

Nicotine Anonymous Conference Guidelines

TABLE OF CONTENTS

After-Conference Event/Activity	4			
Audio-Recording		Physical Needs	13	
the Conference	4	<i>For the workshops</i>		
Chips	4	<i>For the business meetings</i>		Appendix E: Financial
The Conference		<i>Miscellaneous items to have on hand</i>		Statements from Past
Committee	4	Registration	13	Conferences
<i>The Conference</i>		<i>The Registration Chair</i>		25
<i>Committee Chair</i>		<i>Registration Form</i>		<i>2002 Conference XVII:</i>
<i>Conference Committee</i>		<i>Registration at the Conference</i>		<i>Brooklyn, NY</i> 25
<i>Members</i>		<i>At the registration table at the conference</i>		<i>2005 Conference XX:</i>
The Conference Venue	5			<i>Atlanta, GA</i> 26
Delegates	6	Roommates	14	<i>2006 Conference XXI:</i>
Decorations	6	Seventh Tradition	14	<i>Lisle, IL</i> 27
Flyers, Conference		Signs	14	<i>2007 Conference XXII:</i>
Announcements	7	Snacks	15	<i>Novato, CA</i> 28
Food	7	Speakers	15	Appendix F: Sample
<i>The Saturday Night Banquet</i>		Volunteers	15	Hotel Contracts
<i>The Sunday Morning</i>		Appendix A: Sample Agendas		29
<i>Spirituality Brunch</i>		and Set-up	16	<i>2006 Conference XXI:</i>
The Gratitude Meeting	7	<i>Sample Agenda and Set-up</i>		<i>Lisle, IL</i> 29
The Hospitality Suite	7	<i>Requirements: Day 1 (Friday)</i>	16	<i>2007 Conference XXII:</i>
Literature	8	<i>Sample Agenda and Set-up</i>		<i>Novato, CA</i> 34
Marathon Meetings	9	<i>Requirements:</i>		Appendix G: Sample
Meetings	9	<i>Day 2 (Saturday)</i>	17	Contract from Glenn K. (audiotaper)
Merchandise	10	<i>Sample Agenda and Set-up</i>		38
Money & Finances	10	<i>Requirements:</i>		Appendix H: Statistics
<i>The Conference Treasurer</i>		<i>Day 3 (Sunday)</i>	18	from Previous
<i>Budget</i>		Appendix B: Sample		Conferences
<i>At the conference</i>		Registration Forms	19	41
<i>At the end of each conference day</i>		Appendix C: Suggested		Appendix F: Historical
<i>Post-conference</i>		Conference Planning		List of Past
Miscellaneous Notes	12	Timelines	20	Conferences
Officers of World		<i>Year 1: Win Bid</i>		42
Services (Board Members)	12	<i>Year 2: Start Local</i>		
Packets	13	<i>Structure</i>	21	
<i>Pre-conference packets</i>		<i>Year 3: Host Conference</i>	22	
<i>Conference Program Packets</i>		Appendix D: Helpful		
		Checklists	23	

This is a constantly changing document. Please keep it current by submitting suggestions and changes to Nicotine Anonymous World Services. Thank you!

CONFERENCE CHAIRS! Please submit your statistics to World Services after your conference to be included in the statistics at the back of this document. This will help future conference chairs. Thanks!

Revised 10/09

The following information is arranged in alphabetical order and is meant to be used as a reference for those people who have agreed to host a Nicotine Anonymous Conference. It is meant to be a guideline to help you not make some of the mistakes that have been made before you. If you find errors or additions to this booklet, please make note of them and pass this information on to World Services.

The After-Conference Event/Activity

Choose post-conference event, if any at the latest by the September. This information must go on the registration form and you will need to know how much it will cost members to participate.

Audio-Recording the Conference

- Glenn K. traditionally records NicA conferences. He will need secure storage space for his materials overnight.
- World Services is responsible for arranging with Glenn to audiotape the conference. He is given a free room which is again arranged by World Services. Keep in touch with them about this.
- Glenn will need a copy of the agenda a few weeks before the conference so he can prepare labels for the CDs.

Chips

Chips have not been offered at conferences in the past, however, at the 2007 conference people asked about chips. Some meetings didn't know about chips or what their purpose was; others wanted to know where to purchase them. Meetings are all different and use different kinds of chips. There are at least three different kinds (that I'm aware of): bakelite chips, plastic chips and plastic chips with a hole and keychain on them. At past conferences an "Other Resources" list has been included in conference packets. Included here are the resources that were published on this list. These are not recommended by World Services but only provided as a possible source. Other sources may be available (and may possibly be found through the internet or corresponding with other intergroups). These places are from a flyer dated 2001:

Audiotapes: Glenn K. Audio Tapes, 28 Viola Drive, Glen Cove, NY 11542-3322; 516-676-6328 or 516-257-TAPE. "Glenn K. carries audiotapes of Nicotine Anonymous World Services Conference speakers, gratitude meetings and business meetings." [They also have a web site: <http://glennkaudiotapes.com/> —ed.]

Chips:

Pioneer Club Supply	KISS	Crossroads Books
5252 Mission Street	5353 C E. Princess Ann Rd	1196 East Walnut
San Francisco, CA 94112	Norfolk, Virginia 23502	Pasadena, CA 91106
Phone 415-469-5444	Phone 757-855-1119	Phone 626-795-8772
Fax: 415-469-9314	Fax: 757-855-6181	
www.enterit.com/Pioneer5444		
pioneerclubsup@aol.com		

The Conference Committee

The Conference Committee Chair

- Coordinator of all people on Conference Committee, plan the meetings of the volunteers
- Make sure there is a group conscience for all conference decisions and see that they get done.
- Update these Conference Guidelines and send your changes/additions to the WS Board.
- The chair has the option to write a welcoming letter for the conference packet.

- Stay up-to-date and in communication with all committees.
- The chair maintains constant contact with World Services Conference Liaison (Treasurer-emeritus).
- At the conference, the chair might consider reminding conference-goers to purchase the merchandise, keep in touch with registrations to announce how many people are attending the conference.
- The conference chair can also troubleshoot issues that come up at the conference.

Conference Committee Members

The following are suggestions for possible conference committees. At Santa Monica, the Santa Monica Intergroup provided the chairs and the volunteers came from their meetings.

- Chair (runs the committee meetings, liaison with World Services, etc.)
- Hotel Coordinator (primary liaison with hotel)
- Treasurer (open bank account (?), collect and deposit money at end of each day, keep clear records of all expenditures and disbursements, etc.)
- Publicity: send a mailing to the delegates who registered for the previous two-years' conferences. Put a flyer in *Seven Minutes*, get a flyer up onto the web site. Send flyers to the Intergroups. Encourage local people to attend.
- Decorations (Saturday night banquet and elsewhere as desired)
- Hospitality Suite (decorating? snacks, games, etc.)
- Literature (getting it from World Services, arranging for tables, etc.)
- Marathon Meetings (getting volunteers to secretary the meetings, collect Seventh Tradition and give to conference treasurer, snacks, coffee, beverages, etc.)
- Merchandise (Will you be selling T-shirts or other items? Optional)
- Registration (handles registrations as they come in, sends out delegate packets)
- Activities (post-conference activity coordinating and other possible activities)

The Conference Venue

Each conference committee is free to make their own decisions regarding what is available at a conference in regard to coffee, refreshments, etc. The conference committee generally chooses the venue. The general consensus at the 2005 conference was that people attending the conference preferred a good rate to opulent surroundings. Consider a small out of the way conference center or retreat center. Perhaps you can get a rate that includes room *and* board. Or a small hotel, or possibly one near the airport might have lower rates.

One suggestion is to just get quotes from as many places as possible. Go to smaller hotels as well. ("I think we get too hung up on being at some brilliant location. Something out by [the airport] would be fine, for instance, and people could just hop on [public transportation] to get into town.")

Once the venue is chosen, and contact has been made with a liaison with the facility, an estimate of expenses will have to be gotten from the liaison.

See the agendas at the back of this booklet to determine how many meetings rooms will be needed, how large, etc. You may also want to arrange for the Saturday night dinner and Sunday brunch with the facility. You can provide these agendas to your hotel/facility liaison to help them estimate the cost of the conference.

The big expense is the meeting room rental. Some hotels offer a discount or free rooms if we guarantee a minimum number of room reservations (room nights). Get as many eyes on the contract as possible, especially World Services. A professional meeting planner can be useful here. If the hotel says it can do something it HAS to be in the contract: room commitment, all special concessions, cut-off dates, registration method, rooms attrition, cancellation, agreements, etc.

Will you have coffee in the hospitality suite or in the Marathon Meetings? What does the facility charge for this? What about hot water for tea?

How many rooms will you need to guarantee the facility? What kind of rooms, singles, doubles, etc.?

Will you need AV equipment for the workshops or meetings? Does the hotel provide this?

What other expenses will be incurred?

Notes

- Find out all of the costs of meeting rooms (hospitality, marathon, breakout, officers)
- Deal with hotel manager directly and get everything up front—including an estimate ON PAPER.
- Also clear up any guarantees regarding rooms and meals in advance. Be sure your estimates do not turn into their guarantees.
- Can the facility's extend their special room rate for a few days before and after the conference?
- The hotel will need a copy of NicA's non-profit status form and for the sale of t-shirts and other merchandise. Check with World Services.
- Keep anonymity regarding hotel advertising. Use NAWSC instead of Nicotine Anonymous?
- Hotel rooms should be reserved ASAP.
- Securing tables overnight. The audiotape person and the merchandise and literature people will have tables holding their supplies and products. Rather than removing these items each day, perhaps the hotel can offer a way to keep the items secure overnight, by moving the tables into a locked room, or somehow locking covers over the tops of the tables.
- Check with the hotel regarding a possible "day rate" for people not staying overnight at the hotel (this is especially necessary if all meals are included in the hotel package).
- ***Spouses and family at the conference.*** No conference registration fee? There are no "rules" about this, and it comes up every year. If a person brings a non-member spouse, should they pay the registration fee for the spouse? Obviously they will need to pay for meals. If spouses and children come to the conference, and your hotel package includes all meals, you may have to negotiate this with the hotel. Come to a consensus on this in your committee or Intergroup.
- ***Discount on registration fee for partial stays?*** This is another potential sticking point. Some non-delegate locals may only want to attend the speakers and perhaps meals. Must they pay the full registration fee? It's important to agree on this before the conference so the people at the registration tables are very clear and unwavering. Perhaps something can even be noted on the registration materials.
- Will the hotel possibly allow a late check-out time? This might be easier on those people who need to be at the morning meeting, and then go directly to the brunch afterward. If not, what are their policies regarding storing luggage? Do they have a secure storage room?

