

## Region 5 Convention Report Indianapolis Location

### **Key takeaways**

- The Region Convention 2026 Planning committee is making progress on various aspects of the convention planning.
- Registration forms need to be created by mid-February for board approval at the March Region Assembly.
- The Region 5 Board approved a +\$25 for registration after early bird prices
- The convention theme is "Flutter into the 12 Freedoms of OA."
- The hotel (Crown Plaza) has been toured, and rooms have been reserved for the convention.
- Saturday lunch and dinner will be included in the registration package.

### **Program Committee**

- Has done initial brainstorming and has a rough draft.
- committee will meet Monday at noon.
- Requested to share program information when ready so publicity can begin promoting it.
- Reminded that all materials need Region 5 approval before distribution.
- Laura will share approved program information with Rachel for publicity purposes.

### **Registration**

Discussion about registration process and pricing.

#### **• Details**

- Registration pamphlet needs to be created by mid-February for board approval.
- Offered to help create the registration materials but needs information on fees and online registration system.
- Region Treasurer - Clarified that as Region Treasurer, she would need to be at the registration table to take in money.
- Suggested a \$25 difference between early bird and regular registration to encourage early registration.
- Registration committee will meet to work on registration materials.

### **Publicity**

Provided updates on publicity efforts.

#### **• Details**

- Committee has met twice and is working on materials.
- Showed a mock-up of a flyer that needed a minor correction (changing "promises" to "freedoms").
- Planning to create posts about what to expect at conventions based on past attendees' experiences.
- Asked about creating a list of things to do in the Indy area for attendees.
- Committee Advised against promoting outside activities as it could break traditions.
- Suggested checking if Visit Indy has a website where they could list their event.

#### **• Conclusion**

- Flyer will be ready for the Region 5 Board to approve
- The committee will avoid promoting outside activities but may have Visit Indy information available at the registration table.
- Committee will look into getting the event listed on the Visit Indy website.

### **Literature Sales**

Discussion about how to handle literature sales at the convention.

- **Details**

- Has volunteers for literature sales but needs to know marketplace hours.
- No inventory exists in our Intergroup
- Requested information on what sold well at past conventions to avoid ordering excess inventory.
- Suggested having sample literature with a laptop to help people order online.
- Noted that many attendees prefer to buy and take literature with them rather than ordering online. – So it was decided not to order literature and not to have a laptop

- **Conclusion**

- Chairs will look up sales numbers from past conventions and share with Tom.
- The topic will be discussed at Saturday's Intergroup meeting to get approval for purchasing literature. This was approved.
- There will be literature for sale at the convention

### **Hotel Liaison**

Committee provided updates on the hotel arrangements.

- **Details**

- Several committee members toured the Crown Plaza on December 6th.
- The hotel has been remodeled and looks nice.
- They saw all rooms that will be used for the convention, including session rooms and the marketplace.
- Discussed meal options (buffet vs. plated) and centerpieces.
- A tasting is scheduled for June 1st.
- Final numbers are due to the hotel by August 3rd.
- Clarified that the current plan is to include Saturday lunch and Saturday dinner in the registration.

- **Conclusion**

- The hotel facilities are suitable for the convention needs.
- The committee will need to finalize meal decisions as they get closer to the event.
- Sub-committee chair has maps of the hotel layout that she will share with committee members who need them.

### **Greeters**

Chair provided an update on the greeters committee.

- **Details**

- Has not met yet but is scheduling something soon.
- Has 2-3 people who will help.
- Asked about opening hours (assuming 3 PM Friday, 7 AM Saturday and Sunday).
- Requested a layout of the hotel to determine how many greeters are needed at entrances.

- **Conclusion**

- Convention chairs will send out the hotel layout map.
- Committee Meeting will be scheduled

### **Volunteers**

Laura HE discussed the volunteer coordination.

- **Details**

- Requested clarification on her responsibilities.
- Has reviewed reports but needs more guidance.

- Noted that the registration form will include volunteer sign-up options.
- **Conclusion**
  - Volunteer coordinator will zoom with convention chairs out to Barb to discuss her responsibilities in detail.

### **Hospitality Room**

An update was provided on the hospitality room.

- **Details**
  - The space for hospitality is large and adequate.
  - The Saturday 8:30 AM in-person meeting has committed to volunteer for hospitality.
  - Mentioned they would need to rent coffee machines from the hotel.
- **Conclusion**
  - Sub committee chair will coordinate with hotel liaison regarding coffee machines.
  - The hospitality room is well-staffed with volunteers because Saturday 8:30 meeting is leading it

General conclusions – we are right on target for the Convention.

Gratefully submitted,  
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Convention Co-chairs