

# ALCOHOLICS ANONYMOUS

## ILLINOIS STATE CONFERENCE STRUCTURE, PROCEDURES AND CONFERENCE PLANNING DIGEST

### PURPOSE

To provide a statewide conference sharing experience on the three legacies of Recovery, Unity, and Service for members of Alcoholics Anonymous, Al-Anon and Alateen from the state's three delegate areas.

### STRUCTURE

#### Policy Committee

A. The Policy Committee is comprised of the current Delegate and Area Chairperson from each of the three areas of Alcoholics Anonymous in Illinois

Chicago Delegate Area	2
Northern Illinois Delegate Area	2
Southern Illinois Delegate Area	2
Total Membership	6

- B. The committee will not conduct business without a quorum present. A quorum will be defined as four when there is at least one member from each Area.
- C. The Chairperson of the Policy Committee is the Area Chairperson from the Delegate Area, which is hosting the State Conference in the coming year.
1. Term of office will begin at the end of the current State Conference and run through the completion of the host Delegate Area's State Conference...
- D. The duties of the State Conference Policy Committee are as follows:
1. To maintain State Unity by assuring participation of members of Alcoholics Anonymous from each of the three Delegate areas in the program of the conference.
  2. To assure that the conference speakers and workshops are oriented to Service as well as recovery to preserve and enhance the fellowship of Alcoholics Anonymous for its members and those members yet to come.
  3. To cooperate with Al-Anon Family Groups in the state for their participation in the conference.
  4. Guide, and cooperate with, the Host Committee in the accomplishment of the above-stated goals.
  5. Attend Host Conference Committee meetings when possible.
  6. It is suggested that each Delegate Area, when hosting the Conference, should make sure that a person is appointed to the Committee who has served on the Policy Committee prior to this Conference, and will attend all Conference meetings.
  7. Neither the Host Committee nor the Policy Committee shall participate in any type of scholarship program to provide registration costs for any attendee. Individuals and/or AA Groups may exercise the privilege of autonomy and, at their discretion, purchase registrations as gifts for those unable to purchase their own.

#### Meetings of the Policy Committee

- A. Conference Formation Meeting. Usually held on or near the first Sunday in November at the upcoming conference facility (hotel or university).
1. The host committee chair should be present to answer questions.
  2. Mailing arrangements in each delegate area should be confirmed.
  3. A progress report on the upcoming conference should be available.
  4. A walk through of the facility may be held.

- B. Meeting at the Delegates Past and Present Conference the 2nd full weekend of February.
  - 1. State Conference Flyers are provided to the non-host areas for their distribution and to other areas in the Region if desired.
  - 2. A general outline of the upcoming conference program should be available and when possible the host committee chair should be present to answer questions.
- C. Business Meeting at the Conference.
  - 1. The new Chairperson and new host city and site for the following year are announced.
- D. E-mail communication
  - 1. Voting by e-mail is permitted at times when no scheduled meeting is convenient.

## **CONFERENCE PLANNING DIGEST**

### **Estimating Conference Attendance**

Best rule of thumb is to consider past Conference attendance records for the host area, and be conservative. For Regionals, add 20% to past State average attendance.

### **Conference Site Selection**

- A. Site should be easily accessible from main highways.
- B. In checking out possible locations, the hotel or college needs to know:
  - 1. Date of conference
  - 2. Total running time of conference
  - 3. Conference rooms needed - how many people each room must accommodate
  - 4. Estimate of sleeping rooms needed
  - 5. What meals are to be offered
  - 6. Any special equipment needed
- C. Date - to be coordinated with the three Areas and G.S.O. event dates.
- D. Facility Requirements
  - 1. Hotel brochures
  - 2. Handicap accessibility
  - 3. Meeting rooms – Movies-1, Literature-1, Archives-1, Alcathon-2 (smoking and non smoking), Hospitality-2 (smoking and non smoking), Panel Rooms-3, AI-Anon-2 (hospitality and AI-Anonathon if desired) You may choose to have meditation room, Alateen room and Spanish Alcathon.
  - 4. Room availability and room rates at the facility as well as room rates and availability in the immediate area.

### **Budget**

The budget is based on the minimum number of registrations anticipated at the proposed registration fee. A minimum-maximum range of registrations should be established based on past Conferences' experience. The Conference is expected to be self-supporting which includes returning the \$3,000 seed money.

