

# **Heroin Anonymous World Service Conference**

## **Conference Committee Guidelines**



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## **WSC CONFERENCE COMMITTEE GENERAL GUIDELINES:**

- 1) The annual Conference will be held the Wednesday - Friday preceding the HA World Convention. On the off years, the conference committee will determine the location and dates of the conference, unless otherwise voted upon by 2/3 vote of the conference.
- 2) The Conference Committee will determine the location of the Conference, unless otherwise agreed upon by voting Conference members.
- 3) All major services and goods to be used for conducting business at the WS Conference must be selected from the supplier judged to be most beneficial to the Conference through a 3-bid process. All World Service Conference contracts must be ratified by the HAWSO Board and executed by two or more board members. Minor items will fall under "Right of Decision" keeping with the concepts.
- 4) If, because of outstanding circumstances, the Conference cannot be held at the same hotel as the Conventions then the committee is to research possible hotel sites, collect competitive bids, perform an on-site inspection, **if financially feasible**, and choose the most beneficial location for the conference.
- 5) When possible, final contracts with the selected hotel should be signed a minimum of two years prior to the conference **unless otherwise voted upon by the committee**.
- 6) All contracts for goods and services are to be made out to Heroin Anonymous World Service Office, Inc., an Arizona Corporation ("HAWSO"). HAWSO will be the signer on all contracts entered into by the World Service Conference. Only authorized representatives of HAWSO may sign contracts.
- 7) The WS Conference will be covered by the liability insurance of HAWSO.
- 8) In consideration of smoking/vaping and non-smoking/vaping attendees, the local laws of the area and rules of the facility guide us. There is no smoking on the conference floor or in the committee breakout rooms.
- 9) When possible, all contracts for goods and services should be signed a minimum of one year before the conference.
- 10) Conference committee will coordinate with the WSO in the collection of 3 bids and contracting for audiotaping and transcribing services.
- 11) The Conference Committee will use the telephone and email ([hawsonferencechair@gmail.com](mailto:hawsonferencechair@gmail.com)) conferencing service to conduct business throughout the year. Google Hangouts, or a similar platform, will be used for bi-weekly/weekly meetings throughout the year. The email [HAWCreferrals@gmail.com](mailto:HAWCreferrals@gmail.com) will be used throughout the year to accept and distribute referrals to appropriate committees. All submissions must be given to WSC 90 days prior to the conference to be sent out to delegates in a timely fashion.
- 12) Any major revisions or modifications to the Conference approved Conference Committee budget must be submitted to the WSO no later than 90 days before the conference.
- 13) Upon the unfortunate circumstance that any conference committee elected position is unable, or unwilling, to fulfill the responsibilities (i.e. miss 3 meetings in a year or miss 2 meetings

consecutively, inconsistent report presentations, etc.), the chairperson is responsible for contacting this individual and asking for their recommitment to the position. If this individual does, in fact, resign, and there is no elected alternate already in place, the members of the conference committee is responsible for electing an individual to fulfill the current position's elected term. If this individual does, in fact, recommit but continues to be unable or unwilling, to fulfill the responsibilities of the position, the conference committee is responsible for replacing this individual in the manner described above. At all times, the utmost care must be taken to ensure the elected position the opportunity to serve.

- 14) In order to make sure all committees have their positions filled adequately, the Conference Committee will reach out to other committees and assess their needs prior to the conference. In this way, delegates will be informed about which committees need members. This will prevent some committees from being over-saturated while others are lacking members. Conference committee may re-assign any current delegates to other committees where necessary.
- 15) In order to have consistency within all submissions, each committee will use the submission form when sending their submissions for upcoming conferences.

### **STATEMENT OF PURPOSE:** From H.A. Manual

The purpose of the WSC Conference Committee is to organize the World Service Conference, which includes:

- A) Hotel site selection and negotiation;
- B) Preparation of the agenda;
- C) Preparation, review and distribution of the minutes from each Conference;
- D) Compile the Delegates packets
- E) Develop policies and procedures for the conference.

The HAWS and its Board of Director are responsible for negotiations of contracts related to the Statement of Purpose of the Conference Committee. This includes WSC hotel contracts and taping contracts, which will be coordinated with the Conference Committee.

