
AREA 24 CONFERENCE PLANNING GUIDELINES

Area 24 Conference Guidelines were originally proposed in a letter sent to groups in 1975.

The following major revisions to the Guidelines have taken place since then:

Guidelines	10/14/89	Approve the Conference Planning Guidelines
	10/9/93	Approve the revised Conference Planning
Guidelines	1/15/95	To adopt proposal related to agenda and scheduling
	6/14/97	Approve the revised Conference Planning
Guidelines	10/9/99	Approve revised workshop scheduling changes
	10/11/03	Minor revisions to Chairperson responsibilities
	6/11/05	Approve Revised Conference Planning Guidelines

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CONFERENCE PLANNING GUIDELINES

1. Purpose of the Conference

- A. Area Assembly (business meeting)
- B. Workshops (Service Chairs, including reports)
- C. Fellowship
- D. AA Speakers
- E. To give the fellowship a better perspective of the size and extent of AA service in Iowa.
- F. Entertainment – Dance, etc.

2. Responsibility for the Conference.

- A. Joint effort of the Area Committee and Host District.

3. What is involved in holding a meaningful Conference?

- A. Selection of the Host Group – Any District bidding for a Conference should be familiar with and accept all the Area Guidelines, bid form, and consent.
- B. Final approval must be from the Area Assembly unless no bids are given, then the Area Committee shall select a site.

- C. Bids should be submitted three assemblies prior to the proposed Conference date.
- D. Composition of the Conference Planning Committee shall generally be:
 - Two (2) members of the Area Committee, designated by the Area Committee.
 - One (1) Al-Anon Representative for their Area.
 - Four (4) members from the host district – Chairperson, Co-Chair, Secretary, and Treasurer.
 - Special Committee Chairpersons
- E. Scheduling for the Conference should be the second full weekend of June and October, beginning with a Friday evening. (Count only weekends including Friday, Saturday, and Sunday in the same month). Alternate weekends may be approved by the Area Assembly.

4. Selection of Conference Planning Committee, Special Committee Chairpersons, and Duties.

A. Chairperson:

- Organizes the Conference from the AA Guidelines; Coordinates duties of the various specialty Committee Chairpersons; keeps informed and informs others of progress; calls for and presides at planning meetings.
- Coordinates Conference arrangements with facilities management.
- Requests seed money from Area 24.
- Responsible for obtaining Al-Anon Conference Planning Guidelines from Al-Anon Alternate Delegate.
- Gives up-to-date reports at each Area Committee meeting and Area Assembly.

B. Co-Chairperson

- Assists Chairperson as needed,
- Takes over in absence of chairperson.

C. Secretary

- Takes minutes of all planning meetings.
- Advises Chairperson of correspondence.
- Maintains file of all Committee Correspondence.
- Handles official correspondence of Conference Committee.
- Keeps record of current Conference Committee Members names, addresses, phone numbers and e-mail addresses.
- Mails copy of Minutes and other pertinent material to all Area Officers, Service Chairs, next two Area Conference Planning Committee Chairs soon after each Committee meeting.

D. Treasurer

- Opens PO Box (not to exceed one (1) year prior to the date of the Conference. See item #3 under 12-month timelines), advises of expenses, collects incoming mail.
- Forwards pre-registration forms to registration chair.
- Opens checking account. Deposits seed money advanced from Area 24. Title should be “Area 24 Spring (or Fall) Conference.” The initial deposit in this account will be seed money requested by Conference Planning Chairperson. All monies generated at Area 24 Conferences need to be returned to Area 24 Treasurer no later than 45 days following the Assembly.
- Develops a proposed budget to include all anticipated AA, AI-Anon, & Alateen costs; speakers, entertainment, flyers, name tags, decorations, banners, signs, etc. Ideally, all costs will be covered by Registration Fees, excluding meals.
- Develops a procedure for payment of bills and reimbursement of expenses. All bills are to be paid promptly.
- Monthly advises Conference Committee on current income and expenditures.
- At Conference site makes arrangements for transferring revenues from registration, coffee sales, and any other Conference revenues to a safety deposit box or other secured area.
- Prepares final financial report of Conference. Submits copies to host District and Area 24.