Bring tax-exempt documentation (available from NAWS) to the hotel.

"Mistakes were made"

- We didn't figure coffee into the hotel contract, it had to be negotiated later.

Delegates

The delegates must register with the World Services secretary at least 30 days prior to the conference. Obtain a list of the previous two years' Delegates and Officers from the World Services Secretary. Check registrations against these lists and make a note of discrepancies. Inform NAWS of any discrepancies discovered. After the delegate registration deadline (30 days prior to the conference) check with the secretary to be sure all delegates have registered with the secretary. A reminder can be added to the receipt mailed to the registrant. [Is this being too co-dependent? <g>]

Notes

- Officers are considered delegates at large.
- Everyone is welcome to all events, but only delegates can vote on the issues.
- Delegates are required to register separately with the World Services secretary so that s/he can prepare a list for the Chair to use when calling roll at the meetings. There must be a quorum of delegates at all meetings.

Decorations

Decorations at the conference are entirely optional. A small bunch of flowers at the main dais might be all you are willing to do.

- Some conferences have had Saturday night table decorations. You will need to know how many tables there will be, and how many to make. The decorations have traditionally been given to people at each table with the longest and shortest sobriety dates (at the end of the dinner). There are no “rules” about this and your committee and choose to do what they wish. Perhaps each committee member would like to have the decorations.

Flyers, Conference Announcements

- One year, 3 months before the conference, design your conference flyer. Work with others on the conference committee? Hold a contest for a logo design? A logo can be used on your flyer that you distribute at the previous year’s conference.
- The conference committee should send an announcement/invitation mailing to the people who attended the previous two conferences. The World Services secretary should be able to provide this list.

Food

Traditionally there is a Saturday night banquet with a speaker and a Sunday morning Spirituality Brunch (after the morning meeting), also with a speaker. Depending on the food set up you have arranged with the conference facility, you may or may not be able to have the speaker speak at the end of the meal in the same dining room. Remember the speaker will need a microphone if he/she is speaking in the dining room.

The Saturday Night Banquet

Ask the facility to provide you with three menus for members to choose from: a meat dish, a fish or fowl dish and a vegetarian dish. Members can then choose the dish they want on the registration form.

The Sunday Morning Spirituality Brunch

This is traditionally a buffet containing eggs, breakfast meats, fruit, juice, coffee, tea, etc. Remember there are vegetarians and meat eaters in this crowd. You are welcome to arrange a sit-down brunch if this works better for you.

Notes

- You can get generally 8–10 people at a round table.
- Instead of all conference planners sticking together at mealtimes, perhaps they should spread themselves out among the tables to act as representatives of the conference?
- Remember not everyone drinks coffee! Hot water and tea is appreciated.
- Often times hotels won’t allow guests to bring in their own food. Check with your facility regarding this.

“Mistakes were made”

- We didn’t order hot water along with coffee at the snack table. Some people wanted tea or hot chocolate, which was available if we had asked.

The Gratitude Meeting

There was an agreement at the World Services level that a Seventh-Tradition basket would be passed during the Gratitude meeting.

“Mistakes were made”

- The 2007 Novato conference forgot to pass the basket.

The Hospitality Suite

The Hospitality Suite is a room where attendees can mingle, relax, snack, talk, and otherwise get to know each other. It has traditionally been a room (sometimes a regular guest room) with a couch and chairs. Snacks have traditionally been offered in the hospitality suite. Some hotels may not allow you to bring in your own snacks. The Lisle conference committee also brought board games to be used in the Hospitality Suite, and they were well received! Query: should a volunteer be staffing the room at all times it is open? Volunteers responsible for maintaining the coffee, tea and snacks (if any).

Post the hours the Hospitality Suite will be open on the door and perhaps also have hours for both the Hospitality Suite and Marathon meetings in the conference packet.

If the Hospitality Suite is in one of the hotel guest rooms, allow time for volunteers to clean out the rooms before check-out time.

Another suggestion was to leave the hospitality suite open after the conference officially ends for those people who wish to meet with each other or just hang around until it's time to leave the hotel. Obviously, this would have to be arranged with the hotel.

- Consider establishing a message board for people needing rides to the airport, etc.

Literature

World Services literature is sold at the conference. Generally, the Main Office will send a box of literature up to the hotel or other specified address. The sales of literature must be kept separate from the records of other receipts; generally the literature is sold at a different table from merchandise and registrations. All unsold literature is shipped back to the main office and money returned to World Services. The income from Literature should not be included in the final financial accounting as it is a pass-through item. Following is a description from the literature chair of the 2000 conference:

PAYING FOR THE LITERATURE: There are a number of ways we considered to pay for the literature:

1. Send a check or credit card number with the order and keep whatever isn't sold
 2. Make it a line item in the budget. Pay for it out of conference funds and put all the money collected into the conference treasury. If you want to account for any profit or loss, you will have to find a way of accounting for how much you sold if you want to reconcile it with how much unsold literature you have at the end.
 3. Take it on consignment from the depot and send them a check for what you sold and return the balance.
- We chose option 3. We kept the accounting separate because we returned the unsold literature after the conference and we had to charge sales tax. We believed keeping the accounting separate would make it easier to pay for what we sold. Past experience had taught me that mixing it in with the conference funds could cause financial problems. I had experienced making a profit but not sustaining a loss from the sale of literature. Unfortunately we had a shortfall so in hindsight it may have been better to make it a line item in the conference budget and have the conference absorb the profit or loss. The sales tax issue would have to be handled in some other way.

ORDERING LITERATURE: Order the literature far enough ahead of time for the literature depot to make sure they have what you need.

Be careful of the temptation to buy to get quantity discounts if you're not going to keep the balance of what you don't sell. Most sales were small—one of each pamphlet or a book. A few large quantities were purchased by local people to take back to their meetings, but most people aren't going to pack a lot of literature in their luggage.

Items that moved well (in 2001):

- the By Laws
- the new and revised pamphlets
- (this year [2001] particularly "Are you Concerned...")
- the Business Cards
- the Worldwide Meeting Directory

We sold an average of 60 of each pamphlet and 10 of each book and no books on tape.

LOSS: Be prepared to sustain some loss. Often people didn't realize we were charging for pamphlets. We found this especially true with the Worldwide Meeting Directory. Consider letting this be a give away. We elected to leave the table set up and unattended overnight and a few other times. For us packing it all up and resetting the table wasn't worth the time and trouble. We averaged a loss of about 5 of each pamphlet. On the other hand, many people would give us more than the cost of what they were buying and say keep the change as a donation.

BUSY TIMES are before and between meetings. People don't seem to hang around to buy literature after sessions (during lunch or dinner times) except at the end of the conference. We had two people who staffed the table pretty much the whole time. Due to the location right outside the door to the meeting room, one or the other of us were able to keep an eye on things during the sessions. We had a list of those who indicated on the registration form that they were willing to volunteer some time if we needed relief. We couldn't assign a delegate to watch the table during the sessions. Most of the available volunteers were needed to staff the registration table.

THINGS TO HAVE AT THE TABLE in addition to the literature:

- Pens and pencils
- Blank Literature Order Forms or Receipt books.
We used one carbon receipt book: 1) it used less paper, it was easy to write 20 pamphlets @ .20 and extend the total and 2) we could keep a copy of the transaction if someone needed a receipt for reimbursement when buying for their meeting. We found it was harder to train volunteers because we had to charge tax and there was some confusion over who got what copy of the receipt.
- Calculators: at least two
- A price list that is easy to read. Attached find the one we used.
- Cash box with \$50 seed money.
- You're selling things that are less than a dollar so you'll need quarters, nickels and dimes. If you're going to charge tax as we did you'll need pennies too.
- Tax chart, if you are charging tax, for the local municipality.

Set space aside either on or near the literature table for people to put flyers about regional activities, intergroup newsletters, and local meeting schedules. We had 4 flyers announcing area "weekend in the..." two newsletters, and of course the flyer for the next World Conference.

"Notes from 2007 conference"

We made many fewer sales than we had at our previous conference. We think one reason is because we didn't have the new Traditions Booklet which had been recently published. Perhaps the amount of literature shipped should be lowered, or perhaps it should be noted on the flyers and promotional materials that literature will be available and there will be no shipping costs if people pick it up at the conference and bring it home with them. Hopefully in 2008 the new Meditations Book will be available to conference-goers.

Notes from 2008 Conference" A number of people wanted to purchase literature with a credit card. Check with Joe about making these arrangements.

Marathon Meetings

Marathon Meetings are hourly meetings that go on throughout each day of each conference day. It is up to the group consensus to decide when they will be held. In the past, they have started on Saturday morning around 8:00 and lasted until the dinner hour, then picked up again for one to two hours after the banquet and speaker. On Sunday they go from 8:00 to 11:00 or so. Some meetings have only done Saturday meetings. Again, this is up to your group to decide, as volunteers to lead the meetings will most likely be culled from your group. These meetings are a place where conference-goers can go to get a meeting for whatever reason. You will need volunteers to run these meetings, and a posted schedule for when the meetings are open. You might want to include meeting hours in the conference packets. When will they begin, on the hour, on the quarter-hour, on the half hour? How long should each meeting last? It might be better to start them on the quarter hour to give people time to get from one meeting to another, or even 5- or 10-after the hour and then end at 5- or 10-of the hour.

Allow time at the end of the conference for volunteers to clean out and empty the room before check-out time, especially if the room being used is a guest room.

Be sure your volunteers are able to get into the meeting room (e.g., they have keys) and the appropriate time. It can be very frustrating to appear for a meeting and not be able to get in.

Meetings at the Conference

There are several meetings at the conference (see agenda for meetings set-up needs). The World Services Board Members have a meeting the afternoon of the first day of the conference.

Friday night there is a Gratitude Meeting in a main room. This is open to all who wish to share their gratitude, and traditionally has stayed open until the last person has shared. Remember to have a 7th tradition basket at this meeting. The hotel/facility may have a cut-off time so the staff can clean up the room, so be sure to be clear about that.