### **ADDITIONAL FUNCTIONS OF THE COMMITTEE**

A subcommittee of the Conference Committee also serves as a Credentials Committee. This committee reviews all petitions to the WSC for Area recognition, as well as the Delegate Credential forms. Another of the responsibilities of the Credentials Committee is to ensure that all credentials for the Delegates and other voting members of the Conference are correct and remain so throughout the course of the Conference. The Credentials Committee works closely with the conference committee secretary in conducting this credentialing process

throughout the year and at the Conference. The Credentials Committee has developed a set of forms for each Delegate or Alternate Delegate to complete. It is the Delegates/Alternate Delegates' along with the Area's responsibility to provide all the requested information, and file these credentials in a timely manner with the conference committee secretary. There is a form allowing a Delegate to proxy his or her vote to another Delegate if necessary. At the actual Conference, each Delegate/Alternate and other voting Conference member' must register upon arrival and verify their credentials for completeness and accuracy.

A subcommittee of the Conference Committee also serves as a Conference Coordination subcommittee. This subcommittee assists in all aspects of Conference planning. The Conference Coordinator shall chair this subcommittee. The Administrative Coordinator shall serve on this sub-committee. The Conference Coordinator is responsible to the Conference Committee and the Conference as a whole for meeting the requirements of the statement of purpose of the Conference Committee. The Conference Coordinator shall not be a voting member of the Conference, unless they are an Area Delegate. The term of service begins with the end of the Conference during which he/she is selected and ending at the end of the second successive Conference.

A subcommittee of the Conference Committee also serves throughout the year as the WSC Review subcommittee. The subcommittee should consist of an Advisor, a HAWS Director and one other member of the Conference Committee that is not a member of the HAWS. The other member should meet the same minimum requirements as a delegate even if that person is not a delegate. It is suggested that a Conference Officer serve in the capacity as the other member whenever geographically feasible. The Review subcommittee is tasked with reviewing all materials/referrals submitted by members (voting or not) for dissemination to the World Service Conference members via a regular email at [HAWCreferrals@gmail.com](mailto:HAWCreferrals@gmail.com). This task is not to interfere with The World Service Office checking procedures with regard to updated manuals and guidelines. The Review subcommittee is to look at all materials from members to ensure that the HA Twelve Concepts and Conference Charter are adhered to and then forward the submission to the appropriate committee. In addition, the subcommittee will also look to the Traditions for guidance when reviewing the materials. The subcommittee should look specifically for those materials which violate the 10<sup>th</sup> Tradition and the General Warranties contained in the Twelfth Concept but they are not to exclude the other Concepts or Traditions from consideration. The Review subcommittee is not a censorship body. Therefore, the subcommittee will contact the member submitting information that the subcommittee believes is inappropriate and discuss the matter with the member. If no resolution can be reached the subcommittee may elect, by majority vote, to withhold an item or items from a mailing. The subcommittee must contact the member in writing and advise the member why the material was withheld. Nothing in this portion of the guidelines precludes the member from appealing the decision of the subcommittee to the full Conference Committee or the WSC as a whole.

## **ORGANIZATION OF COMMITTEE:**

- Conference Committee consists of a Conference Committee Chairperson,
- Conference Committee Vice-Chairperson
- Conference Committee Secretary
- Conference Committee Co-Secretary
- Conference Coordinator
- Conference Co-Coordinator
- Administrative Coordinator
- One or more members of the HAWS (one of which will work as a liaison)
- WSC Conference Officers (including the Chair, Vice-Chair/Parliamentarian, and Co-Secretaries)
- Delegates who sit on the committee
- Credentials Subcommittee members
- Conference Coordination subcommittee members
- Outreach subcommittee members
- WSC Review subcommittee members
- Other members of the fellowship who work closely together throughout the year to facilitate the accomplishment of our statement of purpose.

These are suggested requirements; changes may be made as required by the committee.

## **COMMITTEE MEMBERS:**

### **CONFERENCE COMMITTEE CHAIRPERSON:**

#### **Responsibilities:**

- Develops agenda for the work to be done for the upcoming conference,
- Presides over all committee meetings,
- Maintains significant contact with all committee members, at least quarterly,
- Appoints subcommittees as needed.
- Will perform duties outlined in the Conference Committee Procedures Handbook.

