

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 agrees. Any discrepancies will need to be shared with the Region 5 Executive Board.

REGION 5 CONVENTION DEFINITION:

It is a special event, usually lasting from 8 p.m. Friday evening until Sunday noon when in person. The actual length of time is determined by the group conscience of the Region 5 Convention Committee as a Whole. There may be some early bird sessions if the committee wants.

During virtual conventions hosting Intergroups have held their conventions within the same perimeters. Some Intergroups have not had events on Friday night. Some Intergroups have had OA meetings on Friday night. Most virtual conventions included Saturday sessions in the morning and afternoon. Possible virtual entertainment options include virtual dances, comedy hours, and talent shows. Sunday morning sessions during virtual conventions continue to be well attended. The actual length of time for a virtual convention is determined by the group conscience of the Region 5 Convention Committee as a Whole.

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. (This avenue has not been explored during virtual conventions.)
3. To provide an opportunity to experiment with new formats not usually done at a regular meeting. Some suggestions for formats may include panel discussions, skits, writing workshops and guided meditation. (It is Region policy that these new formats 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 or Intergroups in the area where the Convention is held serves as the "host" group(s).

REGION 5 CONVENTION ACTIVITIES/EVENTS:

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

1. Speaker meetings
2. Panel Discussions
3. Workshops (fourth step, for example)
 1. 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(s) should be a region representative or past Region Representative 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(s) is approved by the Region 5 Assembly. The chairperson of the Convention Committee as a Whole will then select the committee chair(s) 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 chairs. All committees are responsible for their own signage. In other instances, neighboring intergroup may join together to host the Region 5 Convention. In this case it is suggested that each intergroup take responsibility for a subcommittee.

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 and hotel liaison to plan the Convention events.
3. Selects subcommittee chairs and delegates to work as the committee chairs, and may also appoint coordinators as desired (i.e. volunteer coordinator, graphics coordinator, etc). Listed below are examples of typical subcommittees:
 - a. In-person subcommittees:
 - i. Hotel Liaison
 - ii. Program

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- iii. Registration/Finance
- iv. Huggers/Greeters
- v. Hospitality
- vi. Publicity
- vii. Literature
- viii. Fundraising/Raffles
- ix. Decorations
- x. Volunteer Coordinator
- xi. Timer Coordinator
- xii. Digital Coordinator
- b. Virtual Meeting Subcommittees
 - i. Program
 - ii. Registration/Finance
 - iii. Decorations/Signage
 - iv. Volunteer Coordinator
 - v. Timer Coordinator
 - vi. Digital Coordinator
 - vii. Host/Cohost Committee
 - viii. Virtual Greeters

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.
5. During the first session the Convention Committee chair should
 - a) Get acquainted
 - b) Pass out guidelines and go over each page with entire group
 - c) Remind each subcommittee chair that each must set up their own timetable, that must fit within the overall event timetable.
 - d) Discuss a theme. The theme is typically communicated to the Board by the Fall Assembly the year before the Convention is to occur.
6. Meets with Convention Subcommittee chairs to work out problems and finalize plans.
7. Is an ex-officio member of EVERY convention committee and is to be invited to all meetings. If unable to attend, they should be informed of ALL happenings, especially dates, to coordinate with other convention committees. Monthly subcommittee meetings are highly suggested.
8. Maintains the convention timetable to keep subcommittees on track.

9. Encourages and supports all workers, attempts to involve as many people as possible.
10. Becomes thoroughly familiar with all aspects of the Convention Guidelines.
11. Proposes necessary changes to Convention Guidelines to the Bylaws Committee.
12. Encourages reading of the Third Step Prayer, 12 Traditions or similar program material at all Convention Committee planning meetings.
13. Selects emcee(s) for the Convention.
14. Works with the Programming Subcommittee to select keynote, panelist, general session and dinner speakers with Board approval.
15. Selects someone to present the invocation if desired.
16. 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.
17. Maintains and provides a roster of Convention Committee chairs and assistants including last names, mailing addresses and best phone numbers to use, etc., to all Convention subcommittee chairs.
18. Arranges for a taping company to record speakers when applicable.
19. Reports to the first Region 5 Assembly following the Convention and files a written report with Region.
20. Submits reports to Region 5 Secretary prior to Spring Assembly and Summer Conference.
21. Maintains all electronic files (subcommittee reports, minutes and agendas, scripts, signage, etc) for further reference by future committees.
22. Passes on electronic files to the incoming chair (co-chair) after the Convention.