Saturday is the main delegate meeting in the main room, where the delegates are informed of the issues before them, and discuss the business of Nicotine Anonymous. There are also six workshops on Saturday afternoon, with a 15 minute break between, so you will need two more break-out rooms to accommodate these. Saturday night is a special dinner/ banquet and then two speakers (see “Speakers”).

Sunday morning delegates meet in the same room again, and then the conference ends and brunch is served, after which is another speaker. The World Services board members will need a room to hold their after-conference meeting in; often the main room is used.

Merchandise

Merchandise (like t-shirts, mugs, etc.) is entirely optional, and may not be possible for some conference hosts. T-shirts have traditionally been sold, generally at a little more than their cost to help offset conference expenses. You can ask registrants to order their t-shirts on their registration forms, which will give you a good idea of how many you need to order. It's better to run out of shirts than to have too many.

- Be careful of being over zealous when ordering t-shirts or other items. Better to run out than have an excess.
- Selling merchandise is not specifically about making a profit; it is more about having a memento of that year's conference. However, any profit made from merchandise can be used to offset the conference expenses.
- Be aware of our Traditions as you develop merchandise items and inform the Board of merchandise items prior to printing or ordering in case the Board has concerns regarding Tradition violations.

Money & Finances

- NicA World Services will provide seed money for the down-payment at the hotel and operating expenses.
- Make sure all your committee members and volunteers give the treasurer receipts for all their expenses, as the treasurer must make an accounting to World Services for all money received and spent.
- Establish a working budget and registration fee (based on your expenses and expected attendance). Decide costs for 1) dinner only, 2) people who first register on day 2, 3) people who only register on day 3 (for the spirituality brunch), 4) non-member spouses. Will you charge a prorated fee for each of these events? Please come to a group conscience within your group.
- The 7th Tradition could cover coffee and food in the Hospitality Suite (after the first pot of coffee).
- Have a group conscience on whether to have the Seventh Tradition at the Marathon Meetings.

The Conference Treasurer

Budget

With the conference committee, prepare a budget of expenses:

1. Hotel

- Meeting rooms
- Coffee/hot water/refreshments
- Meals (Banquet, Brunch, etc.)
- AV equipment
- Any surcharges or other foreseen miscellaneous expenses

2. Registration

- 9x12 manila envelopes to mail pre-registration packets
- postage for packets
- folders for registration packets
- labels for decoration of folders (optional)
- badges and printing thereof or tickets or whatever [optional]
- printing/copying costs
- what else?

3. Commemorative items (OPTIONAL)

- A possible item might be coffee mug, t-shirt, pencil, pad, badge, pin, etc.

4. Hospitality

- Refreshment Costs. Perhaps have enough money for one coffee pot from Hotel, and ask for donations to pay for the following pots of coffee. Hotels may not allow you to provide your own coffee, but insist on their own coffee and food. Check this out.

5. Other Expenses

- Decorations
- Copying
- Flip charts
- AV equipment?

- Have all committee members submit receipts for all expenditures. Keep track of all expenses and income (from registrations, donations, and World Services).
- Maintain an up-to-date financial status of income and expenditures. Create a spreadsheet form to account for expenses and to break them down into categories: registrations, dinners, brunches, after conference event, literature sales, t-shirts, and other expenses
- Be aware of any budget shortfalls and report it to committee.
- Some conferences open a checking (and savings?) account for the conference [*optional*: your group decides how it wants to handle the money]
- Have registration committee provide a copy of each registration form and accompanying check. In case the figures in the Financial Report and bank account don't match, you have some data that could help in their reconciliation. Having these copies will also aid in assuring that income is being recorded/reported appropriately.
- If necessary, set up a safe deposit box with the Hotel for night deposits.
- You will need to be clear about sales tax on any merchandise and literature that you sell: 1) should it be collected? 2) how much? 3) how is it paid to the government agency? Check with World Services for definitive guidelines on this.

At the Conference

- Arrive before opening time to help set up tables which will be collecting money.

- At the beginning of each day, provide separate cash boxes, calculators, receipt books, and seed money at each area of collection (registration, optional commemorative items, literature, etc.).
- Issuing a receipt at point of registration or sale helps to keep track of how much is being collected and for what.
- Recommend seed money of \$100.00 in small bills at all collection points and if selling literature, coinage would also be required.
- Have separate collection envelopes or money containers for each point of collection. This will help assure that the money is being credited to the appropriate activity in the Financial Report.
- Bring deposit slips and endorsement stamp in order to make casual deposits of money received and eliminate the amount of money on hand.
- Position a sign “Make Checks Payable to [whatever your checking account is named]” at the registration and merchandise tables.
- If selling literature, post a sign stating “Make checks payable to _____” at literature table only.
- Periodically check to see if each money collection point has enough small bills.

At the end of each conference day:

- Collect money from all stations, count it, record it, and put in hotel safe. Keep amounts from the different cash stations separate. If you feel you can make a deposit that day of some of the cash, then do so. Record all transactions for future report to World Services.

Post Conference

- Request that all receipts for literature be turned in immediately.
- Reconcile financial report to bank account.
- Provide copies of the Final Financial Report to all committee members.
- Provide a final accounting of all money to World Services (see example at end of booklet)

Miscellaneous Notes

- Find the nearest copy place to the conference location (perhaps the facility has a copy machine that is available?). No doubt some last minute copying will need to be done. Faxing may also be required.
- The Dallas conference (1999) called American Airlines (800-221-2255) for a special rate, which turned out to be 7% off your best purchase.

Officers of World Services (Board Members)

- Set agenda
- Approve seed money
- Approve site location
- Review the hotel contract
- Plan the workshops
- Make motions for delegate voting
- Choose the Saturday Night speaker (opening speaker is chosen by hosting committee) and Sunday Spirituality Brunch speaker. Speakers are not reimbursed for travel or lodging so it is suggested that the speakers be local or attending the conference.
- Treasurer-emeritus is the liaison with the conference committee
- Enlist an parliamentarian (a person knowledgeable in Robert's Rules of Order)
- Review proposed merchandise.

Packets

Pre-conference packets

Prepare pre-conference packets to be mailed to all registrants until approximately 1 week before conference. Mail-out registration packets should have information about where to go when they arrive at the hotel, when registration opens, and what events will be happening on Friday. Since each year's conferences are similar, you could probably include a skeleton schedule for all events that weekend. See elsewhere in this booklet.

- Consider sending e-packets and e-confirmations.

Conference Program Packets

You may wish to contact your local Chamber of Commerce or your Convention and Visitors Bureau around 4 weeks or more in advance of the conference to order tourist information to be included in the registration folders. These organizations sometimes need a long time to prepare these, as they may need to be printed. This is optional, however. ***Be sure to get a group conscience on what to include in the packets that is not Nicotine Anonymous-related.*** (Traditions 6 and 10.) Other conferences have included information about local events, etc. This information will also probably be available through the hotel.

Contact World Services to get the material that they want included in the packet. Consider including the following:

- Welcome letter from Conference Committee and list of packet contents
- Conference Agenda (*from World Services*)
- Officers Travel Policy (*from World Services*)
- List of current officers, and descriptions of new positions to be voted on
- Information regarding voting issues to be dealt with (i.e., delegate voting items and workshops) (*from World Services*)
- The responsibilities of the delegates as taken from the Bylaws
- Blank sheets of paper, scratch paper, or a pad?
- Hours and locations of Hospitality Suite and Marathon Meetings?
- Flyer regarding next year's conference.
- "Service is the Key" Flyer
- Literature order form
- Information regarding special events (during or after the conference)
- Maybe information regarding the hospitality suite, where it is, and what happens there?
- Tourist information, nearby restaurants (OPTIONAL)?
- Map of local area?

Physical Needs

For the workshops:

- 3 easels and flip charts
- markers
- rolls of masking tape
- pushpins (and soft surface like bulletin board)
- AV equipment? Overhead projectors, slide projectors, laptop(s), media players? (to be determined by workshops)
- Extra copies of information being voted on (new literature, policies, etc.) available to delegates in the workshops

For the business meetings:

- Podium at front with tables to each side for officers (water on tables?)
- Auditorium seating for delegates and conference attendees
- Microphone at podium and also in center aisle about halfway back from front (for delegates)

Miscellaneous items to have on hand:

- Bring miscellaneous supplies (paper clips, marking pens, scotch and double-stick tape, ruler, scissors, etc.) to conference site.
- **Bring tax-exempt documentation (available from NAWS) to the hotel.**

Registration

The Registration Chair

The Registration Chair is responsible for receiving registrations, and compiling data regarding money collected, dinners and events paid for, delegate status, volunteer status, address, etc. The Registration Chair should be relatively organized individual. S/he will be responsible for keeping track of the number of dinners, brunches and after-conference events sold as well as an up-to-date accounting of conference registrations throughout the conference. Try to create a form that is easy to use for your volunteers while they are registering conference participants. The hotel kitchen has a cut-off time for when dinner can be ordered and they will need to know how many of each type (meat, chicken, vegetarian) they need to cook.

Registration Form

See attached suggested registration forms. Find out from the hotel what the cut-off time/date is for ordering last-minute meals. Make clear on the form the last date by which you can order meals or reserve spaces in events. People who bring guests to dinner or breakfast: how will you indicate that on the form and how will you track that at conference?

Registration at the Conference

Prepare a list of all registrants (for the registration table) to assist in check-in. Also prepare blank pages and registration forms for new on-site registrations. Leave a space for amounts paid. **It is vital to keep track of all registrants.** This information is used to get a total number of people registered, and helps in the reporting of income to World Services. This helps the treasurer know who has registered, and paid for what (meals, t-shirts, etc.) so that he/she can have a complete list of who is at the conference. Registrants' names, addresses and e-mails will be used for contacting them about future conferences for the following two years. This information should be provided to World Services after the conference.

“Mistakes were made”

We didn't clarify the importance of keeping track of registrants, having them fill out a complete registration form, and attaching that to their fee. At the end of the conference the treasurer had a hard time figuring out what money came from where.