By bidding to host the Conference, a District(s) is indicating its desire and commitment to be the instrument through which the intentions for the Conference will be realized. In furtherance of this, the District(s) interested in hosting the State Conference will offer a bid in accordance with these Guidelines, and the hosting District(s) will, according to the Guidelines:

- A. Secure a location for the Conference and make all necessary arrangements with the facility staff;
- B. Prepare and disseminate promotional materials;
- C. Conduct registration of all Conference participants
- D. Establish, collect and account for all registration fees and other income generated by the Conference
- E. Serve as the liaison with facility staff and see to all operations of the Conference
- F. Provide a Conference Report at Committee meetings and Assemblies.
- G. Select a Conference theme
- H. Make seating available to all registrants for the Saturday night open speaker meeting. (Banquet ticket sales will be reduced, if necessary, to provide enough room for seating.)

The Chair or Co-Chairs of the Conference Planning Committee agree to prepare a detailed final report for the next year's conference committee and the three Area Archives, serve on the subsequent Conference Planning Committee and attend its meetings.

### **Host Committee**

- A. The Host Committee is autonomous in its conduct of the State Conference except in matters affecting the policies of the State Conference Policy Committee.
- B. The Host Committee is responsible for the seed fund monies to be passed on to the next Host Committee at the formulation meeting.
- C. The Host Committee is to send copies of minutes for all committee meetings to each member of the Policy Committee.
- D. The Host committee will hold a wrap up meeting within 30 days of the close of the conference. Each conference committee will provide a written report which includes suggestions for future conferences at the wrap up meeting. A complete final report including financial report will be made available to the three Area Chairpersons no more than 30 days after the wrap up meeting.
- E. The Host Committee is to make seating available to all registrants for the Saturday night open speaker meeting. (Banquet ticket sales will be reduced, if necessary, to provide enough room for seating.)
- F. Recommended that dance participation requires conference registration
- G. Regarding Regional Conferences: A predetermined quantity of flyers goes to each Delegate Area in the other four states. Host Area Delegate will deliver these at the Delegate/Past Delegate Conference.
- H. Each Delegate Area and AI-Anon will be responsible for the distribution of flyers to their respective members. Delivers programs to Registrations in a timely manner.
- I. Neither the Host Committee nor the Policy Committee shall participate in any type of scholarship program to provide registration costs for any attendee. Individuals and/or AA Groups may exercise the privilege of autonomy and, at their discretion, purchase registrations as gifts for those unable to purchase their own.

## **CONFERENCE COMMITTEE PERSONNEL**

### **Areas of Responsibility**

The following job descriptions are general suggestions based on previous Conference experience; situations will vary, naturally. Implicit are cooperation and communications with others.

### **Chairperson and Co-Chairperson**

- A. Coordinates the election of members to Chair the various committees.
- B. Calls Committee Meetings (time and place) and prepares meeting agendas.
- C. Prepares the pre-Conference Budget in conjunction with the conference treasurer.
- D. Has information on alternate housing, rates, phone numbers, etc.
- E. Invites AI-Anon and Alateen participation.
- F. Keeps close check on all phases of planning and progress.
- G. Participates in individual Committee meetings as necessary.
- H. Prepares and presents all reports including the final report to the Illinois State Policy Committee.
- I. Emphasizes to the planning committee that prior to the conference weekend communication with the hotel staff only takes place through Chairperson, Co- chair or designated planning committee members.

### **Secretary**

- A. Keeps meeting attendance records (names, addresses, phone numbers and committee positions).
- B. Prepares and maintains the Committee Roster including names, addresses, phone numbers, email address' and committee positions. Also include all AI-Anon Committee members' information.
- C. Sends meeting minutes, notices, and agendas to committee members, together with updated Committee Rosters.
- D. Send minutes to Delegate, Alternate Delegates, Area Chairpersons, and Alternate Area Chairpersons.

### **Treasurer**

- A. Applies for Post Office box.
- B. Opens Conference checking account, with two signatures required for each check (Treasurer and Chairperson or Co-Chairperson). Non-profit, tax exempt numbers are available from Areas 19 or 20.
- C. Coordinates with registration and picks up mail, extracting checks and making deposits (always keeping copies of everything).
- D. Pays bills. Reimburses speakers for all travel and accommodation expenses.
- E. Makes sufficient cash available to make change at the registration table and the Grapevine and Literature rooms.
- F. Signs tabs for facility services (where necessary).
- G. Presents financial report to each meeting and after the Conference is over. Always compare the actual with the budget.
- H. Final disposition of all funds should be made within 30 days of the close of the conference whenever possible.

