

# Cocaine Anonymous World Service



## Conference Committee Guidelines

*Initially Approved at the 2002 CA World Service Conference*

Revised 9/2022

(Reflecting revisions at the 2022 World Service Conference and general housekeeping)

**CONFERENCE COMMITTEE GUIDELINES**  
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**STATEMENT OF PURPOSE:** From C.A. World Service Manual  
(reflecting revisions as 09/06)

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 and review of the minutes from each Conference for distribution;
- D) Compile the Delegates packets; and
- E) Develop policies and procedures for the Conference.

The WSOB and its Board of Directors 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.

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.

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. 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.

**WSC CONFERENCE COMMITTEE GENERAL GUIDELINES**

- 1) The annual Conference will be held on dates agreed by the previous Conference, traditionally during August or September, starting midweek and concluding Sunday mid-day.
- 2) The Conference Committee will present a recommendation for the location and date of the Conference,
- 3) The Conference committee is to research possible hotel sites, collect 3 competitive bids, perform an on-site inspection and recommend the most beneficial location for the Conference. It is understood that the hotel contracts may need to be negotiated and executed for a multiple year cycle.
- 4) Final contracts with the selected hotel should be signed a minimum of two years prior to the Conference.
- 5) All contracts for goods and services are to be made out to Cocaine Anonymous World Service Office, Inc., a California Corporation ("CAWSO"). CAWSO will be the signer

on all contracts entered into by the World Service Conference. Only authorized representatives of CAWSO may sign contracts.

- 6) These Conference guidelines recognize the responsibilities of the Board of Trustees as more fully described in the bylaws of Cocaine Anonymous World Services, Inc., a California Corporation, ("CAWS") the Twelve Concepts, and the Conference Charter to oversee the activities of CAWSO, including the Conference with respect to finances, traditions and all matters which affect CA as a whole.
- 7) The WS Conference will be covered by the liability insurance of CAWSO.
- 8) When possible, all contracts for goods and services should be signed a minimum of three months before the Conference, including, but not limited to audiotaping, audio/visual, information technology, etc.
- 9) The Conference Committee will use the appropriate platform to conduct business throughout the year.
- 10) Any revisions or modifications to the Conference approved Conference Committee budget must be submitted to the WSO per the then existing Finance and Conference Guidelines.
- 11) All 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 for expenditures over \$500. All World Service Conference contracts are forwarded to the CAWSO Board and executed per the current contract signing protocol.

## **ADDITIONAL FUNCTIONS OF THE COMMITTEE**

### Mailings Review Subcommittee

Chair: Conference Committee Chair

Members: Representative of WSBT  
Representative of WSOB  
Conference Coordinator  
Conference Chair

Purpose: To review all conference-related materials submitted by members and committees for dissemination to the World Service Conference members via a regular or special mailing including the SR-14 mailing.

### Tasks:

- Review all materials being submitted for distribution for adherence to the C.A. Twelve Concepts and Conference Charter.
- Evaluate those materials which violate the 10<sup>th</sup> Tradition and the General Warranties contained in the Twelfth Concept without excluding the other Concepts or Traditions from consideration.
- Refer to the Traditions for guidance when reviewing the materials.

- The conference committee will forward mailings materials 1 week before the deadline to the WSO for them to complete their process
- Establish mailing dates for conference-related materials
- Meet and complete review of materials within 14 days prior to the mailing
- For material in question:
  - Discuss any concerns with the author of the material, seeking consensus.
  - If a resolution is reached:
    - Have the author resubmit the material with agreed upon revisions.
  - If no resolution is reached:
    - Vote, by majority, whether to withhold an item or items from a mailing.
    - Advise the author, in writing, why the material was withheld.
    - If the author disagrees, they may appeal the decision of the subcommittee to the full Conference Committee or the WSC as a whole.

Accreditation Subcommittee

Chair: Conference Officer  
 Members: Conference Coordinator  
 Conference Committee Chair

Purpose: To ensure that all credentials for Delegates and other voting members of the Conference are correct and remain so throughout the course of the Conference.

Tasks:

- Review submitted credentials for compliance with SR-5
- Review proxies for completeness and accuracy
- Review area petitions for completeness and accuracy
- Review submitted registrations for compliance with SR-6
- Provide current forms for credentialing, registration, proxy and petition

Coordination Subcommittee

Chair: Conference Coordinator  
 Members: Conference Vice-Cordinator  
 Conference Referrals Coordinator  
 WSOB Liaison  
 Conference Co-Secretaries  
 Other Committee Members

Purpose: Assists in all aspects of Conference planning

Tasks:

- Manages and maintains the cloud-based storage system, including individual access, file structure and file management.
- Manages and maintains the electronic Conference Registration platform, including development of the forms, managing the database and reconciling the data with credentialed voting members for the Conference Chair.

- Manages and maintains the electronic Conference Accreditation platform, including development of the forms, managing the database and reconciling the data with registered members for the Conference Chair.
- Coordinates all programs which occur for the Conference which includes meal functions, new delegate introductions and workshops, and other functions as applicable.