At the registration table at the conference:

- Suggested registration receiving times are Friday 3 p.m. till 11 p.m.; Saturday 9 a.m. till 6 p.m.; Sunday 8 a.m. till brunch
- Get to hotel early on the first day to set up everything
- Get volunteers to work at the tables for 2–3 hour increments. Be sure your volunteers know what information they are required to get from new registrants, and how to handle money, registrations, extras, etc.
- After registration cutoff date hand out packets to members when they check in.
- Have the following available at the registration table by opening time:
 - Stuffed packets and badges
 - Complete list of people who have registered and what they've registered for.
 - A list of people who have yet to pay.
 - Cash box, calculator, receipt book, and start money (\$100 in \$5s and \$10s) from the treasurer. You will need cash box as people will pay in cash at conference
 - A list of volunteers who signed up, with contact information (phone number, pager) and when they'll be at the conference in case they're needed.
 - Extra registration forms
 - Keep track of total meals and what kind so the hotel will have an idea how many meals to prepare. (Some hotels can receive this information up to 24-hour in advance; others need more time.) You get this from your registration worksheet as well as sign-ups at the conference.

Notes

- Most registrations come in the last three months.
- Changes to agenda can happen up to the last minute, so packets may need to be stuffed right up to the conference.
- **Consider offering registration, meals, shirts, etc. available through PayPal.**

Roommates

- Have a “need a roommate” checkbox on the registration form. The registration committee can put people in touch with each other.
- If shared hotel rooms could be made available (advertised), perhaps more people could attend the conference. Perhaps a roommate-finding service could be arranged. The registration committee could put people in touch with each other by e-mail or phone.

Seventh Tradition

The Seventh Tradition has generally been enacted in the hospitality suite. The registration form can have a “donations” line on it, to allow registrants to add a little to their fees. Get a group conscience on whether you want to have Seventh Tradition baskets anywhere else at the conference, and who will be in charge of them. In the past, the conference has bought the first pot of coffee in the hospitality suite and then seventh tradition pays for more pots as needed.

Signs

It might be helpful to try to anticipate the directional and signs you may be needing, depending on the location of your conference. If people are driving to the conference site, balloons and/or colorful signs will help them find the location.

Other signs that you might want to consider: “Registration;” merchandise signs with descriptions of merchandise and prices; directions to breakout rooms with names of workshops on them; “Hospitality Suite” and its hours; “Marathon Meetings” and their hours and perhaps list of volunteers who will be running the meetings and/or a volunteer sign-up sheet.

Snacks

More information about snacks can be found under “Hospitality Suite.” Each venue is different in the way it allows and handles snacks. Snacks have traditionally been offered in the Hospitality Suite.

Speakers

- The Conference committee is responsible for providing a warm-up speaker for the Friday night Gratitude Meeting and a warm-up speaker for the Saturday night dinner/speaker. World Services chooses the main speaker for the Saturday night banquet and Sunday Spirituality Brunch. If you have a recommendation, don’t hesitate to submit his/her name to the board. NAWSO does not reimburse speakers for travel or lodging so it is suggested that speakers be local or already attending the conference. Speakers are recorded, and Glenn K. has been offering a “speakers-only CD” at the end of the conference in recent years. A release form must be signed by the speaker if he/she is recorded. This is usually handled by Glenn K. or his representative.

Volunteers

Volunteers will be needed to staff all tables (registration, literature, and [optional] commemorative items), secretary marathon meetings, and help with the hospitality suite. Try to line up your volunteers as soon as you can and generate some enthusiasm in the upcoming conference. The more people you have the less work each will be asked to do, and the less time they will be asked to serve. Service is the key!

You can also put out a sign-up sheet at the registration table, asking for people to run the marathon meetings, etc. It's possible some of the people attending the conference will want to do some service.

Appendix A: Sample Agendas and Set-up Requirements

Sample Agenda and Set-up Requirements: Day 1 (Friday)

General Session Room

- Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)
- Dais (long tables) up front to seat 10–15, near outlets, with glasses and water pitchers for 10
- Smaller table set up near podium for audiotaping purposes
- Display tables at rear of general session room

1:00 p.m.–5:00 p.m. **Officers Meeting** (Room, table, chairs, water?)

3:00 p.m.–10:00 p.m. **Registration**

- Setup near general assembly room
- Need 2 long tables and 4–5 chairs
- Storage overnight

3:00 p.m.–12:00 a.m. Hospitality Suite Open

- Casual seating for 25–30, circular
- Snack service? First pot of coffee paid by conference, remaining pots paid by donations. Food is generally not allowed by hotel, unless provided by hotel.

3:00 p.m.–10:00 p.m. **Hospitality Suite open**

5:00 p.m.–8:00 p.m. **Dinner On Your Own**

8:00 p.m.–12:00 a.m. **Gratitude Meeting**

- General Session Room
- Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)
- (Leave dais in place)
- Smaller table set up near podium for audiotaping purposes
- Display tables at rear of general session room (leave in room, locked overnight). These are for the audiotaper.

Sample Agenda and Set-up Requirements: Day 2 (Saturday)

7:30 a.m.–8:30 a.m.	Breakfast
8:00 a.m.–10:00 a.m.	Registration/Sales <ul style="list-style-type: none">• Setup near general session room• Need 2 long tables and 4–5 chairs• Storage overnight
9:00 a.m.–12:00 midnight	Hospitality Suite Open <ul style="list-style-type: none">• Casual seating for 25–30, circular
9:00 a.m.–9:00 p.m.	Marathon Meetings <ul style="list-style-type: none">• Circle/oval seating for 25
8:30 a.m.–12:00 noon	Delegates business meeting <ul style="list-style-type: none">• General Session Room, possible use of projector and screen for PowerPoint presentations. May also need flip chart(s)• Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)• Dais (long tables) up front to seat 10–15, near outlets, with glasses and water pitchers for 10• Smaller table set up near podium for audiotaping purposes• Display tables at rear of general session room
10:30 a.m.–10:45 a.m.	Break
12:00 noon–2:00 p.m.	Lunch
2:00 p.m.–3:00 p.m.	Workshops Session I <ul style="list-style-type: none">• 1 session of 1 hours each in general session room, use existing seating, need flip chart, paper and markers• 1 session of 1 hours each in break-out room, classroom seating for 25–30, need flip chart, paper and markers• 1 session of 1 hours each in break-out room, classroom seating for 25–30, need flip chart, paper and markers
3:00 p.m.–3:15 p.m.	Break and go to second workshop
3:15 p.m.–4:15 p.m.	Workshops Session II <ul style="list-style-type: none">• 1 session of 1 hours each in general session room, use existing seating, need flip chart, paper and markers• 1 session of 1 hours each in break-out room, classroom seating for 25–30, need flip chart, paper and markers• 1 session of 1 hours each in break-out room, classroom seating for 25–30, need flip chart, paper and markers
4:30 p.m.–5:30 p.m.	Delegates Meeting: Workshops Recap <ul style="list-style-type: none">• General Session Room• Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)• Dais (long tables) up front to seat 10–15, near outlets, with glasses and water pitchers for 10• Smaller table set up near podium for audiotaping purposes• Display tables at rear of general session room
6:30 p.m.–7:30 p.m.	Conference Dinner
7:30 p.m.	Invited Speakers (2) <ul style="list-style-type: none">• Can be in same room that dinner is being eaten or possibly in General Session Room. Microphone required, podium up front.• Smaller table near podium for audiotaping.• May need additional chairs for those people who come for speakers only after dinner.

Sample Agenda and Set-up Requirements: Day 3 (Sunday)

- 7:00 a.m.–8:30 a.m. **Breakfast**
- 7:00 a.m.–8:30 a.m. **Sunrise Meeting**
- Hospitality Suite
 - Casual seating for 25–30
- 7:00 a.m.–11:00 a.m. **Hospitality Suite Open**
- 8:00 a.m.–2:00 p.m. **Registration/Sales**
- Setup near general Session Room
 - 2 long tables and 4–5 chairs
- 9:00 a.m.–11:00 a.m. **Marathon Meetings?**
- 8:45 a.m.–9:45 a.m. **Delegates meeting**
- General Session Room
 - Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)
 - Dais (long tables) up front to seat 10–15, near outlets, with glasses and water pitchers for 10
 - Smaller table set up near podium for audiotaping purposes
 - Display tables at rear of general session room
- 9:45 a.m.–10:00 a.m. **Break**
- 10:00 a.m.–11:00 a.m. **Delegates meeting and voting**
- General Session Room
 - Theater-style seating for 100, 2 microphones (one in central aisle, one at podium up front)
 - Dais (long tables) up front to seat 10–15, near outlets, with glasses and water pitchers for 10
 - Smaller table set up near podium for audiotaping purposes
 - Display tables at rear of general session room
- 11:00 a.m. **Hotel Checkout**
- 11:30 a.m.–12:30 p.m. **Spirituality Brunch**
- 12:30 p.m.–1:30 p.m. **Spirituality Meeting Speaker**
- Can be in same room that dinner is being eaten or possibly in General Session Room. Microphone required, podium up front.
 - Smaller table near podium for audiotaping.
 - May need additional chairs for those people who come for speakers only after brunch.
- 1:30–2:30 p.m. **Officers Meeting**
- Tables and chairs for a minimum of 12 people
- 2:30–5:30 p.m. **After-conference Activity**

Appendix B: Sample Registration Forms

Facsimile of coupon from Lisle Conference XXI

For each person registering to attend the conference, please complete and registration form, detach, and send with payment to:
Steve M., 2006 Conference Registration / 923 Lathrop Ave. / Forest Park, IL / 60130 Make checks payable to: **Nicotine Anonymous**
 Conference Chair: Jennifer M. / email: ConferenceChair@nicotine-anonymous.org

NAME:

ADDRESS:

CITY: STATE: ZIP:

PHONE #: EMAIL:

Will you be a registered delegate at this conference?** [] Y (please indicate [] N
 (i.e. your group or intergroup has elected you to vote on _____ which group:
 their behalf at the conference) _____)

****IMPORTANT NOTE:**

Delegates must also be registered as delegates no later than 30 days prior to the Conference (no later than 3/28/06) **by mail:** Secretary of World Services, 419 Main St., PMB#370, Huntington Beach, CA 92648; **or via email:** secretary@nicotine-anonymous.org

Registration must include the following information: Name, Address, Phone Number, Email and Group/Intergroup represented.