### **Program Chairperson**

- A. Plans program format in consultation with other Committee members including Al-Anon and Alateen.
- B. Invites the East Central Regional Trustee and at least one representative of the General Service Office to participate in the conference.
- C. Listens to tapes and contacts desired speakers. Arranges to pay for speaker's transportation to and from Conference site, accommodations and room reservations. This does not include paying for the speakers' spouses, families or significant other unless those individuals are on the Conference program.
- D. For all panels, workshops and main speaker events provide a suggested agenda and any pertinent readings for the opening of meetings.
- E. Writes notes of appreciation to speakers before and after Conference.
- F. Arranges for recording of main event and panels.
- G. Advises Area Delegates of the program sessions assigned to their Areas and obtains names and cities of those participating.
- H. Supplies the Printing Chairperson with complete information for flyers, registration forms, programs and any other printing needs.

### **Registration Chairperson**

- A. Keeps a running record of registration by category: AA, Al-Anon and Alateen Keeps a running record of meals ordered for the banquet and other food packages if offered. Reports the numbers of registrations received at each planning committee meeting.
- B. Coordinates placement and seating of hearing-impaired with the interpreter.
- C. Prepares registration packages - name badges, banquet status, program and other special conference items.
- D. Staffs Registration Table at Conference.
- E. Consider having a pre-registration table at the previous State Conference or other Area events.

### **Printing Chairperson**

- A. Coordinates with Program Chairperson.
- B. Plans layout for flyers, registration forms and printed program.
- C. Gets comparison pricing, lead times and places orders.
- D. Has program layout ready but holds as long as possible for changes, ask printer for last possible deadline.
- E. Provides an electronic version of the flyer to Area Delegates for use on Area websites or in newsletters.
- F. An early bird flyer may be made available at the previous State Conference.
- G. The final registration flyer should be available for the Area Delegates at the Delegates/Past Delegates Conference the second week of February.

### **Hospitality Chairperson**

- A. Find volunteers for hours which areas are open.
- B. Ask for donations of cakes, candies, cookies, soda, snacks, coffee, etc.
- C. Encourage contributions from local Districts and Groups - time, money, and people.
- D. Oversees good housekeeping practices in Hospitality rooms
- E. It is requested that NO game (cards, etc.) playing take place in any Conference rooms. Gambling is not permitted.

### **Coffee Chairperson**

- A. Maintains contact with facility staff, supplying coffee stations throughout Conference
- B. Insures full coffee stations.
- C. Should have authority to sign tab for coffee fills and refills and control timing, as well as amount of coffee delivered to each station.
- D. Designate scheduled times when coffee is to be available, near main meeting room, between program sessions, providing some control over usage.
- E. Include decaffeinated coffee, tea bags and hot water.

### **Greeters Chairperson**

- A. Have desired number of people near Registration Table and in hallways to greet attendees, answer questions, give directions, etc. Allocate hours of service for each helper.
- B. See that each greeter has a ribbon or some identification indicating that they are greeters and able to help participants.
- C. The greeters can often help the Entertainment Committee with security at the dance(s).

### **Decorations Chairperson**

- A. Insure that Banners are in place, starting with the Kickoff Meeting Friday night.
- B. Plan and arrange for all decorations including Saturday Banquet table decorations.
- C. See that expenditures are kept within allotted budget.

### **Dance Chairperson**

- A. Selects DJ and negotiates contract keeping in mind the wide range of age groups attending conferences.
- B. Arrange for volunteers to check registration badges at entrance to ballroom.
- C. Handles all other details for the dance (one dance only).

### **Literature Chairperson**

- A. Makes arrangements for quantities for desired General Service Conference approved literature and books. This can be obtained from the Chicago Area Service Office on consignment, if desired.
- B. Chooses people to work literature table(s), and assigns hours of service. Puts cards with prices by each literature stack.