E. Program Chairperson

- Sets up program agenda in accordance with Conference Planning Guidelines.
- Coordinates Conference Program with AI-Anon.
- Panel-Style service workshops are held according to Agenda Schedule in the planning guidelines to include; Corrections, Treatment Facilities, PI, CPC, Grapevine, Literature, Archives, & Newsletter. Area Service Chairpersons will chair the workshops. Other workshops may also include: GSR, DCM, Sponsorship, Traditions, Concepts, and Intergroup Offices. Type of workshop (EG: Panel, Individual, etc.) based on facilities available rooms.
- Area Delegate is allotted from 8:30 to 10:30 AM Saturday at each Spring Conference for the General Service Conference Report according to the revised agenda scheduling as listed in these Guidelines.
- DCM and GSR Sharing Sessions are to be held on Friday night in separate rooms at 8:00 PM. The GSR meeting is chaired by the Alternate Delegate with no minutes taken. The DCM meeting is chaired by the Delegate with no minutes taken. During the Fall Conference of an election year (even-numbered years), the entire day of Saturday will be devoted to Area business and elections. The Area Chairperson will set the agenda.
- Coordinates with facility to set up meeting rooms and provide them with schedule of times for use. Places identifying signs by all meeting rooms.
- Ensures the Public Address System is operating before meetings open.
- Advises Treasurer of anticipated expenses.

- Makes arrangements for taping of the Conference Speakers. Choice of taper made by Committee.

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- Coordinates with Al-Anon and Alateen representatives to provide their agenda.

F. Speakers Chairperson

- The Saturday night Banquet speaker may be a “circuit” speaker and may come from out of state. For the Spiritual Meeting speaker, held on Sunday morning, the Committee will ask someone from the State of Iowa or nearby area.
- AA Speakers to be selected by Conference Planning Committee. Confirmation should be completed in writing prior to printing of the final flyer.
- Al-Anon to provide AA with Al-Anon and Alateen speaker’s names, transportation cost, facility needs, and other special considerations as soon as possible.
- Assign local people to act as host or hostess for speakers, taking care of the following:
 - 1) Transportation; 2) Housing; 3) Meals; 4) Fruit Baskets in rooms; 5) Speakers corsage and boutonniere et al; and arrange for reimbursement by Conference Treasurer for any host-related expenses.

G. Coffee Chairperson:

- Determines cost of coffee and distribution method
- Makes regular & decaf coffee and tea available.
- Provides enough help to staff the coffee bar, if applicable.
- Try not to lose money.

H. Registration and Tickets Chairperson

- Receives pre-registrations from the Treasurer.
- Records pre-registrations, Banquet, and Luncheon ticket sales. Turns funds from in-person and on-site registrations over to the Conference treasurer.
- Provides name badges for all registered attendees.
- Provides ribbons for committee members, greeters, speakers, and hosts.
- Organizes and staffs registration tables Friday through Sunday (Suggested times Friday 3:00 PM-10:00 PM, Saturday 7:00 AM-10:30 PM, Sunday 7:00 AM-10:30 AM).
- Makes flyers available at Registration Table during preceding Conference.
- Coordinates the collection of Banquet and Luncheon ticket with facility or caterer.
- Responsible for delivering receipts from Registration table sales to the Conference Treasurer
- Reports to Conference Planning Committee Chair number of registrations (AA, AFG, Alateen, *and Other*) and meals sold prior to Area Assembly business meeting and banquet.

- Anyone wishing to attend any events and/or the dance must pay the full registration fee. The registration table should be staffed until one hour after the beginning of the dance.
- Makes final written report to Conference Chairperson as to number of pre-registrations, banquets, and luncheons, as well as numbers sold at the door.