Do you need a roommate? [] Y check one: ___ Female ___ Male [] N

AMOUNT PAYING		
1	Early registration \$25 (before 4/14/06)	\$
2	Late registration \$35 (after 4/14/06)	\$
3	After-conference Activity: Guided Tour, \$10	\$
4	Pre-order/pre-pay T-shirts (Sizes and quantity):	\$
4a	[] S, # ___ @ \$10 / each	\$
4b	[] M, # ___ @ \$10 / each	\$
4c	[] L, # ___ @ \$10 / each	\$
4d	[] XL, # ___ \$10 / each	\$
4e	[] XXL, # ___ \$12 / each	\$
5	Optional NAWS Donation	\$
TOTAL DUE: (add lines 1-5)		\$

Appendix C: Suggested Conference Planning Timeline

Year 1: Win Bid

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Discuss with Intergroup before the conference (possibly in February in March)	X												
Begin search for venue		X											
Win Bid	X												
Tell results to Intergroup			X										
Identify Teams and Chairpeople			X										
Continue work on finding a suitable venue (if necessary)				X									
Make contact with WS conference liaison (treasurer-emeritus)			X										
Choose hotel and Sign contract					X?								
Design flyer for year 2 conference put up on NAWS web site (pre-registration form)										X			

Year 2: Start Local Structure

	AP R	MA Y	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Have a flyer available to conference for inclusion in packets and on literature table	X												
Meet with Conference Committee chairs		X											
Observe Conference	X												
Deadline to send out delegate packets if bylaw changes											x		
Meeting with committee (dates optional)		X	X	X	X	X	X	X	X	X	X	X	
Order t-shirts and other sales items										X	X	X	
Reconfirm with hotel											X		
Publicize conference in Seven Minutes, on Web site, mailings			X	X	X				X	X	X	X	
Keep track of all expenses and report to Treasurer whenever incurred.	X	X	X	X	X	X	X	X	X	X	X	X	
Purchase approximately 100 9x12 manilla folders for mail-out packets											X	X	
Registration: create your data worksheet with year, first name, last name, address, phone, date payment received, delegate yes/no, registration fee, guest fee (if any), meal choices (if any), after-conference event fee (if any), total paid, donation, intergroup affiliation, e-mail address, badge name member, badge name guest.									X	X	X	X	
Decide on merchandise you will be selling and including in the registration packets (pads, pencils, etc.)				X	X	X	X	X	X				
Create Budget for conference		X	X										
Contact World Services and alert them for need for printed materials regarding issues to be voted for inclusion in the registration packets and folders. They have a board meeting in January, after which, the agenda should be set.									X	X	X		
All delegates must have registered with the NAWS secretary no later than 30 days prior to the conference												X	
Contact World Services regarding literature to be sold at the conference and order it.										X			
Prepare name tags/badges for attendees.												X	X
Purchase folders and prepare labels for front of folder											X		
Get particulars from World Services for agenda: Workshop names, speaker names; confirm agenda with Board.											X		
Have a "packet stuffing party" to help with getting registration packets out.												X	X
Send confirmations to registrants of monies received and what they paid for (in packets)												X	
Send out delegate packets with other conference info: agenda, voting issues, all pertinent info about conference. Every registered member is mailed one until the cutoff time (2 weeks prior to conference)											X	X	
Get directions how to get to hotel from local airport and include in mailed packets												X	
Design registration folder and what goes in it (welcome letter, agenda, notepad (?), conference materials											X	X	
Decide on table and other decorations				X	X	X	X	X	X	X	X	X	
Prepare table and other decorations										X	X	X	X
Compile list of people wishing to share rooms and send to those looking for roommates (or whatever procedure you've decided on for roommates, if any)						X	X	X	X	X	X	X	X
Hotel reservation cut-off date												X	X

Find volunteers for various activities											X	X	X
Walk-through with hotel staff												X	X

Year 3: Host Conference

	4 weeks before conference	3 weeks before conference	2 weeks before conference	1 week before conference	Conference weekend			MAY	JUN	JUL
					FRIDAY	SATURDAY	SUNDAY			
Prepare registration list for registration table				X						
Send a copy of the agenda to Glenn K. that includes names of speakers	X									
Compile a list of volunteers with phone numbers for conference committee			X	X						
The hotel will need tallies of meal counts 72(?) hours prior to first day of conference				X						
Walk-through of hotel				X	X					
Get literature from World Services for literature table	X									
Closure on preparations	X			X						
Meet with committees			X							
Find volunteers to man tables, marathon meetings, etc.	X									
Host successful conference					X	X	X			
Report results, ideas for future, add information to Conference Guidelines								X		
Make full accounting of funds to World Services					X			X		
Return seed money to World Services					X			X		
Return unsold literature to World Services								X		
Stop mailing packets		X								
Stuff conference folders with all necessary information			X	X						
Arrive early to prepare decorations, if any					X					
Place table decorations on banquet tables, If any						X				
Final clean-up after conference							X			
Debriefing party? (sometime soon after conference)							X	X		

Appendix D: Helpful Checklists

Gratitude Meeting

- h Water at a table in the back of the room (pitchers and glasses or bottles)
- h Collection baskets available and passed around for Seventh Tradition
- h Make sure your audiotaper has checked his/her equipment with the hotel and has determined that it is functioning.
- h Be sure there is adequate ventilation in room and that it can be adjusted easily.

Delegate Meetings

- h Check microphone and audiotaping setup
- h Be sure there is adequate ventilation in room and that it can be adjusted easily.
- h Pitchers and glasses or bottles of water should be available all day to delegates

Marathon Meetings

- h Collection basket
- h Envelopes for collection to give to treasurer at periods during the day
- h Chairs, ventilation

Hospitality Suite

- h Food containersh Paper towels
- h Napkins h Paper dinnerware?
- h Finger foods? h Adequate ventilation
- h Liquid beverages h Games?
- h Basket/envelope for donations?

Merchandise

- h Cash box h Calculator

h Receipt book h Tax calculator sheet

Literature table

h Cash box h Receipt book

h Calculator h Literature order forms?

h tax calculator sheet h A cloth to cover the table overnight?

Registration Table

h Cash box h Receipt book?

h Calculator h Registration Packets

h A list of registrants with all information: meals ordered, registration fee amount paid, pre-ordered merchandise items. Also room on this list to add new registrants who register on the spot.

h A guideline sheet for volunteers to follow when registering people. (**Important!* Please see under “Registration at the Conference” for important information.)

Break-out Rooms

h Flip charts and easels

h Markers

List of literature sent by WS

NAWSO
 419 Main Street, PMB 370
 Huntington Beach, CA
 92648



Invoice

DATE	INVOICE NO.
3/27/2006	11321

BILL TO &3	SHIP TO &4

PAID

P.O. NO.	TERMS	REP.	SHIP DATE	SHIP VIA	GROUP		
ITEM	DESCRIPTION			QTY	RATE	AMOUNT	
Directory	Worldwide Meeting Directory			20	0.00	0.00T	
By Laws	The By-Laws of Nicotine Anonymous			10	0.00	0.00T	
Starter Kit Ass...	Complete Starter Kit			10	0.00	0.00T	
	NOTE ADD 7 Minutes - - 20 copies						
SH	Shipping and Handling			0	0.00	0.00	
	UPS tracking number: 1Z8A271X0397956409 Shipping charge: 21.26 pkg 1 of 2						
	UPS tracking number: 1Z8A271X0395111217 Shipping charge: 10.91 pkg 2 of 2 CA Sales Tax				7.75%	0.00	
Thank You				Total		\$0.00	

Phone #	Fax #	E-mail	Web Site
714-536-4539	714-536-4539	shipping@nicotine-anonymous.org	nicotine-anonymous.org

NAWSO
 419 Main Street, PMB 370
 Huntington Beach, CA
 92648



Invoice

DATE	INVOICE NO.
3/27/2006	11321

BILL TO &3	SHIP TO &4

PAID

P.O. NO.	TERMS	REP.	SHIP DATE	SHIP VIA	GROUP		
ITEM	DESCRIPTION			QTY	RATE	AMOUNT	
Book The	Nicotine Anonymous THE BOOK			15	0.00	0.00T	
Book-Stories	Our Path To Freedom 12 Stories of Recovery			15	0.00	0.00T	
90 in 90	90 Days 90 Ways Meditation Book			40	0.00	0.00T	
12 Traditions	Nicotine Anonymous 12 Traditions			50	0.00	0.00T	
Tape of Books	The Book & 12 Stories on Audio-Tape			5	0.00	0.00T	
P-01 Intro	Introducing Nicotine Anonymous			50	0.00	0.00T	
P-02 Serenity	The Serenity Prayer for Nicotine Users			50	0.00	0.00T	
P-02 Spanish	The Serenity Prayer for Smokers-SPANISH			25	0.00	0.00T	
P-03 View	A Nicotine User's View of the Twelve Steps			50	0.00	0.00T	
P-04 Tips	Tips for Gaining Freedom from Nicotine			50	0.00	0.00T	
P-05 Newcomer	To the Newcomer & Sponsorship			50	0.00	0.00T	
P-06 Medical	To the Medical Profession			50	0.00	0.00T	
P-07 Fatal	Facing the Fatal Attraction			50	0.00	0.00T	
P-08 Promises	Our Promises			50	0.00	0.00T	
P-09 Dipper	To the Dipper & Chewer			50	0.00	0.00T	
P-10 Slogans	Slogans			50	0.00	0.00T	
P-11 Worldsvc	What do Worldservices & Intergroups offer me and my group?			50	0.00	0.00T	
P-12 Tools	NA The Tools and The Program			50	0.00	0.00T	
P-13 Concerned	Are You Concerned About Someone Who Smokes or Chews?			50	0.00	0.00T	
P-14 How it W...	How Nicotine Anonymous Works			50	0.00	0.00T	
Cds Business ...	Business Cards			5	0.00	0.00T	
Thank You				Total			

Phone #	Fax #	E-mail	Web Site
714-536-4539	714-536-4539	shipping@nicotine-anonymous.org	nicotine-anonymous.org

Appendix E: Financial Statements from Previous Conferences

2002 World Services Conference XVII

Brooklyn, New York

Conference Financial Report

Statement of Cash

Registrations, Dinner, Breakfast	\$ 7,689.00
T-shirts sold	792.00
Literature sales	560.55
Hospitality Basket	35.00
NY Intergroup Donation	100.00
Post-conference Receipts	1,791.03
TOTAL RECEIPTS	\$10,967.58