### **Special Needs Chairperson**

- A. Arranges for interpreter for the hearing-impaired.
- B. Coordinates seating of hearing impaired with the interpreter
- C. The flyer should include the handicapped icon.
- D. The flyer should include the hearing impaired icon above the following statement: "Call the Conference Special Needs Chairperson no later than two (2) weeks before the conference if an interpreter is needed.
- E. Add contact information listed below:
- F. Name, Telephone, TTY# (if available), e-mail address

### **Grapevine Chairperson**

- A. Have a display of all available Grapevine items at the Conference where the items can be purchased.
- B. Coordinate with the three Area Grapevine Chair people and the Conference Literature Committee.

- C. Make sure that members and participants are aware of :
  - 1. the Fellowship's international journal
  - 2. the enhancements to sobriety it can offer
  - 3. Grapevine special items

### **Archives Chairperson**

- A. Provide Archives Room with displays from the three Areas.
- B. Coordinate with the three Area Archives Chair people.
- C. Make sure that members and participants have available to them the Fellowship's history and records.

### **Public Information/Outreach Chairperson**

- A. Gets members to cover special events, make Conference announcements, and to distribute registrations forms.
- B. Arrange to include an earlybird flyer in the packets for the previous State Conference.
- C. Distribute the final flyer to Area Delegates at the Delegates/Past Delegates Conference in February. This is particularly important if the conference is Regional.
- D. Consult with printing and program chairpersons for timing and coordination of printing.
- E. Bear in mind the 11th Tradition and A.A.'s principle that: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." See Page 2 of A.A. Guidelines - Conferences and Conventions for more information.

### **AI-Anon**

- A. State and/or local representatives should be part of all Committee meetings.
- B. Advise Conference Chairperson of estimated number of people in Conference rooms.
- C. Program(s) plans should be given to Chairperson and Printing Chairperson as soon as completed.
- D. It is suggested that Alateen permission slips be required.
- E. AI-Anon may share the AA literature room to display and sell their literature.

### **Flyer**

The flyer will indicate that ASL signers will be made available for the deaf and/or hearing impaired. The flyer should also note that anyone requiring ASL interpreters must pre-register prior to a cut-off date as determined by the host committee. The registration section of the flyer should include an area to note that ASL translation will be required.

Flyers will be produced in English and Spanish. The Spanish language flyer will note that a real-time Spanish translation of the speakers will be broadcast and an FM radio is necessary for receiving the translation. (The Chicago Area makes the required transmitting equipment available.) As a means to save the conference the cost of hiring a Spanish translator if one is not required, the flyer should also note that anyone requiring this "real time" Spanish translation must pre-register prior to a cut-off date as determined by the host committee. The registration section of the flyer should include an area to note that the translation will be required.

- A. The flyer is usually generalized as to program details
- B. The registration form should be part of the flyer.
- C. The flyer should include a disclaimer that all participants must be registered and that their registration badges are to be worn at all events during the conference.
- D. A statement may be included on the flyer explaining the need for all attendees to pay a registration fee to cover costs of renting the conference site, etc.
- E. An informative flyer would include:
  - 1. Location of Conference
  - 2. Map of Conference site with directions
  - 3. Date of Conference
  - 4. Program start time
  - 5. Conference theme

6. Special events (dance, etc.)
7. Guest speakers
8. Telephone contacts
9. TTY number
10. E-mail contact address
11. Description of program
12. Room rates (make own reservations)
13. Meal costs
14. Hotel phone numbers, addresses
15. Room availability and room rates at the facility
16. Room rates and availability in the immediate area
17. Travel tips, if needed
18. Registration desk hours
19. Refund deadline
20. AA, Al-Anon, or Alateen registration costs
21. Make check payable to: ????
22. Conference mailing address

**Estimate of Quantities of Flyers Needed**

<b>Illinois State Conference Coverage</b>	<b>Quantity</b>
Chicago Area	_____
Northern Illinois Area	_____
Southern Illinois Area	_____
Al-Anon	_____
<b>Total</b>	_____

It is suggested that only one final flyer be developed, and that it be complete with registration information and all details of the conference, including map to conference site. This flyer should be ready for distribution by February 1st of each conference year for distribution at the Conference of Delegates Past and Present. Each area should receive enough flyers for their needs and, if necessary, more will be supplied at their request and charged to the conference budget.