I. Entertainment Chairperson

- Books and has written contract with the band or DJ. Cost should not exceed \$500.00
- Gathers information on area hotels, motels, campgrounds, prices, tourism, etc. This information is to be used in make-up of the Conference Flyer and is to also be available at the Registration table.
- Provides host, hostess, and Speakers name badges. Serves as Conference host greeter. Organizes a Committee to greet, answer questions, etc.
- Banquet and Luncheon-coordinates with facility as to serving procedure, reserves seating for Area Committee members, service chairs, past Delegates, and guests, head table seating, obtains flowers for head table and speakers.

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J. Public Information Chairperson:

- Sends flyers to Area Newsletter, Archives, and Area 24 website Webmaster.
- Collects information from other chairpersons for Conference Flyer.
- List all items necessary on flyer (see examples from prior assemblies).
- Notifies Box 459 prior to event using the form provided in Box 459. Notifies Grapevine three months prior to the event. Uses dates of February 28 for the Spring and June 30 for the Fall Conferences for both Box 459 and the Grapevine.
- Develops flyer for Conference Committee Approval. Flyer must include the Alateen statement, “Alateens must have notarized Permission form & Medical form at the Registration Table for admission to the Conference”
Flyer must also include a designation of “other” to include attendees who are not members of AA, Al-Anon, or Alateen.
- Arranges for printing of final flyers with information including Conference Schedules, hotels, motels, campgrounds, city map, etc. Also information on how to obtain an American Sign Language interpreter. Flyer to be developed in conjunction with the Entertainment Chairperson (4,000 flyers are recommended).
- Distribution of final flyers will be made through DCM’s at Area Committee meetings and preceding Area Assembly.
- Encourages hotels and motels to use “Area 24 Spring or Fall Conference” on marquees **rather than AA or Alcoholics Anonymous.**

5. Physical Facility

A. In selection a facility the Host District should keep in mind the usual requirements are:

- Banquet room to seat a minimum of 300
- Meeting rooms must be adequate to meet agenda requirements and Al-Anon or Alateen needs. See minimum room requirements.
- Motels at or near the site of the Conference to provide adequate rooms for estimated attendees.
- Catering service available if not within the facility
- Adequate PA system
- Attendance has been averaging 450-600 during non-election years. At the Fall Conference during election years, plan on 600-800 attending.
- All activities of the Area 24 Conference must be handicapped accessible: business meeting, meals workshops, dance, etc.
- During elections years forms “Ballot Committee” to collect, count, record, and print on overhead projector (Area 24 Chairperson responsible for providing overhead laminate sheets and dry-board eraser).

Physical Facility in which the Conference is held are the responsibility of the entire Conference Committee.

6. Displays

- A. Host District coordinates with Area Service Chairs on number of tables needed for displays, etc. Also, the person taping will need an area and tables.
- B. Organizes with the Area Service Chairs, the people need to help staff the displays.

7. Contracts

- A. ALL contracts concerning food, band, and facilities are to be signed by the Area Chairperson. All contracts should star, “Area 24 Spring (or Fall) Conference”- Not AA or Alcoholics Anonymous.

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8. Hospitality Room

- A. Hospitality rooms, if desired, should be staffed and financed by either local groups or specific Districts. They are not sponsored by the Area in any way. No costs will be incurred by the Conference Planning Committee or Specialty Committee Chairs.

9. Hearing Impaired Interpreters

- A. Beginning Spring 1996, Conference Planning Committee should investigate availability and expense of hiring interpreters for hearing impaired individuals. If total cost does not exceed \$300.00 then the Committee will make the service available upon request. If there is a request, the service will go into effect if there are one or more pre-registrations requesting the service.

B. Interpreters for hearing impaired should be available at the Conference Planning Committee discretion, rather than just for Saturday workshop and business meeting. To take effect Spring 1996.

