

REGION V CONVENTION GUIDELINES

WHAT IS A REGION V CONVENTION?

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 V convention Committee.

WHAT GOES ON AT A REGION V CONVENTION?

This is determined by the Convention Committee with approval by the Region V Assembly. It is suggested that the steps and traditions of the OA program be followed in planning all events.

Some possible events are:

1. a marathon room (continuous pitch meetings);
2. speakers meetings;
3. workshops (fourth step, for example);
4. special topic meetings for OA young people, men in OA, couples in the program, etc.;
5. a meditation room for rap sessions, sponsors doing step work, etc.;
6. luncheon, banquet with speaker, Sunday brunch.
7. room will be made available, if requested, for 0-Anon meetings in order to cooperate with them.

WHAT ARE THE PURPOSES OF A REGION V 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 lot of program all at one time, which is strengthening to those recovering from compulsive overeating as well as to those with a desire to stop overeating.
5. To allow for raising money for Region purposes.

WHO PUTS ON A REGION V CONVENTION?

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

WHAT ARE THE REQUIREMENTS TO WORK ON THE CONVENTION COMMITTEE?

The Convention Chairperson should be a Regional Representative or past RR who is abstaining and practicing the 12 Steps, who has been active in local marathons, and who lives near the site of the convention. The Chairperson will select the committee heads from volunteers and suggested names.

It is suggested that they be members who are also abstaining and practicing the 12 Steps. In some instances, it has been suggested that a state within a region take responsibility for a committee with one person as committee head. The Convention Chairperson is approved by the Region V Assembly.

CONVENTION CHAIRPERSON

Duties and responsibilities:

1. May select an assistant chairperson immediately after being notified of his/her position 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;
4. Calls the first general convention committee meeting at the first Region V Assembly following the selection of site to:
 - 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.Meetings may be before or after the assembly.
5. At each assembly before the convention, meets with committee heads individually to work out problems and finalize plans.
6. Is ex-officio member of EVERY 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 committees.
7. Studies timetable and coordinates with all committees.
8. Encourages and supports all workers, attempts to involve as many people as possible, ever mindful that 12 step work is essential to recovery.
9. At times may need to submerge ego in order to prod another trusted servant to meet a deadline.
10. Becomes thoroughly familiar with all aspects of this manual. When making changes is certain to spell out to parties so misunderstanding will not occur.
11. Encourages reading of the Third Step Prayer, 12 Traditions or similar program material at all committee meetings. Remembers that spirited discussion and conflict can improve a function

- if decision is left to-God (in group conscience) and personalities yield to principles.
12. Selects MC's for convention.
 13. Selects general session and dinner speakers with convention committee approval.
 14. Selects someone to present the invocation (remembering that not all people have the same understanding of a Higher Power).
 15. Is responsible for opening and closing of convention.
 16. Provides a roster of committee heads and assistants including last names, mailing addresses, etc., to all committee heads.
 17. Arranges for a taping company to record speakers by selecting the best bid.
 18. Reports to the first Regional Assembly following the convention and that a written report will be filed with Region.

HOTEL ACCOMMODATIONS

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 V 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 meetings rooms and audio equipment. Keep it simple, sweetie and within reason.
5. Arrange for rooms with tables for literature display, taping, rap and/or meditation, thirst-aid, etc., and a locked area for literature and boutique.
6. Arrange for a registration area and a phone in that 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.

NOTE: THE FOLLOWING ITEMS SHOULD BE CONSIDERED WHEN SELECTING THE ACCOMMODATIONS FOR THE CONVENTION:

1. Number of people held in various meeting room.
2. Number of people who can be fed at one time in restaurant(s) or cafeteria.

3. Number of people who can be fed at the banquet with extra room for people who are listening to the speaker but not eating at the banquet.
4. Can we sell our own diet pop, coffee, and tea; and at what cost?
5. If not, will coffee, tea, and diet soda be available for purchase during all meeting times?
6. How many people can be accommodated for sleeping?
7. Current and/or projected costs of sleeping accommodations.
8. Current and/or projected costs of meeting rooms.
9. Current and/or projected costs of meals.
10. Current and/or projected costs of beverages if we cannot sell our own.
11. Times meeting rooms will be available.
12. Availability of elevators if more than one story.
13. Meeting rooms air conditioned if date in summer.
14. Sleeping rooms air conditioned if date in summer.
15. Can foods available fit into a majority of different types of meal plans.
16. Are good speaker systems available for large meeting rooms.
17. Stage or platform available for large meeting rooms/
18. Any smoking restrictions.
19. Any other rules or restrictions for use of facility.
20. Deposit if any required. (OA usually does not put down deposit.)
21. Other hotel or motel accommodations in immediate area.
22. Other restaurants in immediate area.
23. Any restrictions on people bringing in their own bag lunch.
24. If college dorm, are facilities available for husbands and wives attending together, especially bathrooms.
25. If college dorm, are lines furnished or must people bring their own.
26. Transportation to facility from public transportation such as buses, trains, or airplanes.
27. East of getting to area from other areas of region.
28. How many bathrooms are near the meeting rooms? Too few is disaster.
29. Has the facility held many functions the same size as our projection.
30. What is the cost, if any, of meeting rooms? What do we get for sleeping rooms rented and banquet meals? (Meeting rooms should be complimentary by guaranteeing number of sleeping rooms.)
31. What service does the facility perform for groups holding meetings?
32. Check in and check out times for rooms.
33. Entertainment.
34. Pool and other recreational facilities.
35. Anything else you can think of to ask.