**For Regional Conferences plan on 100 flyers minimum for each Area outside of Illinois**

**AA**

- Indiana, Northern Area
- Indiana, Southern Area
- Michigan, Central
- Michigan, Southeastern
- Michigan, Western
- Ohio, Southeastern and Central
- Ohio, Northeastern
- Ohio, Northwestern and SE Michigan
- Ohio, Southwestern
- Wisconsin, Northern
- Wisconsin, Southern

**Al-Anon**

For Regional Conferences provide flyers as requested by the Al-Anon Conference Committee member.  
 Indiana  
 Michigan

Ohio  
Wisconsin

### Program Planning

- A. Arrange for open meeting speakers.
- B. Friday kickoff AA speaker
- C. Saturday afternoon Al-Anon speaker
- D. Saturday evening AA speaker
- E. Sunday morning AA speaker
- F. One of the Open Meeting speakers should be from the General Service Conference.
- G. Invite Al-Anon and Alateen to participate.
- H. Panels may include:
  - 1. Answering Service
  - 2. Corrections
  - 3. Cooperation with the Professional Community
  - 4. Public Information
  - 5. Treatment Facilities
  - 6. Special Needs
  - 7. Grapevine
  - 8. Literature
  - 9. Archives
  - 10. The Twelve Concepts
  - 11. The Twelve Traditions
  - 12. Trustee Report (if present)
- I. Panels may be combined as needed.
- J. Include the Regional Trustee, if available, as part of the program, usually a Sunday morning trustee's report at a minimum.
- K. Another G.S.O. representative may be invited when the Trustee is not available.
- L. Panel members should be included from all three Areas for State Conferences.
- M. Coordinate panel member selections through the Area Delegates.
- N. Regional Conferences should involve Delegates from the entire region in panels and workshops.
- O. There should be areas for Archives, Grapevine, Literature display and sale, and movies.
- P. All movies and literature should be Conference-approved.
- Q. Arrange for taping of Open Meeting speakers and panels
- R. Provide signers and/or translators at the main speaker meetings as requested.
- S. Develop and coordinate the printing of the Conference Program.

The hosting District(s) may, at its own discretion and in the spirit of carrying the message, add topics and meetings to the Program (such as Newcomer's Room, Big Book Study, Twelve Step Study, etc.) and is encouraged to experiment with format, using games, skits or other means to encourage participation by conference participants. However, those changes must be reported to the State Policy Committee before they are finalized.

Delegates of other Areas should be assigned to participate on panels and in workshops. Other panel members may be selected by the host committee or by panel moderators.

Host Committee determines alcathon hours and is responsible for the overnight portion (12:00 pm to 6:00 am) of the alcathon schedule. Responsibility for other speakers is usually divided among Areas. **Notify Illinois Delegates three to four months in advance** of the conference and ask them to fill the specified hours, and to send speakers' names and cities as soon as plans are completed. Any unfilled slots are the responsibility of the Host Area. If Alcathon meetings are held during the featured speaker time slots, the host area must furnish the meeting chairpersons.

### **Guest Speakers**

Variety, balance, changes of tempo are vital to sustaining interest. When selecting speakers listening to tapes is recommended. Book guest speakers early, preferably by phone, to get immediate "yes or no" answer.

Including names of guest speakers on flyer generates interest, also.

Program Chairperson acknowledges acceptances by letter, specifying date and time of appearance, how long to speak, and the Conference Theme; advises where room will be reserved and confirms costs Conference will pick up; assists in scheduling transportation, including time of arrival and departure, and arranges for transportation, to and from airport, if needed. Contacts speaker again—about two weeks before Conference. Introduces speakers to Conference and Session Chairperson and to Conference Treasurer. Arrange for members to have meals with speakers.

It is suggested that a chaperon be assigned to each speaker, so they are not left out of the rest of the conference.

### **Friday Daytime Event (optional):**

With prior approval by the Policy Committee, the host area may sponsor a kick-off event during the day on Friday. It may "piggy back" on the publicity of the conference but will be considered separate from the conference itself both financially and in program content. Any financial loss from this event will be the responsibility of the host area and the host area shall retain any excess funds generated by it.