CONFERENCE TIMELINES

24 Months Prior to Proposed Date of Conference:

1. District should be polled to determine interest in hosting an Area Assembly.
2. If interest exists, members with experience at conference planning should be solicited to develop a bid.
3. Local facilities should be contacted to determine if they meet the requirements of the "Conference Planning Guidelines." Critical elements include number and capacity of meeting rooms, number of guest rooms, capacity and cost of banquet, lunch and beverages.
4. Once an appropriate facility is selected an "Area 24 Conference Bid Form" should be completed.
5. A copy of the bid form and a completed, unsigned copy of the contract with the facility should be submitted to the Area 24 Chairperson no later than two weeks prior to the assembly when bids will be submitted.

18 Months Prior to Proposed Date of Conference:

1. Bid submitted to Area Assembly.
2. If accepted by the Area Assembly, the Area 24 Chairperson should sign contract with the facility
3. Members of the Conference Planning Committee should be appointed to include Chairperson, Co-Chairperson, Secretary, and Treasurer as well as two Area Committee Members selected by the Area Chairperson (These may be solicited from the Delegate, past Delegates, Alternate Delegate, Chairperson, Treasurer, Secretary, the Service Committee Chairpersons, and all District Committee Members). It is highly recommended that the DCM for the Host District be included. Other selections should take into consideration travel time and expenses required.
4. members of the Host District should be solicited to fill the various Specialty Committee Chair positions.

12 Months Prior to Proposed Date of Conference:

1. At the Area Assembly, one year prior, the Conference Planning Committee Chairperson should request an appropriate amount of "seed money." Historically, this has been \$500.00.
2. The Treasurer should open a checking account.
3. 11 months prior to the date of the Conference the Treasurer should open a PO Box and pay the fee for year. (11 months, rather than 12, is suggested so that the one-year PO Box doesn't expire on the day of the conference. This keeps it open four weeks after completion of the Conference for handling any final Conference correspondence).
4. Conference planning meetings should begin. All Specialty Committee Chairpersons should be in place and knowledge of their particular duties.

5. A Theme for the Conference should be selected.
6. A flyer should be assembled and ready for distribution no later than the Conference preceding.

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7. Speakers and dance entertainment should be selected and engaged. Confirmation to speakers, contracts with entertainment.
8. Tapers should be engaged.
9. Make room reservations for speakers as (needed).
10. Hospitality rooms (see Conference Planning Guidelines).
11. Develop a method for producing name tags and identifying those who purchased Luncheon and Banquet “tickets” and designating AA, AFG, or Alateen.

6 Months Prior to Proposed Date of Conference:

1. Develop and print a schedule of events (AA, AFG, and Alateen) to include time and location of each event. In the interests of economy, all three schedules may be printed on a once or twice folded single sheet.
2. Makes flyers available at Registration Table during preceding Conference.
3. Request more seed money, if needed, at the preceding Area Assembly. Historically, this has been \$500.
4. Arrange to receive any material from the preceding Area Assembly (ribbons, name tags, and signs).
5. Develop a theme banner and arrange to have it made.
6. Continue Conference Planning meetings.

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REMINDERS

BE SURE TO INCLUDE THE ALATEEN STATEMENT AND A DESIGNATION FOR "OTHER" ON FLYERS.

PRINCIPLES SHOULD BE PLACED BEFORE PERSONALITIES IN PLANING A CONFERENCE.

THE CONFERENCE BELONGS TO THE AREA AND NOT THE HOST DISTRICT OR COMMUNITY.

WHEN ESTIMATING NUMBERS FOR BANQUET AND LUNCHEON, USE CONSERVATIVE NUMBERS.

MEAL PRICES SHOULD BE SELF-SUPPORTING, NOT SUBSIDIZED THROUGH **REGISTRATION COSTS AND HELD AS CLOSE TO COST AS POSSIBLE.**

CONFERENCE AGENDA SCHEDULE

As Accepted with Revisions at Fall Area 24 Assembly on October 9, 1999.

