

## **Delegate and Conference Attendee Information – World Service Conference 2018**

August 13, 2018

Conference Theme: Service Work is Gratitude in Action

*Greetings to all Delegates and 2018 World Service Conference attendees:*

Included in this letter is the key information related to planning for and participating in this year's World Service Conference. There is much to share with you all, so please read this letter carefully in its entirety. The Conference is about two weeks away and our Conference Committee has nearly all planning in place. We have just listed the key topics in this letter, if you have any questions at all please feel free to reach out to any of the Conference Committee's trusted servants –contact information is below:

### **Key times for the opening date – Wednesday August 29, 2018:**

- 11:00 am – 12:30 pm New Delegate Workshop – see flyer for details please
- 12:00 pm Registration opens
- 2:00-5:00pm Orientation for new and returning delegates (all are encouraged to attend)
- 5:00 pm Kick off Dinner (a ticketed event)
- 6:30pm Committee Chair and Committee Secretary meeting in Conference office
- 7:00 pm Conference Opening Session

### **Dates and Location:**

This year's C.A. World Service Conference are **Wednesday, August 29, 2018 through Sunday September 2, 2018**. The Conference will be held at the **Sheraton Gateway, 6101 W. Century Blvd. Los Angeles, California, 90045**. **There is an attached flyer about the Hotel and how to get there.**

### **Registration Logistics:**

- You must be registered to attend/participate in the Conference.
- Registration opens at 12:00pm on Wednesday and will be open until the session closes at 10:30pm.
- At registration, you will get your t-shirt, conference coin, zip drive, kick off dinner ticket, unity brunch ticket and anything else that you ordered in advance
- You will also get your clicker for voting for the week, you need to keep track of this at all times, please

**Need to still register or order a meal or something to supplement your previous registration?** If you have not registered yet but plan to attend this year's Conference, or you want to add a meal or t-shirt or delegate notebook to a previously made registration, we can accommodate these needs now. There is a separate flyer for this which is included in this delegate mailing. Please refer to that flyer or to the link below please: <https://fs26.formsite.com/CAWSO/form6/index.html>

### **Conference ending:**

- The Conference ends on **Sunday, September 3, 2017 at 1:00pm**. **Sometimes the business of the Conference is completed the evening before, but don't count on that. We need to finish all business and sometimes this necessitates a Sunday morning Conference session as well.**

### **The Box – cloud based platform for Conference materials:**

Also attached is information about accessing the Conference Cloud-based file system called "Box. Please read this closely and let us know if you have any questions or problems with access or use. You should receive your invitation to join the "Box" by an email to you in the next few days.

### **Referrals:**

- Only electronic referrals will be accepted this year.
- Any referral received after noon on Thursday, August 30, 2018, will be considered by the appropriate Conference Committee as a post-Conference referral. There is a separate one page flyer about how to submit a referral on-line. Please refer to that flyer or you can click this link also to be redirected to the referral link: <https://fs26.formsite.com/CAWSO/form2/index.html>

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We have been planning several exciting new programs for the Conference 2018. There are flyers now on each of these events. These include a Love=Service Dinner on Saturday night of Conference week at the dinner break; a (free) more robust new delegate seminar the day of Conference starting where new delegates will break into small teams for some additional individual orientation and training before the main Orientation from 11:00 AM until 12:30 PM on August 29, 2018; and an ice-cream social (free event) on Friday evening August 31, 2018 from 9:30 PM – 10:30 PM where each of the host cities who have been awarded a CAWS World Convention will be available to chat, and the two host cities bidding to host CAWS 2022 will also be available to answer questions.

**Registration for members and attendees will be open on Wednesday afternoon, August 29, 2018 at 12:00 PM noon. The Conference informally opens Wednesday afternoon, at 2:00 PM, with an interesting, important and educational Delegate Orientation. The “official” business of the Conference will begin on Wednesday night at 7:00 PM. All must be present for the first roll call and establishment of the Conference seating chart.**

It is each individual Delegate’s responsibility to attend each and every session of the Conference. If, for some reason, a Delegate must leave early, he/she must proxy their vote as per the guidelines in the World Service Manual.

As in the past years, Committees will not read their entire reports into the microphone. Instead, they will present only referrals resulting in motions, address questions, and make announcements (for example, new trusted servants). The written reports with responses to all referrals will be distributed to the members prior to giving their reports. The reports, **in their entirety**, will be included in the Conference transcripts, though they will not be on tape. This feature provides additional time needed to complete the business of CA in a timely manner. We would also like to remind Conference Committee Chairs that a Final Report of your Committee activity at the Conference will be needed to compile the Final Conference Report. This report is needed no later than October 3, 2018 (within 30 days of the Conference). Templates for all reports have been distributed to the respective Conference Committee Chairs.

### **Miscellaneous:**

**You can visit the World Service Office on Wednesday morning of Conference Week if you would like to. There is a flyer about this in this mailing. There is also information about the hours and procedures for ordering from the CA World Service Office Store at the Conference.**

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 you or your Area have any questions, please do not hesitate to contact any of the trusted servants below **AT ANY TIME**.

Thank you for allowing us, the Conference Committee, to be of service.

In Love and Service,

Jay Finesilver	WSC Conference Committee Chair	(303) 596-5592	<a href="mailto:finesilver1988@gmail.com">finesilver1988@gmail.com</a>
Susan Loth	WSC Conference Coordinator	(512) 699-8002	<a href="mailto:susan.calkins@gmail.com">susan.calkins@gmail.com</a>
Trevor Scheible	WSC Conference Chair	(403) 477-6676	<a href="mailto:tascheible@gmail.com">tascheible@gmail.com</a>
And...the Entire World Service Conference Conference Committee			

Please see the next page for a few last minute items!

**Miscellaneous things you need to know and focus upon please before you show up in LA next week:**

- **Need a roommate or have other special needs, please contact Susan Calkins Loth, her contact information below.**
- **There IS a free shuttle from the airport, please refer to an attached Hotel Information fact sheet for further details**
- **Please bring your own power strips and extension cords**
- **Even if you have sent something in for the SR14 mailing, you will still need to complete an electronic referral with this information before the session closes on Thursday noon.**
- **If you made your reservations outside of the Hotel Block or were charged a higher rate than \$139 per night before now, please let Susan Calkins Loth know this immediately.**
- **Want to be of service at Conference Orientation, please let Jay Finesilver know (contact information below).**
- **There will be t-shirts, coins, for sale and many items from the World Service Office as well.**

Jay Finesilver WSC Conference Committee Chair, (303) 596-5592 [finesilver1988@gmail.com](mailto:finesilver1988@gmail.com)  
Susan Loth WSC Conference Coordinator, (512) 699-8002 [susan.calkins@gmail.com](mailto:susan.calkins@gmail.com)