

# REGION 5 CONVENTION GUIDELINES

## **REGION 5 CONVENTION DEFINITION:**

It is a special event, usually lasting from 8 p.m. Friday evening until Sunday noon. The actual length of time is determined by the group conscience of the Region 5 Convention Committee.

## **PURPOSES OF A REGION 5 CONVENTION:**

1. To stimulate unity; to bring people together from many groups within our region as well as from distant areas to share with each other.
2. To contribute to a greater understanding of the OA program and the people who are part of it through open meetings to which the public, professionals, and media are invited.
3. To provide an opportunity to experiment with new ideas not usually done at a regular meeting. (It is Region policy that these new ideas be within the framework of the 12 Steps and 12 Traditions.)
4. To provide a variety of program options, which strengthens those recovering from compulsive overeating as well as to those with a desire to stop compulsive overeating.
5. To allow for raising money for Region purposes.

## **HOSTING A REGION 5 CONVENTION:**

It is sponsored by Region 5 with organization initiated by the Region Assembly. The intergroup in the area where the convention is held serves as the "host" group.

The general duties and responsibilities listed below are meant to be guidelines only. The hosting intergroup(s) have restrictions or opportunities unique to them. The hosting intergroup(s) will have the right to modify the duties and responsibilities as appropriate as long as the Region 5 Convention Committee is in agreement. Any discrepancies will need to be run by the executive board.

## **REGION 5 CONVENTION ACTIVITIES/EVENTS:**

Activities and events are determined by the hosting Intergroup Convention Committee in conjunction with the Region 5 Convention Committee. Events should reflect the 12 Ssteps, 12 Traditions, and 12 Concepts. In addition to a banquet with speaker, other possible events are:

1. A marathon room (continuous pitch meetings);
2. Speaker meetings;
3. Workshops (fourth step, for example);
4. Special focus meetings for OA young people, men in OA, couples in the program, etc;
5. A room for meditation, discussions, sponsors doing step work, etc;
6. Luncheon;

## **REGION 5 CONVENTION COMMITTEE REQUIREMENTS:**

The convention chairperson should be a region representative or past RR who has 1 year of current continuous abstinence, is practicing the 12 Steps, who has been active in OA events or workshops, and who lives near the site of the convention. The convention chairperson is approved by the Region 5 Assembly at the assembly which follows the acceptance of the convention bid. (11-8-14) The chairperson will select the committee heads from volunteers who are also abstaining and practicing the 12 Steps. In some instances, it has been suggested that a state or province within a region take responsibility for a sub-committee with one person as sub-committee head.

## **CONVENTION CHAIRPERSON:**

### General duties and responsibilities:

1. May select an assistant convention chairperson immediately after being approved as chairperson;
2. Coordinates the event; the convention chairperson shall serve as liaison with the hotel;
3. Selects committee heads and delegates work to the committee heads, and may also appoint coordinators as desired (i.e. volunteer coordinator, graphics coordinator etc.);
4. Chairs the first general convention committee meeting at first Region 5 Assembly following the previous convention.
  - a. Get acquainted;
  - b. Pass out guidelines and go over each page with entire group;
  - c. Remind each committee head that each must set up his/her own timetable;
  - d. Discuss questions.
5. Meets with Convention Committee heads to work out problems and finalize plans.
6. Is ex-officio member of EVERY convention committee and is to be invited to all meetings. If unable to attend, he/she should be informed of ALL happenings, especially dates, to coordinate with other convention committees.
7. Studies timetable and coordinates with all convention committees.
8. Encourages and supports all workers, attempts to involve as many people as possible.
9. Becomes thoroughly familiar with all aspects of the convention guidelines.
10. Proposes necessary changes to convention guidelines to the bylaws committee.
11. Encourages reading of the Third Step Prayer, 12 Traditions or similar program material at all Convention Committee meetings.
12. Selects emcee(s) for convention.
13. Selects general session and dinner speakers with board approval.
14. Selects someone to present the invocation.
15. Is responsible for opening and closing of convention.
16. Provides a roster of Convention Committee heads and assistants including last names, mailing addresses, etc., to all Convention Committee heads.
17. Arranges for a taping company to record speakers.
18. Reports to the first Region 5 Assembly following the convention and files a written report with Region.

## **HOTEL LIAISON DUTIES:**

The convention chairperson will serve as liaison with the hotel. All persons need to work through the chairperson for any hotel contacts.