HOTEL LIAISON DUTIES:

The Hotel Liaison will serve as liaison with the hotel. All subcommittee chairs need to communicate directly to 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 the Hotel Liaison at least one year or more prior to the Convention. This is done as soon as possible after the site is selected. The Region 5 Board reviews and approves the contract terms, and the Convention Chairperson is approved. (See timeline)
2. Confirm that the facility will provide meeting space for periodic convention planning meetings and its accessibility for registrants with physical limitations.
3. Confirms the facility's capacity for hybrid meetings if desired.
4. Become thoroughly familiar with all hotel facilities and services.
5. Negotiate all arrangements for meals including planning the menus.

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6. Work with the Program Committee chair(s) for arrangements of meeting rooms and audio equipment. Communicate with the Board regarding all costs.
7. Work with the Program Committee and hotel to arrange rooms with tables for literature display, recording, discussion and/or meditation, hospitality, etc., and a secure area for literature and Intergroup Marketplace.
8. Arrange for a registration area in a central location.
9. Negotiate with the hotel for complimentary rooms. The Region 5 Board will decide how these rooms will be used.
10. Negotiate room rates and prices of meals to determine the cost of the package for the weekend.
11. Keep the hotel informed of the number of meals and room guarantees.
12. Negotiate with the hotel to offer the convention sleeping room rate and access to hotel accommodations, including parking, one day prior to the Convention and one day after the Convention.
13. Communicate with the hotel during the event regarding room set up and temperature control.
14. Relay information from the hotel to the Convention registrants in the form of announcements at the start of large group sessions.

SELECTING THE ACCOMMODATIONS FOR THE CONVENTION:

The hotel Liaison will work with the upcoming Convention Committee chair(s) and subcommittee chair(s) to choose a hotel 1 year prior from the Convention. If the upcoming Hosting Intergroup is known sooner the Hotel Liaison can look for hotel space sooner than 1 year.

1. Verify the capacity of various meeting rooms.
2. Verify the capacity and availability of restaurants or cafeterias in the hotel or within the vicinity of the hotel for “on your own” meals. Communicate the information with the Hospitality Subcommittee.
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 coffee, and tea. If not, see if the hotel will be able to provide coffee and tea for purchase during all meeting times, and find out how much they will charge.
5. Verify the capacity and number of sleeping rooms.
6. Determine the current and/or projected costs of sleeping accommodations.
7. Determine the current and/or projected costs of meeting rooms.
8. Determine the current and/or projected costs of meals.
9. Inquire about the times meeting rooms will be available.

10. Verify the availability of elevators if the hotel is more than one story.
11. Verify that meeting rooms will be heated or air-conditioned as appropriate.
12. Verify that sleeping rooms will be heated or air-conditioned as appropriate.
13. Determine if the hotel can provide food selections to fit a majority of different types of meal plans.
14. Verify that good speaker systems are available for large meeting rooms. See if they will allow us to bring in outside equipment.
15. See if there is a stage or platform available for meeting rooms.
16. Inquire as to whether there are any other rules or restrictions for use of the facility.
17. Determine the availability of transportation to the facility from public transportation such as buses, trains, or airplanes.
18. Check the accessibility of getting to the Convention site from other areas of Region 5.
19. Determine the capacity of restrooms near the meeting rooms. (Get contact info for housekeeping should we need more toilet paper.)
20. Verify how many functions the facility has accommodated that were the same size as we anticipate.
21. Determine check-in and check-out times for rooms.
22. Investigate local attractions.
23. Inquire whether or not we can bring in entertainment.
24. Verify pool and other recreational facilities available at the facility.
25. Confirm parking options and cost
26. Determine if other meetings will be occurring during the time of the Convention.

CONVENTION SUBCOMMITTEES:

REGISTRATION AND FINANCE: Duties and responsibilities:

1. Obtain initial seed money from the Region 5 Board if needed.
2. Create registration form appropriate for both online and mail-in registrations and submit for approval from the Region 5 Executive Board. Refer to registration forms from previous years if possible. While a limited number of members will use mail-in options for registration it is still suggested to provide a mail-in option so the event can be inclusive to all.
3. Provide fliers for distribution at Regional Assemblies and Intergroup email lists. Region 5 Intergroup contact information can be obtained from the Region 5 secretary just after the Region 5 Assemblies..
4. Provided a JPEG or PNG version of the Convention flier to the Region 5 Webmater to post it on the Region 5 website 9 months prior to the event.
5. Meet with Region 5 Digital Communications Coordinator 7-8 months prior to the Convention to train on the online registration platform.