### **Miscellaneous Information**

#### **Committee Meetings**

- A. Desirable to have them regularly.
- B. Secretary sends out notices a week or so ahead of time, usually with copy of minutes from last meeting.
- C. It is essential that an agenda be prepared, to have the most productive meetings.
- D. Conference Chairperson may ask Secretary to include some agenda items with meeting notices.
- E. It is recommended that the conference planning committee meetings be held on Sundays to allow sufficient travel time so everyone has an opportunity to participate

#### **The Site Committee members need to know about:**

- A. Conference rooms available
- B. Sleeping rooms available
- C. Room rates
- D. Menu selections and costs (also facilities for supplying meals)
- E. Hospitality rooms (privilege of making own coffee?)
- F. Coffee prices, for that purchased through facility
- G. Are prices guaranteed or subject to change without notice?
- H. How much is tax and gratuity and is gratuity taxable also?
- I. Charges for special equipment (screen etc., if needed)
- J. Accessibility by highway and airport (courtesy cars? cab fares?)
- K. Cut-off date for rooms?
- L. Cut-off date for meals?
- M. Hotel reservation cards (do NOT show "AA" on printed cards)

#### **Food**

Offering some meals along with registration fee is usually well received. Attendees will sign up for a Saturday banquet, with about 50% at a breakfast or luncheon but the only meal the conference should guarantee to the hotel is the banquet. Most hotels ask for a figure on how many meals will be served a few days

(probably 3) before serving date, and will be prepared to serve 10% more. In giving food costs on flyers, be sure to figure gratuity. The actual price may be rounded-up to no more than the next highest dollar.

### **State Policy Meeting**

There should be time allocated sometime during the weekend for the State Policy Committee to meet. The meeting will include all three Delegates and Area Chairpersons as well as their Alternates.

### **Delegates and Past Delegates Meeting (Regional Conferences Only)**

A Delegates/Past Delegates meeting will be scheduled during Regional Conferences. This meeting should be scheduled at a Saturday luncheon or at a "free time" on Saturday afternoons.

### **Budget - To Determine Expenses and Registration Fee**

All costs chargeable to registration fee should be carefully estimated. The registration fee will be the total amount of anticipated expense divided by the estimated number of people attending the conference. The registration fee must cover everything except, of course, prepaid meals. A Conference is not meant to be a moneymaking affair, but at the same time budgeting is generally done based on the minimum number of estimated attendees. Therefore a successful conference in terms of attendance will typically break even or show a small profit. (See the next for a comprehensive budget layout.) The policy committee must review the budget.

### **Hotel Contract**

The hotel contract must be reviewed by the Area Chairperson and Delegate from the host Area before it is signed by the host committee.

### **Bank Account and Paying Bills**

Since there is a considerable amount of money involved, the Treasurer could be bonded, if desired. The simplest plan is for dual signatures to be required on each check. If two signatures are required for each check three signatures are obtained for bank records, any two of which will be required on a check. The treasurer selects two dependable members with whom he is in frequent contact, as authorized to sign checks, in addition to himself.

Funds may be needed in advance for Hospitality room supplies, postage, etc. Some hotels will require a deposit (inquire about this). Vouchers should be obtained for all expense items, and bills paid promptly. The hotel may have a safe where cash can be stored. This relieves Treasurer of responsibility for keeping cash around.

### **Speaker Expenses**

Speaker expenses should only be paid to:

- A. Three AA speakers one of whom will be the G.S.O. staff member and one should be from Illinois
- B. East Central Regional Trustee, who is always invited to participate in the Conference
- C. One AI-Anon speaker

Speaker expenses include:

- A. Conference registration fee
- B. Travel expense. Air fare, including ground transportation, or \$0.35 per mile round trip.
- C. Room - two nights
- D. Five meals (including the banquet)

### **Distribution of Excess Funds**

Traditionally, in Illinois, if there are funds left over, there is a five-way split. The AI-Anon split is determined by a percentage of their total paid registration. If you have 10 paid AI-Anon registrations out of 100 conference attendees, you would take a 10% split of any excess funds.

The remainder is divided equally between G.S.O., Chicago Area, Northern Illinois Area, and Southern Illinois Area.

In the unlikely event a shortfall would occur, it shall be shared equally among the Chicago Area, the Northern Illinois Area, and the Southern Illinois Area.

**AI-Anon Responsibilities**

AI-Anon and Alateen will establish their own committees, organize and conduct their own programs and determine their representation on the Conference Planning Committee. Their programs and events will be included in the Conference Program. AI-Anon and Alateen expenses will be included in the Conference budget; and, in the event that the Conference realizes income in excess of expenses, a portion of this excess will be contributed to AI-Anon equal to the proportion of AI-Anons and Alateens who registered for the Conference.

**Announcements**

Provide a table in a public area for flyers and announcements to be displayed.