Disbursements

Postage	\$ 23.90
Postage	21.93
Printing	12.00
Pen/Pads	108.76
Cash Short	5.06
Paper Goods, coffee, etc.	205.67
T-shirts, tour deposit, stationery	578.73
Silk-screening t-shirts	195.00
Photocopies	27.35
Copies	72.65
Office Max Copies	174.14
Stop & Shop	25.90
NY Marriott	7,689.00
Tour Payment	252.00
Brunch	33.00
Centerpieces	60.00
TOTAL EXPENSES	9,485.09
EXCESS RECEIPTS OVER EXPENSES	\$ 1,482.49

Cash Flow

Conference Receipts	\$10,967.58
NAWSO Advance	500.00
NAWSO Advance	1,500.00
Total Cash Available	12,967.58
Conference Expenses (above)	(9,485.09)
Check to NAWSO (advance return)	(2,000.00)
Check to NAWSO (excess)	(1,482.49)
ENDING BALANCE	\$ 0.00

World Services Conference XX
Atlanta, GA
May 6–8 2005
Final Financial Statement

INCOME

Donation Literature	1,059.20
Registration	6,352.00
TOTAL INCOME	7,411.20

EXPENSES

Conference	
History Center	293.13
Hospitality	186.41
Hotel	4,503.67
Supplies	280.02
Postage	33.56
Printing	294.43
Total supplies	608.01
84 t-shirts @ \$6 ea (\$7 for XXL)	
(\$15/color=\$60) (Had 5–8	
shirts left)	683.55

TOTAL EXPENSES	6,274.77
-----------------------	-----------------

NAWSC front money	1,500.00
-------------------	----------

OVERALL TOTAL Profit	1,136.43
-----------------------------	-----------------

Check to NAWS 2,636.43

Total number of registered attendees:	72
---------------------------------------	----

2006 World Services Conference XXI

Lisle, Illinois

Final Conference Financial Report

REVENUE	Quantity	Item Price	Item Total
Registrations @ \$25	56	\$25.00	\$1400.00
Registrations @ \$35	5	35.00	175.00
Day Guest Fee – Friday	0	60.40	0
Day Guest Fee – Saturday	0	75.51	0
Day Guest Fee – Sunday	0	46.45	0
T-shirts @ \$10	62	10.00	620.00
T-shirts @ \$12	14	12.00	168.00
Bookmarks (1-4)	31	1.50	46.50
Bookmarks (5-9)	0	1.25	0
Bookmarks (10 or more)	227	1.00	227.00
Arboretum Tours	26	10.00	260.00
Donations—Individuals			210.45
Donations—7th Tradition			234.00
Literature Sales*			322.00
Postage			4.05
TOTAL REVENUE			\$3667.00

EXPENSES	Quantity	Item Price	Item Total
Cost of Shirts	76		\$ 567.89
Bookmarks (wallet & full sized)	258		224.50
Shipping (literature)			24.17
Gratuities			24.00
Morton Arboretum			207.00
Badges/Labels/Postcards			84.25
Folders/Labels for Folders			40.00
Postage for Mailings/Stars for badges			50.80
Candles/Vases/Markers/Pillowcases			102.55
Signboards/Crayons			28.75
Copying—100 Agendas			13.18
Sand Garden Materials			28.42
Snacks for Hospitality Room			34.59
TOTAL EXPENSES			\$1430.10

CONFERENCE PROFIT **\$2236.90**

Conference Advance **\$1000.00**
Repayment of Advance **\$1000.00**
Balance due NAWS **0**

Other expenses not mentioned above:

Glenn K. (hotel room) \$696.01
Literature items if “purchased” \$341.02

Recovery By The Bay

Nicotine Anonymous World Services Conference XXII

Cash Flow Report, as of May 11, 2007

Conference income as of 5/11/2007:

Seed money from World Services	\$1,000.00
Registration receipts Final (90 registrants)	\$2,450.00
Dinners sold (50)	\$2,250.00
Brunches sold (44)	\$1,100.00
T-shirts sold through registration forms	\$504.00
T-shirts sold through merchandising table	\$489.00
Large bookmarks (68 sets of 12 sold)	\$816.00
Small Third Step Prayer bookmarks	\$26.00
Donations collected on registration forms	\$315.00
7 th Tradition collections from marathon meetings	\$150.00
Reimbursement for poster printed for John A.	\$40.00
Refund from unused Portfolios and Badges	\$77.92

Total Income: \$9,217.92

Final conference expenses:

PayPal fees (final)	<90.02>
Registration Packets	
Pad printing	<190.31>
Portfolios	<64.96>
Badges	<118.78>
Pens	<117.45>
Postage	<5.58>
Printing	
Poster printing	<266.00>
Bookmark and Label printing	<190.42>
Poster mailers (6)	<10.24>
T-Shirts (72 ordered)	<598.32>
Flip Chart pads and markers	<63.90>
Flowers	<86.80>
Hotel Costs	
Ricky's Restaurant Dinner and Brunch	<2,991.66>
Service Charges and Taxes	<193.30>
Garden Room rental (3 days)	<600.00>
Audio-Visual equipment, including easels (3 days)	<265.00>
Faxes and copies	<54.50>

Total expenses to date: <\$5,907.24>

Total Income: \$9,217.92

Total Expenses: <5,907.24>

BALANCE \$3,310.68

Return of seed Money <\$1,000.00>

TOTAL INCOME FROM CONFERENCE \$2,310.68

Appendix F: Sample Hotel Contracts

**HICKORY RIDGE MARRIOTT CONFERENCE HOTEL
GROUP SALES AGREEMENT**

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Hickory Ridge Marriott Conference Hotel ("HRMCH") and Nicotine Anonymous and outlines specific conditions and services to be provided.

ORGANIZATION: Nicotine Anonymous

CONTACT: Jennifer Manning
923 Lathrop
Forest Park, IL 60130
Phone: (312) 328-2087
Fax:

NAME OF EVENT: 12 Step Conference

OFFICIAL PROGRAM DATES: Friday, April 28, 2006 - Sunday, April 30, 2006

ATTENDANCE: 100

GUEST ROOM COMMITMENT

HRMCH agrees that it will provide, and Nicotine Anonymous agrees that it will be responsible for utilizing, 90 - should be 80, as below room nights ("Total Room Nights") as follows:

	Fri 4/28	Sat 4/29
Single	30 - 257	30 - 257
Double	15	15

70
33 rooms/nite

COMPLETE MEETING PACKAGE RATES

The Complete Meeting Package Rate (CMP) is a per night charge and includes: guest room; dedicated general session room; the standard audiovisual package outlined in the audio visual clause below; breakfast, lunch, and dinner; AM and PM refreshment breaks, and use of our fitness center. Complete Meeting Package begins with PM Break on April 28, 2006 and ends with PM Break on April 30, 2006.

Based upon Nicotine Anonymous's total program requirements as outlined in this agreement, HRMCH confirms the following Complete Meeting Package (CMP) rate (net of all taxes):

Single: \$139.00
Double: \$198.00

CMP rates are subject to service charge (currently 18%) and applicable state and local taxes (currently 11%).

29%

DAY GUEST PACKAGE RATES

The Day Guest Package Rate is a \$41.00 per day, per attendee charge for your conference guests not utilizing overnight accommodations at the property. The Day Rate includes dedicated general session room, standard audiovisual package, AM and PM refreshment breaks, lunch, and fitness center.

(It is understood that all Day Guest Rates will be billed to Nicotine Anonymous Master Account.)

(The Day Guest Rate is subject to a service charge of 18% and sales tax of 6.75%.)

SPECIAL CONCESSIONS

In consideration of the Total Room Nights and the private functions identified on the Function Information Agenda/Event Agenda, HRMCH will provide Nicotine Anonymous the following special concessions:

Hospitality Room – break-out room, complimentary
Other break-out rooms @ \$75.- each per day

AUDIO VISUAL EQUIPMENT PACKAGE

One of each item listed below is included in the CMP for your General Session Room and break-out rooms. Additional audiovisual equipment is available upon request and priced separately from the CMP.

- Overhead projector with cart
- Ceiling Mount Screen
- Flipchart & markers
- Handheld wired microphone
- Podium (table top or standing)
- Marker Board
- Pen & Writing Tablet (1 per attendee)
- Standard water service & candies
- Trainer Supply Kit

A 20% service charge, plus applicable taxes (currently 6.75 %) will be applied to all additional audiovisual services rendered beyond the items contained in the CMP.

COMMISSION

The group room rates listed above are net non-commissionable. Nicotine Anonymous will advise its designated agency(ies) of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

METHOD OF RESERVATIONS

Reservations for the Event will be made by individual attendees directly with Marriott Reservations at 1-800-334-0344. If the individual attendee does not check-in, they will be charged one night CMP rate.

GUARANTEED RESERVATIONS

All reservations must be accompanied by a first night room deposit, or guaranteed with a major credit card or by Nicotine Anonymous. HRMCH will not hold any reservations unless secured by one of the above methods.

CUT-OFF DATE

Reservations by attendees must be received on or before **Friday, April 14, 2006** (the "Cut-Off Date"). At the Cut-Off Date, HRMCH will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space-and rate-available basis at the Nicotine Anonymous group rate after this date.

Release of rooms for general sale following the Cut-Off Date does not affect Nicotine Anonymous's obligation, as discussed elsewhere in this Agreement, to utilize guestrooms.

BILLING ARRANGEMENTS

The following billing arrangements apply:

Split Billing: \$80 + tax charged to the Individual, \$59.00 + tax charged to the Master Account.
Individuals will be responsible for their own incidental charges upon check-out.

MASTER ACCOUNT

HRMCH must be notified in writing at least 21 days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees will be billed to the Master Account.

Nicotine Anonymous agrees to pay an advance non-refundable deposit in the amount of \$1,000.00 in order for HRMCH to hold your arrangements on a definite basis. This advance deposit is due with the return of this signed agreement.

Nicotine Anonymous agrees to pay the following non-refundable payment schedule:

<u>Date Due</u>	<u>Amount Due</u>
10/8/04 10/21/04	\$1,000.00
At Departure	Balance of Master Account

The payment/deposit will be applied to payment of the Master Account.

