

REGION 5 CONVENTION GUIDELINES

The general duties and responsibilities listed below are meant to be guidelines only. The hosting intergroups have restrictions or opportunities unique to them. They 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 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. There may be some early bird sessions if committee wants.

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:

A Region 5 Convention 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.

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 Steps, 12 Traditions, and 12 Concepts. In addition to a banquet with speaker, other possible events are:

1. Speaker meetings
2. Workshops (fourth step, for example)
3. Special focus meetings for OA young people, men in OA, couples in the program, etc.

REGION 5 CONVENTION COMMITTEE REQUIREMENTS:

The hosting intergroup convention chairperson should be a region representative or past RR who has 1 year of current continuous abstinence, is practicing the 12 Steps, 12 Traditions and 12 Concepts 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. The chairperson will select the committee heads from volunteers who are also abstaining and practicing the 12 Steps, 12 Traditions and 12 Concepts. 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. All committees are responsible for their own signage.

HOSTING INTERGROUP CONVENTION CHAIRPERSON:

General duties and responsibilities:

1. May select an assistant convention chairperson immediately after being approved as chairperson.
2. Works with the Region 5 Vice Chair, who serves as the hotel liaison with the hotel, to plan the convention events.
3. Selects committee heads and delegates work as 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 after the outgoing convention chairperson from that year has passed the baton to the new convention chairperson 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 exofficio 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 planning 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 putting a script together for the opening and closing of convention. The opening ceremony should include the Serenity Prayer and reading of the Preamble, Our Invitation to You, the Steps, the Traditions, and the Concepts.
16. Provides a roster of Convention Committee heads and assistants including last names, mailing addresses and best phone numbers to use, 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 Vice Chair of the Region will serve as liaison with the hotel. All committee chairs need to work through the hotel liaison for any hotel concerns.

Duties and responsibilities as hotel liaison:

1. All arrangements with the hotel should be in a written contract to be signed by Region 5 Vice Chair at least one year or more prior to the convention. This is done as soon as possible after the site is selected and the convention chairperson is approved.
2. See if the facility will provide meeting space for periodic convention planning meetings.
3. Become thoroughly familiar with all hotel facilities and services.
4. Negotiate all arrangements for meals including planning the menus.
5. Work with Program Committee head for arrangements of meeting rooms and audio

- equipment. Keep it simple; remember the costs involved.
6. Arrange for rooms with tables for literature display, recording, discussion and/or meditation, hospitality, etc., and a secure area for literature and Intergroup Marketplace.
 7. Arrange for a registration area.
 8. Negotiate with hotel for complimentary rooms. The Region 5 Board will decide how these rooms will be used.
 9. Negotiate room rates and prices of meals to determine the cost of the package for the weekend.
 10. Keep the hotel informed of number of meal and room guarantees.
 11. Negotiate with hotel to offer the convention sleeping room rate one day prior to the convention and one day after 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 about 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. Inquire as to whether there are any other rules or restrictions for use of the facility.
18. Determine the availability of transportation to the facility from public transportation such as buses, trains, or airplanes.
19. Check the accessibility of getting to the convention site from other areas of Region 5.
20. Determine the capacity of restrooms near the meeting rooms.
21. Verify how many functions the facility has accommodated that were the same size as we anticipate.
22. Determine check-in and check-out times for rooms.
23. Investigate local attractions.
24. Inquire whether or not we can bring in entertainment.
25. Verify pool and other recreational facilities available at the facility.
26. 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.

27. Inquire if there are other events scheduled at the hotel on planned convention dates.
28. 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 V.
29. 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 and approve by the Region 5 Board 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 preregistered.
7. Keep the Vice Chair of Region 5 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.
 - 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
 - G. Scholarship recipients will need to do service at the convention
 - H. Recipients of scholarships can only receive them once every five years

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. Check with the front desk of hotel to obtain updated restaurants within the vicinity of hotel.
4. Check with the front desk of hotel to obtain a list of area places for worships services.

NOTE: 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).

THIRSTAID STATION HOSPITALITY:

Duties and responsibilities:

1. Consult with the hotel liaison person to determine hotel policies regarding limitations of bringing in foods and beverages. To the extent they are allowable; continue with 2 – 7 below.
2. Make sure the room is adequate with electric outlets.
3. Locate a source of diet beverages and three large coffee pots.
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 (caffeinated and decaffeinated), tea bags, cups, stirrers, artificial sweeteners, lemon, napkins, can openers, skim milk in packets, garbage bags.
6. 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.
7. 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. Consider recommendations and suggestions for topics for the program.
4. Have Region 5 Board Approve Program Topics before moving forward.
5. Follow abstinence requirements for speakers.
6. It is best to limit speaker meetings and workshops going on simultaneously up to three.
7. All speakers for convention will need to be registered.
8. Coordinate available meeting rooms with the convention chairperson.
9. As a committee, assign topics and times to speakers.
10. Notify all speakers of their topics and times to speak.
11. As a committee, pull together final material for program (graphics for printed program indicating rooms, times and topics).
12. Have the program printed and made available to the registration committee.
13. Names of speakers are not to be listed on flyers or programs.
14. Work with the taping company during the convention.

PUBLICITY:

Duties and responsibilities:

1. Keep an accurate timetable of when things have to be done (deadlines for times to be submitted to Region 5 newsletter and appropriate electronic media).
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, email address, 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 when room space is available.
- Each Intergroup is responsible for its own table(s).

Raffle Suggestions:

50/50 Draw

Convention CD

Lifeline

Baskets

BANQUET TABLE DECORATIONS:

Duties and responsibilities:

1. Work with the hotel liaison to see what type of decorations that the hotel can provide for the banquet tables.
2. 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.
3. Put finishing touches on banquet tables.

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. Supplies for each session (script, signs with Stop, 1 Minute, 3 Minutes & 5 Minutes).
4. If timer does not show up for the session please ask for a volunteer from the floor.
5. Stress the importance of leaving supplies – timer, script, signs with Stop, 1, 3, and 5 Minutes at the podium for future sessions.

OPTIONAL COMMITTEES:

CLOTHING EXCHANGE:

The local hosting intergroup convention committee may choose to have a clothing exchange if room space is available. Seventh Tradition is suggested.

ENTERTAINMENT:

1. Will depend on what the local intergroup convention committee wants to do for the convention. It has become customary to have a dance after the banquet which means a DJ from the local area would be hired. Here are other ideas such as skits, which need Region 5 Approval, improv, song and dance, karaoke, and plays
2. Convention committee also needs to check with the next hosting intergroup to see if they want to present a skit or whatever after the banquet or after the closing to present where the next Region 5 Convention will be held
3. Work with Region 5 Board for taping needs

HOSTING INTERGROUPS FOR REGION 5 CONVENTIONS

1979	June	None Held at University of Dayton
1980	July	Greater Detroit & Southwestern Ontario (Detroit)
1981	October	MidNorth 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)
2016	September	Land Between the Lakes, Greater Detroit, Jackson Area (Detroit area)
2017	October	Cincinnati
2018		Indianapolis