EXHIBIT "B"

Spring Conference –All Years

Friday

8:00-9:30 PM Sharing Sessions-DCM, GSR, and Area Officers
9:45-11:15 PM Workshops –Corrections, Treatment, Archives and, Newsletter.

Saturday

7:00-8:00 AM Early Bird Meeting
8:30-10:30 AM Delegate Report-General, Service Conference

10:45-11:15 AM Area Business Meeting
11:30-1:30 PM Luncheon-AI-Anon and, Alateen Speakers

1:45-5:30 PM Area Business Meeting,
6:30 PM Banquet and Dance. AA Speaker
9:30-11:00 PM Workshops-PI, CPC, Literature & Grapevine
11:15-12:15 AM Candlelight Meeting

Sunday

7:00-8:00 AM Early Bird Meeting
8:00-9:00 AM For Conference Planning Committee to Decide
9:15-10:15 AM State Officers Share, Ask-It-Basket
10:30-11:30 AM AA Spiritual Speaker

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EXHIBIT “C”

Fall Conference–Non-Election Years

Friday

8:00-9:30 PM Sharing Sessions-DCM, GSR, and Area Officers
9:45-11:15 PM Workshops-PI, CPC, Literature & Grapevine

Saturday

7:00-8:00 AM Early Bird Meeting
8:30-11:15 AM Area Business Meeting
11:30-1:30 PM Luncheon-AI-Anon and Alateen Speakers
1:45-5:30 PM Area Business Meeting
6:30 PM Banquet and Dance - AA Speaker
9:30-11:00 PM Workshops-Corrections, Treatment, Archives, and Newsletter
11:15-12:15 AM Candlelight Meeting

Sunday

7:00-8:00 AM Early Bird Meeting
8:00-9:00 AM For Conference Planning Committee to Decide

9:15-10:15 AM State Officers Share, Ask-It-Basket
 10:30-11:30 AM AA Spiritual Speaker

EXHIBIT “D”

Fall Conference – Election Years

Friday

8:00-9:30 PM Sharing Sessions-DCM, GSR, and Area Officers
 9:45-11:15 PM Workshops-PI, CPC, Literature & Grapevine

Saturday

7:00-8:00 AM Early Bird Meeting
 8:30-11:15 AM Area Business Meeting
 11:30-1:30 PM Luncheon-Al-Anon and Alateen Speakers
 1:45-5:30 PM Area Business Meeting
 6:30 PM Banquet and Dance - AA Speaker

9:30-11:00 PM Workshops-Corrections, Treatment, Archives, and Newsletter
 11:15-12:15 AM Candlelight Meeting

Sunday

7:00-8:00 AM Early Bird Meeting
 8:00-9:00 AM For Conference Planning Committee to Decide
 9:15-10:15AM Past Delegate – Ask-It-Basket
 9:15-10:15 AM Area Officers and Chairs, Transition Meeting
 10:30-11:30 AM AA Spiritual Speaker

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MINIMUM ROOM REQUIREMENTS

TIME	ROOM	MEETING	CAPACITY	SEATING	SPECIAL REQUIREMENTS
8:00-9:30 PM	A	DCM Sharing Session	50	Rounds	Head Table
8:00-9:30 PM	B	GSR Sharing Session	100	Theater	Head Table, PA, and Floor Mic.
8:00-9:30 PM	C	Area Officer Meeting	20	Optional	None
9:45-11:15 PM	B	Workshops (CF, TF, NL, & Archives)	100	Theater	Head Table, PA, and Floor Mic.