#### **Suggested Qualifications:**

- Five (5) years continuous sobriety.
- Voting member at **any** previous conference.
- Must have served on the Conference Committee for at least one year prior to election as Chair.
- Must have working knowledge of the Twelve Steps of Heroin Anonymous, the Twelve Traditions of Heroin Anonymous, the Twelve Concepts of Heroin

- Anonymous, and the Conference Charter.
- Good organizational skills and strong leadership ability.

Length of commitment: Two (2) years. No person may serve more than two (2) consecutive terms. When at all possible, the Chair of the committee and the Conference Coordinator should never rotate off on the same year

### **CONFERENCE COMMITTEE VICE-CHAIRPERSON:**

#### **Responsibilities:**

Assumes duties of Chair if Chair is indisposed or unable to complete commitment,

- Attends all committee meetings,
- Chairs at least one (1) subcommittee (when applicable),

#### **Suggested Qualifications:**

- Four (4) years continuous sobriety,
- Voting member at previous conference,
- Must have served on the Conference Committee for at least one year prior to election as Vice-Chair,
- Must have working knowledge of the Twelve Steps of Heroin Anonymous, the Twelve Traditions of Heroin Anonymous, the Twelve Concepts of Heroin Anonymous, and the Conference Charter,
- Good organizational skills and strong leadership ability.

Length of commitment: One (1) year. No person may serve more than two (2) consecutive terms.

### **CONFERENCE COMMITTEE SECRETARY:**

#### **Responsibilities:**

- Records minutes of all meetings,
- Distributes minutes of previous meetings, and manages correspondence to the committee,
- Maintains a list of committee members' phone numbers, mailing addresses, and e-mail addresses,
- Assists Chairperson with notification of committee members regarding upcoming committee meetings,
- Submits committee motions in writing to the WSC Chair,
- Maintains committee archives,
- Compiles a master Delegate Mailing List from the conference, sorted by name, region, and committee.
- Responsible for maintaining the seating chart at the conference.

#### **Suggested Qualifications:**

- Two (2) years continuous sobriety,
- Ability to type
- Good organizational skills.

Length of Commitment: One (1) year.

## **CONFERENCE COORDINATOR:**

### **Responsibilities:**

- Acts as the hotel liaison for the Conference committee, including the catering department, reservations, security, etc.
- Assists WSO in making all arrangements for copiers, computers and office equipment to be delivered to the hotel site before the conference.
- Works with the Administrative Coordinator to coordinate meeting space within the hotel, including breakout rooms for the committees & regional caucuses, and setting up the Conference office.
- Facilitates conference proceedings during the Conference, allowing voting members to participate in the proceeding to the fullest extent possible.
- Prepares and distributes daily information to attending delegates regarding day to day changes or information needed.
- Assists with referral distribution preparation and with Conference Committee Secretary, assists in preparation of referral summary reports for distribution to Conference committees.
- Will perform duties outlined in the Conference Committee Procedures Handbook (when available) in coordination with the Administrative Coordinator.

### **Suggested Qualifications:**

- Four (4) years continuous sobriety
- Previous conference voting member
- Must have served on the Conference Committee at least 1 prior year
- Working knowledge of the Twelve Steps of Heroin Anonymous, the Twelve Traditions of Heroin Anonymous and the Twelve Concepts of Heroin Anonymous and the Conference Charter.
- Good organizational skills
- Previous hotel experience recommended.
- Non-voting status at the Conference.

Length of commitment: 2 years commitment with no more than a 1-year extension. When at all possible, the chair of the committee and the conference coordinator should never rotate off in the same year.

## **CONFERENCE CO-COORDINATOR:**

### **Responsibilities:**

- Assists the Conference Coordinator in all of the above activities

- Works to become familiar with all aspects of the Conference Coordinator position, preparing to rotate into the position as smoothly and efficiently as possible.

**Suggested Qualifications:**

- Four (4) years continuous sobriety
- Previous conference voting member
- Currently serving on the Conference Committee.
- Working knowledge of the Twelve Steps of Heroin Anonymous, the Twelve Traditions of Heroin Anonymous, the Twelve Concepts of Heroin Anonymous and the Conference Charter
- Good organizational skills
- Previous hotel experience recommended

Length of commitment: 2 years. No person may serve more than 2 consecutive terms.

