

March 2009

Dear Conference 2009 Members,

We sincerely look forward to your participation at the 2009 World Service Conference of Cocaine Anonymous. For those who will be attending their first Conference, and for those returning, prepare yourself for a truly awesome and spiritual experience. The Conference is both exhausting and exhilarating, so remember to come with a clear mind, a healthy body, and a willingness to serve the fellowship. The Conference Committee appreciates your commitment and dedication to this fellowship. Your participation as a group is essential to the continued growth of CA, and surely amplifies this year's theme, "**Unity - Celebration of Life 2009**". Together, helping one another, we can help the addict who still suffers. We look forward to sharing this unique experience with all of you. Our work and efforts as a committee will facilitate a productive Conference for all.

The dates for this year's Conference are Tuesday September 1st through Sunday, September 6th. The Conference will be held at the **Four Points Sheraton LAX in Los Angeles, California**, the same hotel we were at last year. Please make your reservations as soon as possible, by calling 1-800-529-4683. The cutoff date for the \$108 rate is August 16, 2009. If you make your reservations after that date, it will not be included in our room block. Please remember to advise the Four Points Sheraton that you are part of the CAWS 2009 Conference when making your reservations. It is essential that you make your reservations through the hotel and into our block. While using an alternative method of reserving your room, such as the Internet, may be more cost effective for you or your Area, the fellowship as a whole suffers. The number of reservations that are placed by the attendees offsets the cost of the Conference space at the hotel. If we do not meet that room block amount, Cocaine Anonymous is obligated to pay for that room space. The cost is huge and the World Service Office budget does not allow for such an expense. Please be mindful of this when making your hotel reservations. Again, as in the past, "*coffee is not free.*" Being mindful of this, your reservation at the host hotel also ensures our contracted coffee price and allotment. If you have any requests or special needs, please contact the Acting Conference Coordinator, Lori Penrose, at least **90 days** prior to the Conference so that she can address them.

Enclosed in this mailing, you will find several forms. The Registration form for the attending Delegates, Alternate Delegates, and Non-Delegates must be filled out **legibly and completely**, and returned to the World Service Office no later than April 30, 2009 (120 days prior to the 2009 Conference). Each member attending the Conference must submit a completed registration form. We are continuing to require a registration fee of \$10.00 per registrant. Please note we will not be able to process your registration until this fee is paid. *Please review Standing Rule 6 carefully.* If you're Area cannot meet the deadline please advise the Chairperson, Kevin Murphy, as soon as possible in order to receive an exception. While the Chair will be generous, as in the past, the Committee is working to meet its deadlines and expects others to meet theirs as well. These forms **must** be filled out for each Delegate, Alternate Delegate, and Non-Delegate **attending** the Conference. *Please be sure to include the Area Chair information.* Include a current Area meeting schedule with your registration forms, and be sure to bring one with you to the Conference as well. **In order to have our registration list as complete as possible, we are asking all members attending the Conference, including the World Service Office Board, World Service Board of Trustees, Non-Delegate Chairs, and Non-Delegate members, to register as well.** This will help speed up the registration process at the Conference. Other forms in this packet include Proxy, Delegate Certification of Transfer, and Shared Roommate Request. The Proxy form no longer requires the Area Chairperson signature. This will allow Delegates to proxy their votes at the Conference under *Standing Rule 5c*. The Delegate Certification of Transfer is in accordance with *Standing Rule 5b*. The

Shared Roommate Request form is self-explanatory. If you have any questions while filling out any of the forms, please feel free to contact us.

The Conference Agenda from the Conference Chair will be included in the next mailing. In advance of the agenda, we want to advise you that the Conference will begin on Tuesday evening, as it did last year.

Registration for members and attendees will be open on Tuesday afternoon, September 1st, 2009 at 2:00pm. We will “kick off” the Conference Tuesday afternoon, 3:00pm, with a Delegate Orientation.

The “official” business of the Conference will begin on Tuesday night at 7pm. All must be present for roll call. The Conference ends on Sunday, September 6th, 2009, at 1:00 p.m. Be mindful of this when making your travel arrangements. It is the Delegates’ responsibility to attend every session of the Conference. If for some reason a Delegate must leave early, they must proxy their vote as per the guidelines in the World Service Manual. If you feel that you have items that need to be added to the agenda, please contact Kevin Murphy or Brian Tenenbaum as soon as possible. The final agenda will be set and mailed out in the June 2009 mailing.

As in the past years, Committees will not read their entire report into the microphone. Instead, they will present only referrals resulting in motions, address questions, and make announcements (for example, new officers). The written reports with responses to all referrals will be handed out to the members prior to giving their reports. The reports, **in their entirety**, will be included in the Conference transcripts even though they won’t be on the tape. This feature did provide the additional time needed to complete the business of CA in a timely manner. Also, we want to remind Committee Chairs that a “Final Report” of your committee activity at the Conference will be needed to compile the “Final Conference Report”. We will need this no later than October 7th, 2009 (within 30 days of the Conference). Templates for all reports will be distributed to Conference Committee Chairs.

As always, Standing Rule 14 will be enforced. That means that the members are advised to have any proposals into the World Service Office no later than June 1st, 2009 (90 days prior to the 2009 Conference). Please note that these proposals are **not** referrals. They (the proposals) may be in the form of a referral but it is not necessary to submit them in that format. **Warning: You must fill in a referral form at the Conference for every proposal you wish considered whether or not you sent in a proposal in the referral format by the SR 14 cutoff date.** Failure to do this may cause some difficulties. Also, only fully completed referral forms will be forwarded to the appropriate committees for consideration. Incomplete forms will be returned to their maker. **We would appreciate electronic formats for any referral that is lengthy.**

In closing, let me say that we are looking forward to a successful and productive Conference. With everyone’s participation and cooperation this can happen. The Conference Officers and the Conference Committee are looking forward to seeing you all in Los Angeles. If your Area has any questions, please do not hesitate to contact any of us below. Thank you for allowing us to be of service.

In love and service,

The 2009 Conference Committee

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Lori Penrose – Acting Conference Coordinator (512) 293-6532, loripenrose@yahoo.com