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 hours registration is open and alphabetical breakdown for registrants.
4. Make sure that meal tickets are printed and name tags 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. Make sure a phone has been obtained for the registration table, if possible.
8. Keep the chairperson informed of number of meals guaranteed, number registered and rooms if we take care of them.
9. Appoint two (2) responsible persons to collect monies from literature, thirst-aid station, etc., during the convention and give monies to the Treasurer to place them in the hotel safe. These amounts should be kept separate. Have the committee head and one (1) collector sign duplicate receipts at time of pickup.
10. Make sure registration tables are adequate, draped properly, and set up.
11. Make sure registration tables are covered with adequate personnel from Friday noon until the registration packets are disbursed.
12. Submit bills on forms for reimbursement with receipts attached.

HOSPITALITY

Duties and responsibilities:

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

NOTES:

The committee should devise a way to make themselves easily identifiable as hospitality committee members in the convention crowd. Ribbon, corsage, hat identification, for example. Hospitality committee should be selected from outside the host city whenever possible.

THIRST-AID STATION

Duties and responsibilities:

1. Call an initial meeting of the committee.
2. Make sure the room is adequate.
3. Locate a source of diet pop and 3 or 4 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 before hand so the information is available at the end of the convention.
8. Get a clean up crew.

PROGRAM

Duties and responsibilities:

1. Become thoroughly familiarized with the events of the past successes and short comings.
2. Call initial meeting of program committee members at a regional assembly.
3. The group conscience of region determines abstinence requirements of speakers. Remembering: This is a program of honesty. Abstinence requirements should be established at the very first committee meeting. Suggestion: A good requirement for speakers is 1 year in program and a belief that they are recovering from as opposed to suffering from, the disease of compulsive overeating.
4. Ask RRs for names of possible speakers from their areas who are attending the convention.
5. Consider recommendations and suggestions for topics for the program. NOTE: It is best to limit the speaker and workshop meetings going on simultaneously to three.
6. Prepare and distribute a flyer to find speakers for the topics.
7. Coordinate available meeting rooms with the convention chairperson.
8. As a committee, assign topics and times to speakers.
9. Send letters notifying all speakers of their topics and times to speak at least one month prior to the convention.
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. NOTE: Realize that the program is not carved in stone. Expect last minute changes in speakers.
12. Names of speakers are not necessary to be listed on the program. It is best to post a list of who is speaking, where, and when, near registration with first name, last initial, state, province. (This could be a large sign).
13. Work with the taping company during the convention. NOTE: Rap sessions should not be taped.

PUBLICITY

Duties and responsibilities:

1. Keep an accurate timetable of when things have to be done (deadlines for times to be submitted to Region V newsletter, WSO Notebook, LIFELINE, etc.)
2. Prod necessary committee heads to have information available for publication deadlines.
3. Design, print, and distribute flyers for the convention (flyers should be sent to all intergroups on Region list and to nearby intergroups out of Region at least three months prior to the convention).

4. Send information for Region V Newsletter, WSO Notebook, and LIFELINE releases six months prior to the convention. This information should include: date of event. Region V Convention, place, address to write for information, one or two telephone numbers and names to contact.
5. Enlist help from each state or intergroup for local publicity.

LITERATURE

Duties and responsibilities:

1. It is Region policy that only OA and AA 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 \$40.00 for change from Registration and Finance committee. Literature order should be paid for through host intergroup.
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.

BOUTIQUE

If the convention has a boutique, it is Region V policy that all items must be donated by OA members.

DECORATIONS AND SIGNS

Duties and responsibilities:

1. Form a committee for ideas for ballroom decorations.
2. Present a budget to chairperson and committee for approval. Present receipts for reimbursement on a form no later than the day of the convention.
3. Make signs, decorations, centerpieces (if hotel will not furnish).
4. Decorate ballroom and meeting rooms with help of early arrivals and friends.
SUGGESTION: A "want" list of items that could be donated might be distributed to local groups and printed in intergroup and Region V newsletters.
5. Remind the different states to bring their own banners to hand in the ballroom.

HOSTING INTERGROUPS FOR REGION V 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	ChiWif& 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	Chicago (Intergroups)
2004	November	Indiannapolis