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6. Maintain an on-going list of all Registrants, including any payments, meal/banquet registrations, and service commitments. Share with other Committees as appropriate.
6. Rent a post office box local to the Convention Treasurer or Region 5 Treasurer for mail- in registrations. A six month lease is suggested.
7. Identify an address for mail-in registrations. Add these members to the registration lists either manually or using the online registration process.
8. Coordinate deposit of any mailed payments with the Region 5 Treasurer.
9. Submit receipts for any reimbursements using appropriate forms with receipts attached.
10. Encourage other Region 5 intergroups to post the Convention flier on their websites. It is suggested that the registration flier be sent again 2 months, 1 month, and 2 weeks before the event date to boost registration.
11. Provide alphabetical breakdown of registrants to online hosts and co-hosts during virtual conventions.
12. Distribute meeting room links to registrants no later than 5 days prior to the oConvention. Include dial in phone numbers and any necessary passwords.

REGISTRATION TABLE: In-Person Convention: Duties and Responsibilities:

1. Have signs made designating the hours the registration table is open and an alphabetical breakdown of registrants.
2. Make sure that meal tickets are printed and nametags are prepared.
3. Make sure the program has been printed and is ready for distribution with the registration packets.
4. Provide registration packets for those that have pre registered.
5. Keep the Hotel Liaison informed of the number of meals guaranteed and the number registered.
6. Make sure the registration tables are stocked well with supplies, draped properly, and set up prior to registration opening up.
7. Make sure the registration tables are covered with adequate personnel from Friday afternoon until the registration packets are disbursed. Coordinate with Region 5 Board members to make sure they will be available to assist and collect all checks and money for walkin registrations.
8. Communicate with the Region 5 Treasurer regarding walk-in registrations. The Region 5 Treasurer is responsible for collection and safe storage of all checks and monies.
9. Receive and process scholarship applications in collaboration with the Region 5 Board 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.

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.

I. Scholarships are not necessary for a virtual convention but service is highly suggested for those not contributing.

HUGGERS/GREETERS: In-Person Convention: 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 the hotel to obtain updated restaurants within the vicinity of the hotel.
4. Check with the front desk of the hotel to obtain a list of area places for worship 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).

5. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

THIRSTAID STATION HOSPITALITY: HOSPITALITY ROOM: In-Person Convention:

Duties and responsibilities:

1. Consult with the Hotel Liaison to determine hotel policies regarding limitations of bringing in foods and beverages.
2. Make sure the room is adequate with Wifi and electric outlets for registrants to plug in a variety of devices.
3. Arrange for volunteers to host the room when the room is open. It is suggested the room be closed during main speaker meetings.
4. Arrange for several tables spread around the room for a variety of activities during fellowship times. Some suggested activities include: adult coloring books, crafts, jigsaw puzzles, card and board games, etc.
5. Provide for cleanup.
6. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

PROGRAMMING: Duties and responsibilities:

1. Become thoroughly familiarized with the events of the past, successes and shortcomings.
2. Call an initial meeting of the Program Subcommittee members at the Region Assembly.
3. Works with the Convention Committee as a Whole to determine the theme for the Convention. Suggestions may be pooled from the Fellowship as well.
4. Determine topics and formats for each session as they relate to the theme of the Convention.
5. 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 when in- person limit to two when virtual.
7. All speakers for the Convention will need to be registered.
8. Coordinate available meeting rooms with the Hotel Liaison.
9. As a committee, assign topics and times to speakers.
10. Notify all speakers in writing of their topics and times to speak.
11. As a committee, pull together final material for the program (graphics for printed program indicating rooms, times and topics, etc).
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.
15. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of 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 chairs 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 with address when in-person, email address, one or two telephone numbers and names to contact.
5. Enlist help from each state/province or intergroup for local publicity.
6. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

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(s) 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 the Registration and Finance committee.
7. Have the committee chair and one (1) collector sign the outside of a sealed collection envelope. Arrange for the Region 5 Treasurer to pick up the collection envelope before closing the display. .
8. Make sure that someone is there at all times to oversee the display. When the literature table is not open, keep literature locked up.
9. Keep an accurate inventory of literature before and after the Convention. Report amount ordered and sold for reference by future committees.
10. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

FUNDRAISING AND RAFFLES: In-Person Convention: Duties and responsibilities:

Intergroup Marketplace: Intergroups may rent a table(s) to sell fundraising items, which are consistent with OA's 12 traditions when room space is available. Each Intergroup is responsible for its own table(s).

