so as to ensure the integrity of the voting process. Methods of designating delegates are discussed in the Convention Guidelines document (PG-15).

Name Tag Design – WSB Designation

The CredCom shall work closely with the CPC in helping design the name tags to ensure that they clearly designate the current members of the WSB. Executive officers (chair, vice chair, treasurer and secretary) should have a designation “Board Chair” “Board Vice-Chair”, etc. The designation for the WSB members-at-large and the executive officers can be of the same color.

Audio Visual Equipment

It is important that proper arrangements be made to ensure the presence and functioning of audiovisual equipment needed by presenters at the convention. The most important of these are the public address system and the projection needs of the WSB chair at the ABM. At a minimum, the ABM presentation will require a LED projector, a screen, public-address loud-speakers, mixing board, microphone and stand, and extension cords and plug strips. Some speakers prefer wireless microphones or wireless clip-on mics.

Presenters, including workshop speakers and keynoters, may have specific requests that can impact room usage and affect the cost of the convention. These requests may include particular audio and/or video equipment, as well as easels, flipcharts, and markers. It is advisable to schedule rooms to minimize the amount of equipment required and to reduce setup and breakdown times.

Entertainers may have special needs that should be addressed prior to booking. It is normally the responsibility of the performers to supply special equipment.

Convention Publicity

The CPC must be ever mindful of the guidance of Tradition Eleven, which places particular challenges on keeping within the bounds of “*attraction rather than promotion.*” The CPC can attract member attendance by creating a meaningful program and workshops that speak to the needs of the FA members.

The further guidance of Tradition Twelve, which deals with maintain the personal anonymity of our members and others in recovery, applies to the development of announcements about the convention and the inclusion of credentials of keynoters and workshop presenters. The following are important policies areas.

Public Relations – Within the Fellowship

FA’s Public Information Committee (PI) maintains and manages a mailing list consisting of group secretaries or contacts, interested FA members, and other people requesting timely information about our fellowship. Although the PI Committee does not share this list, it will assist the CPC with timely distribution of notices.

Additionally, CPCs should consider making use of scheduled mailings from the WSO to the group secretaries. These mailings might include information about literature displays and offerings (including an opportunity to order literature with free shipping and handling) and announcements about a silent auction, entertainment, or other events. There are two mailings that go to every registered group, intergroup, international intergroup, and national service board. The first is sent in early January; the second is sent 30 days prior to the ABM. The FA Convention Policy grants the CPC an opportunity to include up to two letter-sized sheets (can be printed front and back) per mailing at no additional cost to the CPC, except that the CPC is responsible for the printing the sheets and shipping them to the WSO. These sheets must be coordinated with the WSO through the WSB’s Convention Liaison and must be received by the WSO at least two weeks prior to the scheduled mailing date.

Public Relations – Outside the Fellowship

The World Service Convention is a celebration of recovery and of the FA program. It provides us with an opportunity to share FA with other recovery organizations and with the general community at large. CPCs can take advantage of this opportunity by sending out information to help attract interested people to attend. The development and deployment of a press packet (which can include a history of FA; a brief description of workshop topics scheduled for the convention; information about FA literature available for purchase; and a list of press contacts and dates) can result in important event coverage. FA's PI Committee is an important resource in helping CPCs develop press releases and press packets while staying within the bounds of Tradition Eleven.

FA Website

The WSB is responsible for maintaining the FA website. The WSB will include convention information on the website (such as dates and announcements) as provided by the CPC. The WSB will also include links to websites created by the CPC for the convention, provided that such websites are within the bounds of FA Traditions. The FA webmaster is not responsible for creating a separate web page or site for the convention; this is solely the responsibility of the CPC.

CPC Website

The CPC is strongly encouraged to develop a website for the purpose of keeping members of the fellowship updated on the convention. There are many free locations on the Internet that have robust capabilities and require no prior programming experience. The CPC should be fully aware of FA's website and Internet policies, copies of which are available on the FA website. Among the items that potential convention attendees frequently request, and that should be included on the site, are convention registration forms, program schedules, presenters' biographies, activities for convention shoulders (the days immediately preceding and following the convention), and a link to the convention hotel. Information about transportation and local attractions are also suggested.

Photographs & Videos

The taking of photographs or videos during FA meetings, conventions, and activities poses a risk to anonymity and might make some attendees uncomfortable. With the advent of smartphones and tablets, members may be even less apt to think about the importance of anonymity as they try to capture the event. The CPC chair (or his/her designee) must remind attendees about the importance of protecting anonymity. In addition, a prominent reminder of this policy should be placed in the convention program.

Before any photographs or videos are taken, permission from the individual member(s) must be obtained. Even when permission is granted, the photographs or videos should be taken away from any crowds to ensure they do not include images of people who have not given their permission.

Finally, as Tradition Eleven reminds us, *"we need maintain personal anonymity at the level of press, radio, films, TV, and any other public or private media"*. The FA policy pertaining to websites, social media and the Internet provide specific information on compliance with the established policies.