Saturday

7:00-8:00 AM	A	Early Bird Meeting	50	Rounds	
None					
8:30-10:30 AM	D	Delegate Report-Spring Conf.	250	Banquet	Head
Table, Riser, & PA					
8:30-11:15 AM	D	Area Business – Non-Election	500	Banquet	
Head Table, Riser, PA, & Floor Mic.					
8:30-11:30 AM	D	Area Business Election Year	500	Banquet	Head
Table, Riser, PA, & Floor Mic.					
11:30-1:30 PM	E	Luncheon – Non-Election	300	Banquet	
Head Table, PA, & Reserved Seating					
11:45-1:45 PM	E	Luncheon – Election Year	300	Banquet	Head
Table, PA, & Reserved Seating					
1:45-5:30 PM	D	Area Business – Non-Election	500	Banquet	Head
Table, Riser, PA, & Floor Mic.					
2:00-5:30 PM	D	Area Business – Election Year	500	Banquet	
Head Table, Riser, PA, & Floor Mic.					
6:30-12:00 PM	D	Banquet and Dance	500	Banquet	
Head Table, Riser, PA, & Floor Mic.					
9:30-11:00 PM	B	Workshops (PI, CPC, GV, & Literature)	100	Theater	
Head Table, PA, and Floor Mic.					
11:15-12:15 PM	A	Candlelight Meeting	50	Rounds	
Candles					

Sunday

7:00-8:00 AM	A	Early Bird Meeting	50	Rounds	
None					
8:00-9:00 AM	-	Committee Discretion	-	Optional	As
Needed					
9:15-10:15 AM	B	Ask-It-Basket – Area Officers	100	Theater	
Head Table, PA, and Floor Mic.					
9:15-10:15 AM	B	All Non-Election Conferences Ask-It-Basket – Past Delegates	100	Theater	
Head Table, PA, and Floor Mic.					
9:15-10:15 AM	A	Fall Election Year Conferences Area Officers Transition Meeting	40	Theater	
None					
10:30-11:30 AM	D	Fall Election Year Conference Spiritual Speaker Meeting	300	Theater	
Head Table, Riser, PA, & Floor Mic.					

Al-Anon Meeting Room

All Weekend	F	Al-Anon Meetings and Workshops	150	Classroom	
Head Table and PA					

Alateen Meeting Room

All Weekend	G	Alateen Meetings and Workshops	25-50	Theater	
Head Table					

Room A	Breakout Room #1	Round Table on Friday Night, Saturday Morning and Saturday Night
Room B	Breakout Room #2	Theater Style, PA & Floor Mic, Head Table for four – All Weekend
Room C	Breakout Room #3	Optional Seating Friday night only.

Room D Main Ballroom
ability to set up for banquet

of 10-14

Secretary, Treasurer

host(s), Conference

Delegate and guest,

and guest).

Room E Banquet Room

Room F AI-Anon Room

Room G Alateen Room

Banquet Style all weekend. Facility must have
in one (1) hour. Head tables to seat a minimum

(Business meeting: Delegate, Alt. Delegate,

Area Chairperson), (Banquet: AA Speaker and

Committee Chair and guest, Minister and guest,

Alternate Delegate and guest, Area Chairperson

Saturday Luncheon only.

Classroom Style – All Weekend.

Theater Style – All Weekend.

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10/06 AREA 24 CONFERENCE BID FORM

(One copy to Area 24 Chairperson and one copy to Conference Chairperson)

Host District:

Site Location:

Address:

Dates to be held:

Is this in accordance with Conference Planning Guidelines? YES _____ NO

Conference Registration Cost: At Door _____ Pre-registered

Meeting Room No: _____
_____ Include AFG

Capacity: _____
_____ and Alateen

Comments: Is there a charge for these rooms? YES _____ NO _____ If
yes, COST _____

Is this charge contingent on occupancy or number of meals served? YES
_____ NO _____

Luncheon Capacity (330 max):

Luncheon Menu:

Luncheon Cost (Taxes and Gratuity Included): At Door _____ Pre-
registered _____

Banquet Capacity (500 max):

Banquet Menu:

Banquet Cost (Taxes and Gratuity Included): At Door _____ Pre-
registered _____

Coffee Cost (8 oz. Cup): _____ Soft Drinks:

Dance or Entertainment Area Size:

Complimentary Rooms Available:

On-Site Room Costs (2 People): _____ (2-4 People)
_____ More: _____

Other:

Points of Interest in the Area:

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