### Duties and responsibilities as hotel liaison:

1. All arrangements with the hotel should be in a written contract to be signed by Region 5 chairperson and convention chairperson ten (10) months prior to the convention. This is done as soon as possible after the site is selected and the convention chairperson is approved.
2. Become thoroughly familiar with all hotel facilities and services.
3. Negotiate all arrangements for meals including planning the menus.
4. Work with Program Committee head for arrangements of meeting rooms and audio equipment. Keep it simple, remember costs involved.
5. Arrange for rooms with tables for literature display, recording, discussion and/or meditation, hospitality, etc., and a secure area for literature and Intergroup Marketplace.

6. Arrange for a registration area.
7. Negotiate with hotel for complimentary rooms. The convention committee will decide how these rooms will be used.
8. Negotiate room and prices of meals to determine the cost of the package for the weekend.
9. Keep the hotel informed of number of meal and room guarantees.
10. Negotiate with hotel to offer the convention sleeping room rate one day prior to the convention and the last day of the convention.

### **SELECTING THE ACCOMMODATIONS FOR THE CONVENTION:**

1. Verify the capacity of various meeting rooms.
2. Verify the capacity and availability of restaurants or cafeterias in hotel or within vicinity of hotel for non-function meals.
3. Verify the capacity of the banquet room, allowing for people who are listening to the speaker only.
4. Inquire whether we can provide our own diet pop, coffee, and tea.
5. If not, see if the hotel will be able to provide coffee, tea, and diet soda for purchase during all meeting times, and find out how much they will charge.
6. Verify the capacity and number of sleeping rooms.
7. Determine the current and/or projected costs of sleeping accommodations.
8. Determine the current and/or projected costs of meeting rooms.
9. Determine the current and/or projected costs of meals.
10. Inquire the times meeting rooms will be available.
11. Verify the availability of elevators if the hotel is more than one story.
12. Verify that meeting rooms will be heated or air-conditioned as appropriate.
13. Verify that sleeping rooms will be heated or air-conditioned as appropriate.
14. Determine if the hotel can provide food selections to fit a majority of different types of meal plans.
15. Verify that good speaker systems are available for large meeting rooms. See if they will allow us to bring in outside equipment.
16. See if there is a stage or platform available for meeting rooms.
17. Determine smoking restrictions.
18. Inquire as to whether there are any other rules or restrictions for use of the facility, i.e., if food is allowed in the meeting rooms.
19. Verify amount of deposit required (if any).
20. Check into other hotel or motel accommodations in the immediate area.
21. Inquire if there any restrictions on people bringing in their own bag lunch.
22. If the prospective site is a college campus, see if dorm facilities are available for husbands and wives attending together, especially bathrooms.
23. Find out if linens are furnished in a college dorm setting, or if attendees need to bring their own.
24. Determine the availability of transportation to the facility from public transportation such as buses, trains, or airplanes.
25. Check the accessibility of getting to the convention site from other areas of Region5.
26. Determine the capacity of restrooms near the meeting rooms.
27. Verify how many functions the facility has accommodated that were the same size as we anticipate.
28. Determine the cost, if any, of meeting rooms. What do we get for the amount of sleeping rooms rented and banquet meals ordered? (Meeting rooms should be complimentary by guaranteeing a certain number of sleeping rooms.)

29. See what service(s) the facility provides for groups holding meetings.
30. Determine check-in and check-out times for rooms.
31. Investigate local attractions.
32. Inquire whether or not we can bring in entertainment.
33. Verify pool and other recreational facilities available at the facility.
34. See if the facility will provide meeting space for periodic convention planning meetings.
35. Inquire of the hotel if there are any plans for renovation, construction, or redecorating planned or being considered during or prior to the planned convention dates.
36. Check with the hotel to make sure that if someone uses their "hotel points" system to pay for a room, it will still count as part of the commitment for room nights.
37. Inquire if there are other events scheduled at the hotel on planned convention dates.
38. Check with the hotel about daily charges for a phone landline, if needed by the recording company.
39. Ask that the same booking code be used for the hotel's online and telephone reservation systems. To avoid confusion in the hotel reservation setup, use the nomenclature Region 5 instead of Region 5.
40. Consider accessibility/special accommodations (eg: mobility, audio/visual).