In the event any deposit is not received by the application due date above, HRMCH shall at its option be released from its obligation. In addition, HRMCH may deem the event to be cancelled and the "cancellation fees" will apply.

An additional form of payment will be required from Nicotine Anonymous for any additions to this contract. This payment must be for the total amount of the expected additional charges. This payment is due at least one week prior to the event start date. Payment may be in the form of cash, certified check or credit card.

PAYMENT

The method of payment of the Master Account will be established upon approval of Nicotine Anonymous's credit.

In the event that credit is not approved, Nicotine Anonymous agrees to pay an advance deposit in an amount to be determined by the HRMCH in its reasonable discretion.

The outstanding balance of the Nicotine Anonymous's Master Account (exclusive of disputed charges) will be due and payable upon receipt of invoice. Nicotine Anonymous will raise any disputed charge(s) within 5 days after receipt of the invoice. HRMCH will work with Nicotine Anonymous in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of the dispute. If payment of any invoice is not received within 30 days of the date on which it was due, HRMCH will impose a finance charge at the rate of the lesser of 1-1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date.

FUNCTION SPACE

Based on the requirements outlined by Nicotine Anonymous, HRMCH has reserved the function space set forth on the Function Information Agenda/Event Agenda attached to this Agreement.

ROOMS ATTRITION

HRMCH is relying upon Nicotine Anonymous's use of 80 Total Room Nights. Nicotine Anonymous agrees that a loss will be incurred by HRMCH should there be a reduction greater than 4 total rooms actually used.

Should the total rooms actually used by Nicotine Anonymous be less than 76, Nicotine Anonymous agrees to pay, as liquidated damages and not as a penalty, 100% of the lost CMP revenue. - SAME AS 5%?

"PRIVATE" FOOD & BEVERAGE

The private meals/breaks in the Function Information Agenda/Event Agenda are considered upgrades to the standard CMP rate and the corresponding surcharge incurred will be determined at the time your menu selections are made with your Conference Services Manager.

A final guarantee of your private banquet attendance is required three (3) business days prior to the date of each function. If fewer persons are served than what is designated in the guarantee, you will be charged based on the number of persons designated in the guarantee.

A 20% service charge plus applicable taxes (currently 6.75 %) will be applied to all private banquet functions.

CANCELLATION

Nicotine Anonymous agrees to provide HRMCH with written notice of any decision to cancel or otherwise essentially abandon its use of the Total Room Nights (a "Cancellation") within five (5) days of such decision. Nicotine Anonymous acknowledges that a Cancellation would constitute a breach of Nicotine Anonymous's obligation to HRMCH and HRMCH would be harmed. If a Cancellation occurs, the parties agree that:

- (a) It would be difficult to determine HRMCH's actual harm;
- (b) Due to the short period of time between the execution of this Agreement and the Event dates, and/or the projected non-capacity occupancy of the HRMCH over the Event dates, HRMCH is unlikely to be able to resell rooms or functions space on a "last-sale" basis in the event of a Cancellation; and
- (c) The amount set forth below reasonably estimates HRMCH's harm for a Cancellation.

Nicotine Anonymous therefore agrees to pay HRMCH, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, \$16,580. Provided that Nicotine Anonymous timely notifies HRMCH of the Cancellation and timely pays the above liquidated damages, HRMCH agrees not to seek additional damages from Nicotine Anonymous relating to the Cancellation.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either HRMCH or Nicotine Anonymous will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LIQUOR LICENSE

Nicotine Anonymous understands that HRMCH's liquor license requires that beverages only be dispensed by HRMCH employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

IMPOSSIBILITY

The performance of this Agreement is subject to any circumstances making it illegal or impossible to use HRMCH facilities, including acts of God, war, government regulations, disaster, strikes, civil disaster, or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from either HRMCH or Nicotine Anonymous to the other within ten (10) days of learning the basis for termination.

ACCEPTANCE

Prior to execution by both parties, this document represents an offer by the HRMCH. Unless the HRMCH otherwise notifies Nicotine Anonymous at any time prior to Nicotine Anonymous's execution of this document, the outlined format and dates will be held by HRMCH for Nicotine Anonymous on a first-option basis until **Friday, October 8, 2006**. If Nicotine Anonymous cannot make a commitment prior to

that date, the offer will revert to a second-option basis or, at the HRMCH's option, the arrangements will be released, in which case neither party will have any further obligations. Upon receipt by HRMCH of a fully executed version of this Agreement prior to **Friday, October 8, 2006**, or upon HRMCH's acceptance of a fully executed version of this Agreement after such date, it will be placed on a definite basis and will be binding upon HRMCH and Nicotine Anonymous.

HRMCH and Nicotine Anonymous have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by Nicotine Anonymous

Name: Ms. Jean Lawrence
 Title:
 Signature: _____
 Date: _____

Approved and authorized by HRMCH:

Name: Christine Zak
 Title: Sales Manager
 Signature: _____
 Date: September 27, 2004

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Date	Start Time	End Time	Function	Setup	Exp
4/28/2006	1:00 PM	6:00 PM	General Session	Theatre	100
4/28/2006	1:30 PM	4:30 PM	Coffee Break	Existing Set	100
4/28/2006	3:00 PM	12:00 AM	Hospitality	Reception	30
4/28/2006	3:00 PM	10:00 PM	Registration	Classroom	0
4/28/2006	5:30 PM	8:30 PM	Dinner	Existing Set	100
4/28/2006	8:00 PM	12:00 AM	General Session	Theatre	100
4/29/2006	6:30 AM	10:30 AM	Breakfast	Existing Set	100
4/29/2006	7:00 AM	11:00 AM	Coffee Break	Existing Set	100
4/29/2006	8:00 AM	10:00 PM	Registration	Classroom	0
4/29/2006	8:30 AM	6:00 PM	General Session	Theatre	100
4/29/2006	9:00 AM	12:00 AM	Hospitality	Classroom	30



January 12, 2006

Catherine Campaigne
835 Peralta Ave
Berkeley, CA 94707

Dear Catherine,

Thank you for selecting the **INN MARIN** as the conference site for the **NICOTINE ANONYMOUS 2007 WORLD SERVICES CONFERENCE** scheduled for **April 20-22, 2007**.

Rates:

We anticipate that our rack rates over your dates are \$109.00 for standard rooms. We are pleased to offer **NICOTINE ANONYMOUS 2007 WORLD SERVICES CONFERENCE** the very competitive rate of **\$95.00** for standard rooms, \$125.00 for Standard Suites and \$140.00 for Jacuzzi Suites.

We will provide one complimentary suite if 25 rooms per night are utilized. We will honor this rate for three days before and after the conference.

These rates are based on single or double occupancy. Add \$10.00 per person for each additional person. The current transient occupancy tax is 10%, subject to change. As of March 1, 2004 there is also a 1% Marin Business Improvement District Assessment of 1%.

This rate includes our complimentary continental breakfast of Fresh Whole Fruit, Freshly Baked Bagels and Cream Cheese, English Muffins, Hard Boiled Eggs, Orange Juice, Coffee, Tea, Decaf or Hot Chocolate and a choice of Hot or Cold Cereal.

Guest Room Block: April 2007 Total Rooms: 60

DAY	Fri	Sat	Sun
DATE	4/20/07	4/21/07	4/22/07
# ROOMS	30	30	C/O

Meeting Space:

Date	Day	Time	Set-up	Venue	Number of people
4/20/07	Friday	1:00 p. m. – 6:00 p. m.	Board	Garden Room or Board	15
4/20/07	Friday	8:00 p.m. – midnight	Theater	Garden Room	130
4/21/07	Saturday	8:00 a. m. – 5:30 p. m.	Theater plus Head table	Garden Room	120
4/21/07	Saturday	2:00 p. m. – 4:30 p. m.	Breakout	Garden Tent	20-30
4/21/07	Saturday	2:00 p. m. – 4:30 p. m.	Breakout	Garden Room	20-30
4/21/07	Saturday	2:00 p. m. – 4:30 p. m.	Breakout	Patio or Rickey's	20-30
4/21/07	Saturday	7:00 p. m. - 10:00 p. m.	Banquet/ Rounds	Garden Room	130
4/22/07	Sunday	8:30 a.m. – 11:00 a. m.	General Session/ Rounds	Garden Room	130
4/22/07	Sunday	11:30 a. m – 1:30 p. m.	Rounds for Brunch	Garden Room	130
4/22/07	Sunday	1:30- 2:30 p. m	Board	Board Room	15

Meeting Room Rental:

Our garden room normally rents for \$695.00 per day. To meet your space needs we will have to turn the Garden room a couple of times. Due to the overall value of your program we are willing to reduce the meeting room rental based upon the following scale:

60 + total room nights:	\$200.00 per day
46- 59 total room nights:	\$350.00 per day
30-45 total room nights:	\$450.00 per day
20-29 total room nights:	\$550.00 per day
10-20 total room nights:	\$600.00 per day
0-9 total room nights:	\$695.00 per day

Hospitality Suite:

We will allow outside food and beverages in the Hospitality Suite, however the organizers will have to sign a liability waiver.

Reservations:

To facilitate your attendees' accommodations, each individual to call in reservations under block name and provide their own credit card

guarantee for late arrival. Reservation phone numbers are 1-800-652-6565 or 415-883-5952, or by fax at 415-883-5058. The group block code is: **NICA** and the group name is: **NICOTINE ANONYMOUS**.

Internet Reservations:

Individuals may also make reservations via the Internet. These reservations must be received by the groups reservation due date. To make reservations over the Internet please follow these directions:

- Go to web site www.innmarin.com
- Click on reservations tab
- Click on on-line reservation button
- Click on reservations wizard icon

Enter dates of stay, Room info, and promotional code “**NICOTINEA**” under rate Information and proceed through process. Please note that if we offer a separate weekday/weekend rate the rate shown will be an average over the dates booked.

It is very simple and it provides direct, real time reservations in our system. The attendees will be able to print a confirmation and access their reservation for changes in the future.

Also if you notice on the reservations site the 4th icon is for groups. This function would allow you to view and print an active listing of all rooms reserved under the group block, by entering the group code “**NICA**” and your zip code “**94707**”.

Cut off:

The preceding block of rooms and special group rate are available up to March 20, 2007. At this time any rooms, which have not been reserved, will revert back to the hotel for sale to other guests.

Billing Procedures:

Individuals will be responsible for all charges.