**Tape Recording**

One official Conference taper. The Host Committee shall decide what the Conference taper may offer for sale. All main speakers and workshops should be recorded.

**Gifts to Speakers**

NONE

**Alateen Registrations**

Alateen shall pay an appropriate registration fee as determined by the Alateen sponsor(s) in accordance with their tradition of self-support.

**Literature Room**

A plus to any Conference. Sales are to be AA General Service Conference approved literature and A.A. Grapevine materials only. The host committee shall offer no other items for sale.

## Suggested Budget Format

### Income

Registrations:	_____ @	\$ _____	=	\$ _____
Banquet:	_____ @	\$ _____	=	\$ _____
Alateen registrations:	_____ @	\$ _____	=	\$ _____
Hospitality room donations:	_____ @	\$ _____	=	\$ _____
Seed money:				\$3,000.00

**Total Income:** \$ \_\_\_\_\_

### Expenses

Banquet incl. gratuity	_____ @	\$ _____	=	\$ _____
Coffee cost/gal. incl. gratuity = \$	_____ @	\$ _____	=	\$ _____
Speakers cost				\$ _____
Airfare, room, registration \$per spkr	_____ @	\$ _____	=	\$ _____
Signers	_____ @	\$ _____	=	\$ _____
Spanish Language Interpreters				\$ _____
Registration				\$ _____
Program				\$ _____
Entertainment				\$ _____
Insurance cost (if applicable)				\$ _____
Decorations				\$ _____
Hospitality				\$ _____
Movies				\$ _____
Secretary				\$ _____
Treasurer				\$ _____
Postage				\$ _____
Meeting rent				\$ _____
Printing costs for flyers				\$ _____
Miscellaneous				\$ _____

**Total expenses** \$ \_\_\_\_\_

**Profit/Loss** \$ \_\_\_\_\_

### **Friday Night Kickoff Sample Agenda**

Announcements  
Opening Remarks – Chairperson  
Introduce Area Delegates, GSO guests and Trustees  
Recognize past Delegates and Trustees  
Introduce Committee  
Quiet Time & Serenity Prayer  
Anonymity Statement, Preamble, How It Works, Twelve Traditions (Short Form)  
Introduce AA speaker  
AA speaker  
Announcements - Ice cream social?  
Close

### **Saturday Night Banquet, Speaker and Dance Sample Agenda**

Announcements  
Quiet Time & Serenity Prayer  
Invocation  
Dinner  
Program chair takes over  
Sobriety Countdown  
Anonymity Statement & Preamble  
How It Works & Twelve Traditions  
Introduce AA Speaker  
AA Speaker  
Announcements - Ice cream social? Dance?  
Close

### **Sunday Morning Trustee Report**

Normally chaired by the host Delegate

### **Sunday Morning Spiritual Speaker Meeting Sample Agenda**

Program Chair  
Announcements  
Announce final registration and banquet count  
  
Quiet Time & Serenity Prayer  
Anonymity Statement & Preamble  
How It Works & Traditions  
Introduce AA Speaker  
AA speaker  
Closing Announcements  
    Thank all committee and volunteers who helped  
    Thank all who gave support including registrants  
Close

### **Final Conference Committee Meeting Sample Agenda**

Introduce next year's Chair and Co-chair  
Pass Banner  
Set date, time and place for final wrap-up meeting  
Set date for final report  
Congratulate everyone, again!!

### **Final Report**

A detailed final report including a financial report should be prepared and presented to the State Policy Committee no later than the November meeting. Three copies should be provided, one for each Delegate Area. This report is invaluable to future conference planning committees.

After Conference bills are paid and checks cleared, Treasurer prepares detailed financial report. The more specific this report is the greater help it will be to future Conference Committees.

The pre-conference budget could be used as a guide to items to be shown on the after-conference financial report. In addition, it is of interest and assistance to other committees to know total attendance, broken down into categories—AA's, Al-Anon's, Alateen's, Guests, others. Regional Conference financial reports also show numbers attending from each of the five states, also divided into the categories mentioned above.