### **CONVENTION COMMITTEES:**

#### **REGISTRATION AND FINANCE:**

Duties and responsibilities:

1. Obtain initial seed money from Region if needed.
2. Make sure information is complete on registration forms before they are mailed out. Check forms from prior years if possible.
3. Have signs made designating the hours registration is open and an alphabetical breakdown of registrants.
4. Make sure that meal tickets are printed and nametags are prepared.
5. Make sure program has been printed and is ready for distribution with the registration packets.
6. Make up the registration packets for those pre-registered.
7. Keep the chairperson informed of number of meals guaranteed and number registered.
8. Have the committee head and one (1) collector sign the collection envelope at time of pickup.
9. Make sure registration tables are adequate, draped properly, and set up.
10. Make sure registration tables are covered with adequate personnel from Friday afternoon until the registration packets are disbursed.
11. Submit bills on forms for reimbursement with receipts attached.
12. Picks up registrations from post office box and coordinates deposit of checks with Region 5 treasurer.
13. Shall receive and process scholarship applications according to the following:
  - A. Scholarships will be for REGISTRATION ONLY
  - B. Only scholarships for up to the full registration fee shall be awarded.
  - C. The deadline for requesting scholarships shall be the pre-registration deadline of the Region 5 Convention.
  - D. Scholarships may be given on a first come/first served basis or given at the discretion of the committee.
  - E. Preference may be awarded to those who have not attended a previous Region 5 Convention or have not previously requested a scholarship.

- F. Scholarships will be awarded to OA members living in Region 5 only.

### **HUGGERS/GREETERS:**

Duties and responsibilities:

1. Act as hosts and hostesses, greet each person.
2. Answer questions and guide people to rooms, meetings, registration, etc.
3. Obtain menus from restaurants within vicinity of hotel.
4. Draw a map showing these locations and have available at registration table.
5. A list of area places of worship is usually available in the hotel lobby. Be sure workers are aware of this.

**NOTES:**The committee should devise a way to make themselves easily identifiable as Huggers and Greeters Committee members in the convention crowd. (ribbon, corsage, hat identification, for example).

### **THIRST-AID STATION:**

Duties and responsibilities:

1. Consult with the convention chair/hotel liaison person to determine hotel policies regarding limitations of bringing in foods and beverages. To the extent they are allowable; continue with 2 - 8 below.
2. Make sure the room is adequate.
3. Locate a source of diet beverages and three or four large coffee pots. (Hotel may supply these as part of package agreement.)
4. Arrange for responsible personnel to man the station the entire time it is open.
5. Arrange for purchasing of the following: coffee for brewing, instant coffee (caffeinated and decaffeinated), cups, stirrers, artificial sweeteners, lemon, napkins, can openers, skim milk in packets, garbage bags.
6. Arrange for delivery of pop to the hotel. (Check with convention hotel liaison person to arrange for ice.)
7. At the end of the event, check pop. If any is left in cases, it should be sold. The price should be determined beforehand so the information is available at the end of the convention.
8. Provide for cleanup.

### **PROGRAM:**

Duties and responsibilities:

1. Become thoroughly familiarized with the events of the past, successes and shortcomings.
2. Call initial meeting of program committee members at a regional assembly.
3. Follow abstinence requirements for speakers.
4. Ask region reps for names of possible speakers from their areas who are attending the convention.
5. All speakers for convention will need to be pre-registered. (11-8-14)
6. Consider recommendations and suggestions for topics for the program.  
**NOTE:** It is best to limit speaker meetings and workshops going on simultaneously to three.
7. Coordinate available meeting rooms with the convention chairperson.
8. As a committee, assign topics and times to speakers.
9. Send letters or e-mails notifying all speakers of their topics and times to speak.
10. As a committee, pull together final material for program (graphics for printed program indicating rooms, times and topics).
11. Have the program printed and made available to the registration committee.

12. Names of speakers are not to be listed on flyers or programs.
13. Work with the taping company during the convention.

### **PUBLICITY:**

Duties and responsibilities:

1. Keep an accurate timetable of when duties have to be completed (deadlines for times to be submitted to Region 5 newsletter and other appropriate electronic media, including Region 5 website, OA website, OA datebook, and Lifeline.)
2. Remind necessary committee heads to have information available for publication deadlines.
3. Design, print, and distribute board-approved flyers for the convention.  
**NOTE:** Flyers should be sent to all intergroups listed with Region 5 and to nearby intergroups outside of Region 5 at least three months prior to the convention.
4. Send information to appropriate electronic media. This information should include: date of event, Region 5 Convention site, addresses to write for information, one or two telephone numbers and names to contact.
5. Enlist help from each state/province or intergroup for local publicity.