Raffles: Should the Convention Committee elect this option the Convention Committee will set up all the details included in implementing a raffle. Some raffle suggestions include: 50/50 Drawing, Convention Scholarship, Lifeline subscription, and Basket raffles.

BANQUET TABLE DECORATIONS: In Person Convention: Duties and responsibilities:

1. Work with the Hotel Liaison to see what type of decorations the hotel can provide for the banquet tables.
2. Present ideas and costs to the Convention Chair(s) and subcommittees for approval.
3. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.
4. Put finishing touches on banquet tables.
5. Clean up Convention decorations. Store the decorations and materials for future years.

VOLUNTEER COORDINATOR: In- Person Convention: Duties and responsibilities:

The purpose of the Volunteer Committee is to schedule volunteers that will be serving during the actual Convention. The main source of these volunteers is the registration form. The Volunteer Committee will coordinate who is needed, where and when, and contact volunteers to notify them of their assignment(s).

TIMER COORDINATOR: In Person Convention: Duties and responsibilities:

1. Schedule volunteers for each session to act as a 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 the 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.

GUIDELINE SPECIFIC TO VIRTUAL CONVENTIONS:

The Region 5 Convention Chair(s) and subcommittee chairs shall meet with the Region 5 Digital Communications Coordinator to establish direct lines of communication. The Convention Committee as a Whole will meet with the Digital Communications Coordinator at least once, one week prior to the virtual Convention.

SIGNAGE: Signage is developed and distributed by the Convention Committee. For virtual conventions Intergroups have used virtual backgrounds promoting the Convention before and during the Convention. Convention Committee members have also used a unique background to distinguish themselves during the course of the Convention in order to be visible to members that may have questions.

TECHNICAL CHAIR: Duties and responsibilities:

1. Train with Region 5 Digital Coordinator to establish the virtual platform to be used, determine operational skill levels and establish meeting settings used during the Convention.
2. Meet regularly prior to the Convention to establish a schedule of times and responsibilities for all virtual Hosts and Co-hosts.
3. Recruit, schedule, training and support virtual Hosts and Co-host volunteers during the Convention.
4. Establish a communication link with virtual Host and Co-Hosts to communicate off screen with each other to ensure rooms are adequately secured during the Convention.

5. Notify participants of appropriate on-screen behaviors and monitor screens for inappropriate on-screen behavior (No eating, chewing gum, exercising, nudity)
6. Notify participants on appropriate name conventions and assist with renaming if necessary.
7. Mute all participants during the speakers to avoid distractions. Unmute participants when it is their time to share when applicable.
8. Monitor digital on screen timer if applicable.
9. Disable chat and monitor it during large group sessions.
10. Allow access to rooms if the waiting room is enabled.
11. Remove intruders when appropriate.
12. Share all documents with Convention Chair (s) for documentation purposes.

Virtual Hospitality: Duties and responsibilities:

1. Meet regularly prior to the Convention to establish a schedule and responsibilities for all hospitality subcommittee volunteers during the Convention.
2. Recruit, schedule, training and support hospitality subcommittee volunteers during the Convention.
3. Greet registrants as they enter the Convention. It is suggested the room be opened 15 to 30 minutes prior to the Convention for fellowship.
4. Provide fellowship opportunities in off hours during the Convention (meetings, open sharing, Question and Answer sessions.
5. Share all documents with Convention Chair (s) for documentation purposes.

OPTIONAL COMMITTEES:

CLOTHING EXCHANGE: In-Person Convention

The local hosting intergroup(s) Convention Committee as a Whole may choose to have a clothing exchange if room space is available. Seventh Tradition is suggested.

ENTERTAINMENT: Duties and Responsibilities::

1. Will depend on what the local intergroup(s) Convention Committee as a Whole 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. The Convention Committee as a Whole also needs to check with the next hosting Intergroup to see if they want to present a skit after the banquet or after the closing to present where the next Region 5 Convention will be held
3. Work with Region 5 Board regarding taping if necessary.

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4. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

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)

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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	Indiana	Indianapolis
2019	Milwaukee	
2020	Cleveland	
2021	October	Central Ohio Service
2022	September	TPI, SNI, CSSI, CHI-WIF (Chicago area)
2023		