**CONFERENCE ADMINISTRATIVE COORDINATOR:**

**Responsibilities:**

- Works to coordinate efforts of the World Service Office (“WSO”) and Conference Committee.
- Performs tasks as requested by the Conference Committee Chair, and the Conference Committee Coordinator. Acts as liaison between the WSO and the Conference Committee regarding the setup of the Conference prior to the Conference.
- Assists Conference Coordinator in coordinating set up of Conference office.
- During the Conference, works with the Conference Committee Conference Coordinator to ensure smooth operations following Conference Committee and WSO procedures.
- Makes all arrangements for copiers, computers and office equipment to be delivered to the hotel site before the conference.
- The individual fulfilling this position shall be determined by unanimous consent by a subcommittee consisting of one member of the HAWS, the Conference Committee Chair, and the Conference Committee Coordinator. The needs of the Conference and Conference Committee should be taken into consideration in determining the qualifications of this individual.
- Outreach to HAWS to assure conference attendance reaches proper channels.
- Coordinates with the Outreach Chair to obtain a list of all official delegates and non-delegate chairs to provide to the Conference Coordinator.

**Suggested Qualifications:**

- Four (4) years continuous sobriety
- Previous conference voting member
- Currently serving on the Conference Committee.
- Working knowledge of the Twelve Steps of Heroin Anonymous, the Twelve

Traditions of Heroin Anonymous, the Twelve Concepts of Heroin Anonymous and the Conference Charter

- Good organizational skills

Length of commitment: 2 years. No person may serve more than 2 consecutive terms.

## **CONFERENCE OFFICERS:**

### **Responsibilities to Conference Committee:**

The World Service Conference officers serve on the Conference committee to assist in the proper function of the conference. Some of their duties are as follows:

- WSC Chair and Vice-Chair/Parliamentarian chair the conference proceedings and the New Delegate Orientation prior to the conference opening.
- WSC Chair formulates the conference agenda and submits it to the WSO for inclusion in Delegate mailings.

The committee consists of delegates and members of the Heroin Anonymous fellowship with a willingness to serve. They work closely with other committee members throughout the year.

### **HAWS LIAISON (non-voting):**

#### **Responsibilities:**

- Maintains communication with the World Service Conference committee and informs the conference committee of any relevant information regarding the World Service Board.
- Helps facilitate the transfer of information voted on by the World Service Conference to be added to the World Service website.
- Works closely alongside the Conference Administrative Coordinator and the Conference Secretary to put together a report to be presented to the Board at HAWS meetings.

#### **Suggested Qualifications:**

- The HAWS Liaison should be elected by the HAWS members.
- Two (2) years continuous sobriety,
- Ability to type
- Good organizational skills.

## **PROPOSAL FOR HOSTING WORLD SERVICE CONFERENCE:**

We are excited that you want to put in a bid for the annual World Service Conference of Heroin Anonymous. We are now accepting bids from areas that would like to be the host city.

Please list the reasons why your area should host a WSC Conference and list any prior Conference / Convention experience.

Here are the following specifications that must be included for your bid for consideration for the conference to be held in your city...

- Name of the city
- Name of the host area
- Name of contact person or persons
- Hotel room prices
- Nearest Airport
- Nearest places to eat
- Year you would like to host
- Hotel specifications\*

**Strength of Fellowship:**

Area Meetings:

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Region Meetings:

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Approximate # of members: \_\_\_\_\_

Any Area wishing to host the World Service Conference of Heroin Anonymous must submit all bidding to the following members:

- a) HAWS
- b) Chairperson of the World Service Conference Committee.

The substantiated bid is brought to the WSC Conference Committee at the WSC to be considered on the Conference Floor. Each Host City should obtain written bids from 3 different hotels in their area. Bids must be received **no later than 36 months prior** to the proposed conference **unless otherwise voted upon by committee.**

It is suggested that the proposed hotel be close to a major airport or convenient enough for travelers from out of the area to get to (e.g. Shuttle service to and from hotel).

The Following is an example format and hotel specifications\* need to be included in your bid as the host area for the World Service Conference of Heroin Anonymous.

Please note: the bid/host city will work in cooperation with the current Conference Committee officers.