Audio Recording - Speakers

The issue of making audio recordings of speakers, both keynoters and workshop presenters, is one that requires careful attention. Convention attendees often look to share the convention experience with members in their home groups or on a website. However, the work and words of the speaker are protected, and the CPC and WSB must first obtain a signed release form in which the speaker gives permission for his/her presentation to be captured and disseminated them.

The process of capturing high-quality audio worthy of being shared and reproduced requires careful planning and proper equipment. The CPC may wish to explore using an outside service if recording is considered to be an option. The Convention Guidelines and the WSB PI Committee can help address contract issues. In all cases, the labeling of recordings must be done in a way that protects the anonymity of the speaker.

Video Recording - Speakers

Making or transmitting video recordings cannot be accomplished without exposing the anonymity of members and speakers. In keeping with Tradition Eleven, video recordings are prohibited.

Security

Security during the convention cannot be taken for granted. It is the CPC's responsibility to have a full understanding of issues that could potentially impact convention attendees and other guests of the hotel. Security plans should be made in conjunction with hotel personnel.

Identification Badges

Name tags are more than a convenience. They identify authorized attendees at workshops, meals, meetings and convention events, and they should be designed accordingly. The use of color and logo are important elements: CPC members and their functions, WSB members, speakers, and delegates should be easily identifiable from a quick glance at the badge. Names are limited to first name and last initial and are to be written in at least 30-point type (or larger) block type (either serif or sans serif).

This is 30 pt. type

Serenity Keepers

Maintaining proper decorum is important from several standpoints: to enhance the experience of our convention attendees, to preserve harmony with other hotel guests, and to be a positive reflection on FA as a whole. Among the important functions of the serenity keepers are ensuring that fire doors and aisles are not obstructed; room capacities of breakout sessions are not exceeded; and hall noises do not disturb workshops, meetings or convention events. The serenity keepers are also charged with reminding members that photographs or video recordings are not to be taken in a manner that could compromise the anonymity of convention attendees. In the event a member is resistant to the gentle urging of the serenity keepers, he or she they may be asked to leave the area, with or without an escort.

It is not the intention of this policy to alienate any member from participating in and enjoying the convention; however, it is the responsibility of the CPC, through the serenity keepers to maintain an atmosphere of recovery and order. During any event that requires a ticket for entry, the serenity keepers are responsible for assisting the Program, Entertainment, and/or Registration Subcommittees in ensuring that members present their tickets or pay for entry. The CPC will designate a sufficient number of members, consistent with the registered number of attendees, to meet this requirement. Final decisions regarding security remain with the CPC, the WSB Executive officers and the hotel staff.

Emergency Procedures

The CPC is responsible for developing an emergency response plan that addresses issues of serious illness, food-borne contamination, power outages impacting the convention, weather impacting the venue, or other man-made or natural events that might negatively impact the convention attendees. In addition, the CPC will establish a means of communicating important urgent information to convention attendees. The WSB has developed a general guide to assist the CPC in the designing and implementing such a plan.

Signage & Notices

The CPC should assure that the convention hotel has adequate notices and signs enabling attendees to navigate the venue, workshops and meeting rooms. The CPC should post the schedule of events in a centrally located, prominent place. The posting can be electronic or printed; should include times, locations and a site map to help guide attendees to the meeting rooms; and can include other helpful information, notably workshop titles along with presenters' names.

The use of FA logos is controlled by the WSB. The WSB permits CPCs to incorporate FA logos into their convention logo designs. Under no circumstances does the WSB permit the use of the FA logos as part of any non-FA venture, as this would be a violation of Tradition Six; however, it is permissible for signage containing the venue's logo to also contain the convention or FA logo. The FA logo and/or the convention logo should be prominently displayed on the lectern for all general gatherings, including the ABM and meals.

Convention Bid Application

Groups seeking to host the World Service Convention shall complete and submit a Convention Bid Consent Application (WSOF-31) at least one (1) year prior to the convention for which the bid is being submitted. All applications should be received at least two (2) weeks prior to the date of the ABM at which it is to be considered. In the event that no group submits a bid in time for action by the membership at the ABM, the WSB, pursuant to the by-laws, shall meet to solicit groups and award a convention to a group (or groups) that the WSB, by its sole discretion, deems to have the qualifications to serve as host. In all cases, the group(s) being awarded the bid shall agree to strictly abide by the terms and conditions set forth in this policy and any subsequent revisions. The WSB may from time to time amend this form without the need to amend the entire policy.

ACRONYMS & ABBREVIATIONS USED IN THIS POLICY

ABM – Annual Business Meeting

CPC – Convention Planning Committee – The group charged with planning and executing the convention

CredCom – The Credentials Committee

FEIN – Employer Identification Number – Issued by the IRS – (see FA Policy and guidelines on establishing a bank account)

FA – Families Anonymous

NomCom – The FA Nominating Committee

PI – Public Information

WSB – The FA World Service Board of Directors

WSO – The FA World Service Office