Check-in/Checkout:

Check-in time is 3:00 PM; check-out time is 11 AM. Guests arriving before 3:00 PM will be accommodated as rooms become available. We can arrange to check baggage for those arriving early when rooms are not available.

Group Cancellation:

This agreement binds the **INN MARIN** and **NICOTINE ANONYMOUS**. There shall be no right to termination for the sole purpose of holding the same event in another city or facility. Any controversy or claim arising out of or in relation to cancellation of this contract shall be determined by the Superior Court of California, County of Marin only after other methods of conflict resolution such as direct negotiation, mediation, and arbitration have been engaged and mutual satisfaction is not reached.

Groups cancelled for reasons other than Acts of God will be assessed a charge based upon the following scale:

Canceled by December 31, 2006	no fee
Canceled between January 1, 2007- Feb. 28, 2007	one nights room and tax

Canceled between March 1 and 31, 2007
Canceled after April 1, 2007

two nights room and tax
two nights room and tax
Plus meeting room rental

If the entire group is cancelled and the cancellation fees listed above are in force, the Inn Marin agrees to reduce the fee for any of the nights over your event dates where we sell out, at a rate equal to or greater than the **NICOTINE ANONYMOUS**.

Individual Cancellation:

The **INN MARIN** has a 24-hour cancellation policy for individual guestrooms. The Guest must cancel reservations by 6 PM the day prior to arrival or the first nights room and tax will be charged to their credit card guarantee.

All arrangements are on a tentative basis. To confirm your acceptance of this agreement please sign and return a copy by February 15, 2006 otherwise all arrangements and offers may be rescinded.

Authority:

The persons signing the agreement on behalf of **INN MARIN** and **NICOTINE ANONYMOUS** each warrant that they are authorized to make agreements and to bind their principles to this agreement.

Acceptance:

This contract shall be deemed accepted only after a representative of **NICOTINE ANONYMOUS** has signed it, and a representative of **INN MARIN** thereafter signs it. Acceptance may be made by facsimile transmission and this contract may be executed in one or two counterparts, each of which when executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement. Until this contract is accepted, the hotel has the absolute right to release the space being held for you.

On behalf of the **NICOTINE ANONYMOUS:**

Catherine Campaigne

Date

On behalf of **INN MARIN:**

Kris Hillard
Sales Manager

Date

Appendix G: Sample Contract from Glenn K. (Audiotaper)

FAX
510-528-5374



Glenn K Audio Tapes, Inc.

28 Viola Drive
Glen Cove, NY 11542
(516) 676-6328 1(800) 257-TAPE
FAX: (516) 674-5165
www.glennkaudiotapes.com
e-mail: glennk@optonline.net

January 10, 2007

Kate Wickham
1415 Crownhill Drive
Arlington, TX 76012

RE: Nicotine Anonymous International Convention XXII
Novato, CA - April 20-22, 2007

Dear Kate:

I would like to offer the services of GLENN K AUDIO TAPES again for the Nicotine Anonymous World Services Conference XXII. We wish to continue a long term relationship with your committee so that we may both benefit from a successful conference now and in the future.

Who We Are And What We Can Do

As you know, GLENN K AUDIO TAPES provides on-site recording and duplication of audio CDs. We use professional grade equipment to achieve "studio quality" sound. We have the capability to record up to five simultaneous panels and/or workshops, more than you may require for your event. We have the capacity to reproduce 28 CDs every three minutes (560 CDs per hour!). We have found that there is never more than a few minute wait for CDs after each meeting, or for the complete set at the end of the conference! As a personal touch, the logo of your Nicotine Anonymous International Conference as well as your theme, "Recovery By The Bay", and colors can be featured on the album cover.

What We Will Provide

GLENN K AUDIO TAPES will provide the following:

1. One complete set of CDs of all sessions recorded to your archives.
2. Our unconditional no-questions-asked guarantee of our CDs for any mechanical or recording defects.
3. GLENN K AUDIO TAPES will pay for meals for its personnel as well as any other incidental expenses except as outlined below.
4. Our CDs sell for the low price of \$7.00 per CD. As a convention special we will offer a discount on multiple-CD albums depending on how many sessions we record. Typical multiple CD album prices are 10-CDs for \$59.00 (That is \$5.90 each).
5. In order to help us be self-supporting, we would like to bring individual tapes/CDs and tape/CD albums from other conventions thereby offering attendees a more varied selection of tapes to use as recovery tools.

What We Will Need From The Committee

1. Five 6 foot or four 8 foot tables approximately 30 inches wide for our CD sales and production. Ideally we would like these tables in a popular area where they will easily be seen.
2. A small table (approximately 30 inches wide) for our recording equipment to be located in the meeting room near the podium against a wall with a wall outlet.
3. We ask that you indicate in your program which meetings will be taped.
4. Please forward a copy of your flyer and program as soon as they are available so that we may use them in our labels and album covers.
5. In order to allow us to continue to record the World Conference we would need the conference committee to pay for our transportation and hotel room for one person. We hope that in the future we would have enough CD sales to offset our expenses so that we no longer will need this compensation.

Nicotine Anonymous World Services agrees to pay for 1 room at the Inn marin, Novato, CA for 2 nights and will reimburse Glenn K Audio Tapes up to a maximum of \$400 for transportation costs. (Receipts of plane fare and any other transportation expenses to be sent to World Services at Nicotine Anonymous World Services, 419 Main Street, PMB #370, Huntington Beach, CA 92648.)

Should the terms and conditions of the above proposal be agreeable to your committee, please sign at the bottom where indicated and return to me.

We look forward to hearing from you.

Sincerely,

GLENN K AUDIO TAPES



Glenn Karuschkat

Agreed to and accepted by:

Kate Wickham Date: 1/15/07

Kate Wickham Phone # 817-875-4096
(Print name here)

Appendix H: Statistics from Previous Conferences

Conference XV — Dallas, TX — 1999

Hotel

# attended	87
# room nights sold	35

Merchandise

# t-shirts sold	75
-----------------	----

Conference XX — Atlanta, GA — 2005

# attended	72
# t-shirts ordered	92
# t-shirts sold	84

Conference XXI — Lisle, IL — 2006

Hotel:

# attended	61
# room nights sold*	63

Merchandise

# t-shirts ordered**	76
# t-shirts sold	76
# bookmarks ordered (large)†	258
# bookmarks sold (large)	258
# bookmarks ordered (wallet)	80
# bookmarks sold (wallet)	given free

Extras

# ordering after conference act.††	26
# ordering dinner	Included
# ordering brunch	Included

* 70 rooms guaranteed

** 3 small, 3 medium, 30 large, 25 XL, 14 XXL
(S,M,L,XL cost \$6.25, sold \$10, 62 sold) (XXL cost \$7.75, sold \$12, 14 sold) Sold all t-shirts at asking price.

† Bookmarks cost: \$224 including shipping, Sold at: 1-4: \$1.50 ea; 5-9: \$1.00 ea; 10+: \$1.00 ea

†† Tour cost \$9, charged \$10 to cover gratuities for drivers

Conference XXII — Novato, CA — 2007

Hotel

# registered	90
# room nights sold	

Merchandise:

# t-shirts ordered	72
What sizes/quantities:	
S: 2; M: 6; L: 29; XL: 29; XXL: 6	
Cost of t-shirts (+ tax)	\$551.70
# t-shirts sold: 65 @ conference, 7 later at what price(s) S,M,L,XL \$15; 2X \$18	
# bookmarks ordered (large)	900
(also received 144 "overs"*)	
Cost (incl. employee discount):	\$135
# bookmarks sold (large): 68 sets of 12	
4 sets of 12 later, will put on web site to sell	
# small cards ordered (+ overs)	150
Sold @\$1 ea, 3 for \$2: # unknown, 50 or more (small bookmarks given away with packets)	
Pens (giveaways) (+ tax): 300	\$108
Pads (giveaways): 150 ordered (+ overs)	\$175

Extras:

# ordering after conference act.	N/A**
# ordering dinner (\$45)	50
# ordering brunch (\$25)	44

*Overs are overages in printing, extras not charged

**Conference activity was paid for individually and cost nothing in transportation (volunteer drivers)

Appendix I: Historical List of Conferences

Year	Conference Location	Chair	Treasurer	Secretary
2008	XXIII (Long Island, NY)		Dan P.	Willy S. Ardith A.
2007 and Ardith A.	XXII (Novato, CA)	Kate W.	Steve M.	John N.
2006	XXI (Lisle, IL)	Kathy K.	Annette A.	Jan F. – At Large
2005	XX (Atlanta, GA)	Jean L-S.	Bill P.	Kelly C.
2004 C.	XIX (Philadelphia, PA)	Robin L.	Jeff C.	Catherine
2003	XVIII (Santa Monica, CA)	Jan F.	Ramona F.	Kate W.
2002	XVII (Brooklyn, NY)	Kent B.	Annette B.	Jennifer M.
2001	XVI (Berkeley, CA)	Scott J.	Jack R.	Jennifer M.
2000	XV (Scottsdale, AZ)	Martha K.	Joe S.	Donna E.
1999	XIV (Costa Mesa, CA)	John O.	John N.	Cat H.
1998	XIII (Dallas, TX)	Camille S.	Lynn R.	Pat L.
1997	XII (Chicago, IL)	Bill P.	Lynn R.	Gloria A.
1996	XI (Valley Forge, PA)	Steve M.	Judi T.	Leslie S.
1995	X (Denver, CO)	Nicholas V.	Reggie R.	Lenna M.
1994	IX (New York, NY)	Sarah B.-G.	Connie K.	Miriam S.
1993	VIII (Woodland Hills)	Ed T.	Mike K.	Patti W.
1992	VII (New Orleans, LA)	Jack C.	Phil P.	Patty N.
1991	VI (San Diego, CA)	Mary C.	Marge W.	Doug H.
1990	V (Phoenix, AZ)	Nancy H.	Jane R.	
1989 D.	IV (Los Angeles, CA)	Rodger F.	Elizabeth	Joan P.

- 1988 III (San Francisco, CA) First Official World Services conference. Officers elected to serve through Sunday morning of L.A. Conference, then hand over to “Elect” officers
- 1987 II (Monterey, CA) Unofficial Conference—No officers elected
- 1986 I (Bakersfield, CA) Unofficial Conference—No officers elected