**GUEST ROOM ACCOMMODATIONS:**

Dates	Day 1	Day 2	Day 3
Rooms	TBD	TBD	TBD

TOTAL NUMBER OF ROOM NIGHTS: TBD

**MEETING ROOMS:**

Our needs as follows:

Ballroom set for 200, when needed, class room style Wednesday – Friday, unless extended by 2/3 vote at Conference, with internet access.

Breakout rooms – Wednesday 8am to Friday TBD, with conference set up

1. **Structure & Bylaws (S & B)** – 50 people breaks into smaller groups to work – can room accommodate or other spaces available?
2. **Literature, Chips & Format (LCF)** 20 people
3. **Finance** – 20 People –
4. **Hospitals & Institutions (H&I)** 50 people
5. **Public Information (PI)** – 50 people
6. **Conference** – 20 – room needed intermittently (have used ball room)
7. **Information Technology (IT)** - 10 people internet access

Date	Start Time	End Time	Function	Setup	# OF PEOPLE	End Date
	8:00 am	Midnight	Board Meeting	Conference		
	7:00 am	24 hr hold	Office	Computer/ Copiers – Office		
	Noon	11:00 PM	Registration	Foyer – tables – electrical outlet		
	Noon	24 hr hold	Main Meeting	Class room/Stage		
	9:00 pm	11:00 PM	Break	No host “bar”		
	8:00 am	Midnight	Committee Meeting 1	Conference/ Squares		
	8:00 am	Midnight	Committee Meeting 2	Conference/ Squares		
	8:00 am	Midnight	Committee Meeting 3	Conference/ Squares		

8:00 am	Midnight	Committee Meeting 4	Conference/Squares
8:00 am	Midnight	Committee Meeting 5	Conference/Squares
8:00 am	Midnight	Committee Meeting 6	Conference/Squares
8:00 am	Midnight	Committee Meeting 7	Conference/Squares
8:00 am	Midnight	Committee Meeting 8	Conference/Squares
8:00 am	Midnight	Committee Meeting 9	Conference/Squares
8:00 am	Midnight	Committee Meeting 10	Conference/Squares
8:00 am	Midnight	Committee Meeting 11	Conference/Squares

**Office:**

- Room used as an office will need to be re-keyed for security (equipment will be brought in) and four keys provided
- Three 20AMP dedicated circuits in the room used as the office
- up to 15-Six-foot tables
- 2-Sixty-inch Rounds
- Trash Can/Recycle Can

Discount food/beverage in restaurant Group parking rate with in/out privileges  
 Stage in classroom style conference room with 2 microphones Internet access required  
 Foyer – for registration electrical access – cash register and computers, and phone line for credit card machine

**Suggested Conference Contract Negotiating tools:**

- Free or discounted coffee and iced tea and the ability to charge for coffee and iced tea, if necessary.
- Room rate to include approximately \$10.00 per night rebate to HAWSO conference. Reservation cut-off date to be 30 days or less and rate shall be honored if rooms are still available.
- Address the issue of internet/discounted room rates.
- One free room based on “total room nights.”
- Free meeting space.
- Hotel to provide A\V equipment at no charge.
- No fees paid for set-up or break down.
- Room rate to be in effect 3 days prior and 3 days after the conference.
- Late check out on the final day of the conference.
- Free or reduced parking rates.
- 24-hour use of pool, spa, health club.

- Whenever possible, hotel room rates should not exceed \$125 per night.

## **Suggested Conference Checklist:**

### **Stage Configuration**

- Room for large screen
- Tables on stage
- Chairs on stage (4 Executive chairs)  
Referral box on main table
- Projection screen stage left
- AV cart in place  
Projector in place
- Two mics on main table

### **Podium Configuration**

- Room between podium stage and wall
- Chairs between podium stage and wall

### **Sound System**

- Gooseneck microphone/stand for center of room
- Audio feed to tapers table
- Confirmed audio system working

### **Main Room Set Up**

- Classroom seating double spaced for comfort
- Three, 8' skirted banquet tables in back of room for literature/handouts
- Coffee and water station (hot and cold)
- Two, 60" skirted rounds near front of room

### **Business Office**

- Dedicated circuits in place (3)
- Confirm office layout
- Computers set up and running
- Internet capability
- Three local equipment rental contacts for computers and copiers

### **Online Meeting Capabilities**

- Webcams
- Mics
- Device able to connect to Online meeting application