### **LITERATURE:**

Duties and responsibilities:

1. It is Region policy that only OA and AA conference approved literature may be sold at the convention.
2. The host intergroup literature bank is used, unless prior approval is received from the Region for other arrangements.
3. Transport literature to and from the display area.
4. Set up display.
5. Keep only one copy of each item out. The rest should be kept in boxes behind the display table.
6. Obtain a cash box with funds for change from Registration and Finance committee.
7. Make sure that someone is there at all times to oversee the display. When the literature table is not open, keep literature locked up
8. Keep an accurate count of literature before and after the convention. Report amount ordered and sold for reference by future committees.

### **FUND RAISING AND RAFFLES:**

Duties and responsibilities:

Intergroup Marketplace

Intergroups may rent a table(s) to sell fund raising items, which are consistent with OA's 12 traditions.

Each Intergroup is responsible for their own table(s).

Raffle Suggestions:

50/50 Draw

Convention CD

Lifeline

Baskets

### **DECORATIONS AND SIGNS:**

Duties and responsibilities:

1. Present ideas and costs to chairperson and committee for approval. Present receipts for

- reimbursement on a form no later than the day of the convention.
2. Make signs, decorations, centerpieces (if hotel will not furnish).
  3. Decorate banquet room and place signs.
- SUGGESTION:** A "want" list of items that could be donated might be distributed to local groups and printed in intergroup and Region 5 newsletters.

### **VOLUNTEER COORDINATOR:**

Duties and responsibilities:

The purpose of the Volunteer Coordinator Committee is to schedule volunteers that will be serving during the actual convention.

The main source of these volunteers is the registration form.

Volunteer Coordinator Committee will coordinate who is needed, where and when, and contact volunteers to notify them of their assignment(s).

### **TIMER COORDINATOR:**

Duties and responsibilities:

1. Schedule volunteers for each session to act as timer.
2. Inform each volunteer that they are to facilitate/moderator the assigned session.
3. Gather supplies for each session (script, signs with Stop, 1 Minute, 3 Minutes and 5 Minutes).
4. Make sure each session has a scheduled timer with above mentioned supplies and is present at their scheduled session. Coordinate with Volunteer Coordinator.
5. During Convention make sure timer is present for each session.
6. Stress the importance of leaving supplies – timer, script, signs with Stop, 1, 3, and 5 Minutes at the podium for future sessions.

## HOSTING INTERGROUPS FOR REGION 5 CONVENTIONS

1979	June	None - Held at University of Dayton
1980	July	Greater Detroit & Southwestern Ontario (Detroit)
1981	October	Mid-North Indiana (Lafayette)
1982	October	Greater Dayton
1983	June	Central Indiana & Mid Hoosier (Anderson)
1984	September	Southwestern Ontario
1985	November	CHI WIF & Milwaukee (Fontana, WI)
1986	October	Northwest Indiana (Merrillville)
1987	October	Cincinnati
1988	October	Southwestern Ontario (Chatham)
1989	September	Western Michigan (Muskegon)
1990	October	Cleveland
1991	November	Wisconsin at the Abbey
1992	October	Toledo
1993	September	INI (Chicago)
1994	October	Cincinnati
1995	September	Northwest Indiana (Michigan City)
1996	October	Cleveland
1997	September	Indianapolis
1998	October	Greater Ann Arbor, Jackson Area, Greater Grand Rapids
1999	October	Turning Point (Chicago)
2000	October	Cleveland Central
2001	October	Dayton
2002	October	Milwaukee
2003	October	TPI, CSSI, CHI-WIF, SNI (Chicago)
2004	November	Indianapolis
2005	October	Cleveland
2006	October	Columbus
2007	October	Louisville
2008	October	Cincinnati
2009	October	TPI, CSSI, CHI-WIF, SNI (Chicago)
2010	October	Greater Detroit, Ann Arbor, Southwestern Ontario
2011	October	Indianapolis
2012	October	Cleveland
2013	April	Milwaukee
2014	October	Columbus
2015	September	SNI, TPI, CSSI, CHI-WIF, NWII (Chicago area)