Host Area		Year	
Hotel		City	
Registrations Sold	#	Price	Total
AA			
Al-Anon			
Alateen			
Other			
Banquet	#	Price	Total
Banquets Sold:			
Banquet Rm. Size:			
Banquets Served:			
Special Diet Plates			
Actual Cost per Plate			
Coffee	Gallons	Price/Gallon	Total
Budgeted			
Actual			
Hotel	Contract Rm Nts	Booked Rm Nts	# of Mtg Rms
Price Per Night		Cost	
	Budget	Actual	+/-
Co-Chairpersons			
Secretary			
Treasurer			
Program			
Printing			
Registration			
Coffee			
Hospitality			
Decoration			
Entertainment			
Greeters			
Grapevine			
Archives			
Public Information			
Movies			
Literature			
Al-Anon			
Miscellaneous			
Total			

**History**

August 1973	Bradley University, Peoria	All-State Conference - Committee formed
August 1974	Bradley University, Peoria	1 <sup>st</sup> All-State Conference
October 1975	Ramada Inn, Champaign	2 <sup>nd</sup> All-State Conference, Southern
August 1976	Eastern Illinois University, Charleston	3 <sup>rd</sup> All-State Conference, Southern
August 1976	Rotation of State Conference by Delegate Area agreed by all areas.	
August 1977	Northern Illinois University	4 <sup>th</sup> All-State Conference, Northern
August 1978	Sheraton O'Hare Inn	5 <sup>th</sup> All-State Conference, Chicago (ECR) Fourth East Central Regional Conference
August 1979	Mac Murray College	6 <sup>th</sup> All-State Conference, Southern
August 1980	Northern Illinois	7 <sup>th</sup> All-State Conference, Northern
August 1981	Chicago Area	8 <sup>th</sup> All-State Conference, Chicago
August 1982	Southern Illinois	9 <sup>th</sup> All-State Conference, Southern
August 1983	Northern Illinois	10 <sup>th</sup> All-State Conference, Northern
August 1984	Chicago Area	11 <sup>th</sup> All-State Conference, Chicago
August 1985	Decatur	12 <sup>th</sup> All-State Conference, Southern
August 1986	Northern Illinois	13 <sup>th</sup> All-State Conference, Northern
August 1987	Joliet	14 <sup>th</sup> All-State Conference, Chicago
August 1988	Peoria	15 <sup>th</sup> All-State Conference, Southern
August 1989	Moline	16 <sup>th</sup> All-State Conference, Northern
August 1990	Chicago Area	17 <sup>th</sup> All-State Conference, Chicago
August 1991	Decatur	18 <sup>th</sup> All-State Conference, Southern 14 <sup>th</sup> East Central Regional Conference
August 1992	St. Charles	19 <sup>th</sup> All-State Conference, Northern
August 1993	Rosemont	20 <sup>th</sup> All-State Conference, Chicago
August 1994	Springfield	21 <sup>st</sup> All-State Conference, Southern
August 1995	Moline	22 <sup>nd</sup> All-State Conference, Northern
August 1996	Rosemont	23 <sup>rd</sup> All-State Conference, Chicago
August 1997	Decatur	24 <sup>th</sup> All-State Conference, Southern 19 <sup>th</sup> East Central Regional Conference
August 1998	Schaumburg	25 <sup>th</sup> All-State Conference, Northern
August 1999	Rosemont	26 <sup>th</sup> All-State Conference, Chicago
August 2000	Normal	27 <sup>th</sup> All-State Conference, Southern
August 2001	Lisle	28 <sup>th</sup> All State Conference, Northern
August 2002	Chicago	29 <sup>th</sup> All State Conference, Chicago
August 2003	Champaign	30 <sup>th</sup> All State Conference, Southern

August 2004	Tinley Park	31 <sup>st</sup> All State Conference, Northern
September 2005	Chicago	32 <sup>nd</sup> All State Conference, Chicago
August 2006	Decatur	33 <sup>rd</sup> All State Conference, Southern
August 2007	Lincolnshire	34 <sup>th</sup> All State Conference, Northern
August 2008	Rosemont	35 <sup>th</sup> All State Conference, Chicago
August 2009	Peoria	36 <sup>th</sup> All State Conference, Southern

A. Rotation continues as illustrated. This allows advance planning for each Delegate Area in both site selection and committee development.

B. East Central Region Conference is held in rotation: Michigan, Wisconsin, Ohio, Illinois, and Indiana. It is suggested that no Regional conference be scheduled when the International is held in 2000, 2005, etc.

1. Every six years Illinois is host. It should be noted that the East Central Region also provides seed money to the host committee of Regional Conferences and it is transferred directly from one host committee to the next. The amount of that seed money was \$3,000.00 as of 2003.