## **COMMITTEE MEMBERS:**

### **CONFERENCE COMMITTEE CHAIRPERSON:**

#### Responsibilities:

- Presides over WSC Conference Committee meetings,
- Appoints subcommittees as needed.
- Develops Committee agenda for the work to be done for the upcoming Conference,
- Maintains and encourages contact between committee members
- Oversee all WSC Conference Committee budgeting matters.
- Submits of a quarterly report.
- Provide a timely pass-it-on and orientation

#### 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 Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous, the Twelve Concepts of Cocaine Anonymous, and the Conference Charter.
- Good organizational skills and strong leadership ability.

Length of commitment: Two (2) Conferences. No person may serve more than two (2) consecutive terms.

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

#### Responsibilities:

- Assumes duties of Chair if Chair is indisposed or unable to complete commitment,
- Attends all **WSC Conference** committee meetings,
- Chairs at least one (1) subcommittee (when applicable).

#### Qualifications:

- Four (4) years continuous sobriety,
- Voting member at **a** 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 Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous, the Twelve Concepts of Cocaine Anonymous, and the Conference Charter,
- Good organizational skills and strong leadership ability.

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

### **CONFERENCE COMMITTEE SECRETARY:**

Responsibilities:

- Records minutes of Conference Committee meetings,
- Distributes minutes of previous meetings, ideally within two weeks, and manages correspondence to the committee,
- Maintains a list of committee members' phone numbers, and e-mail addresses,
- Assists Chairperson with notification of committee members regarding upcoming committee meetings,
- Maintains committee archives,
- Prepares the seating chart at the Conference prior to the start of the first session.

Qualifications:

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

Length of Commitment: One (1) Conference.

### **CONFERENCE COORDINATOR:**

Responsibilities:

- Acts as the hotel liaison for the Conference committee, coordinating meeting space within the hotel, including breakout rooms for the committees & regional caucuses, and setting up Conference office, including the catering department, reservations, security, etc.
- The Conference Coordinator will chair and facilitate the Coordination subcommittee.
- Works with the WSO in making all arrangements for copiers, computers and other office equipment to be delivered to the hotel site before the Conference.
- Assists Conference attendees during the Conference, allowing voting members to participate in the proceeding to the fullest extent possible.
- Prepares and distributes information to attending delegates regarding day-to-day changes or information needed.

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 Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous and the Twelve Concepts of Cocaine Anonymous and the Conference Charter.
- Good organizational skills
- Previous hotel experience recommended
- Non-voting status at the Conference

Length of commitment: Two (2) Conferences with no more than a one (1) Conference extension.

### **CONFERENCE VICE-COORDINATOR:**

#### Responsibilities:

- Assists the Conference Coordinator in all of the above activities
- Assumes duties of Coordinator if Coordinator is absent
- Becomes Coordinator and assumes all Coordinator responsibilities, for balance of Coordinator term in event of Coordinator vacancy.
- Attends all WSC Conference committee meetings.
- Coordinates any new delegate orientation and workshops.

#### Qualifications:

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

Length of commitment: Two (2) Conferences. No person may serve more than 2 consecutive terms.

### **CONFERENCE REFERRALS COORDINATOR:**

#### Responsibilities:

- Assists the Conference Coordinator and Vice-Coordinator in all of the above activities and serves on the Conference Coordination Sub-Committee.
- Is responsible for the coordination of all referrals received by the Conference Committees throughout the year, including dissemination of the referrals to the applicable Conference Committees.
- Also responsible for the compilation of all referrals into a working document.

#### Qualifications:

- Four (4) years continuous sobriety



- Previous conference voting member
- Currently serving or having past experience on the Conference Committee.
- Working knowledge of the Twelve Steps of Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous, the Twelve Concepts of Cocaine Anonymous and the Conference Charter. Good organizational skills

Length of commitment: 2 (Two) Conferences. No person may serve more than 2 terms.

### **WSOB LIAISON:**

- This position is appointed by the WSOB to serve on the Conference Committee.
- Liaises between the World Service Office (“WSO”) and Conference Committee.
- Performs tasks as requested by the Conference Committee Chair, and the Conference Committee Coordinator.
- Supports the Conference Coordinator in coordinating set up of Conference office, including all arrangements for copiers, computers, office equipment and supplies to be delivered to the hotel site before the Conference.
- During the Conference works with the Conference Committee Conference Coordinator to ensure smooth operations following Conference Committee and WSO procedures.
- Serves on the Conference Coordination subcommittee.
- The individual fulfilling this position shall be ratified by a subcommittee consisting of one member of the WSOB, one member of the WSBT (Trustee serving to the committee), 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.

### **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 Delegate Orientation prior to the Conference opening.
- WSC Chair formulates the Conference Agenda and submits it for inclusion in Delegate mailings.
- Responsible for the update and circulation of Conference report forms/templates for each committee.

## PROPOSAL FOR HOSTING WORLD SERVICE CONFERENCE

We are excited that your area desires to put in a bid to host the annual World Service Conference of Cocaine Anonymous. Traditionally Cocaine Anonymous World Services hosts an annual Conference in Los Angeles the week prior to Labor Day. 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 the week prior to Labor Day (USA)

- 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(s) you would like to host
- Bid specifications (see below)

### Strength of Fellowship:

Area Meetings: \_\_\_\_\_

Region Meetings: \_\_\_\_\_

Approximate # of fellowship \_\_\_\_\_

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

- a) Regional Trustee
- b) Chairperson of the World Service Conference Committee.
- c) WSO.

The bid must be submitted per the SR14 requirements and deadlines then in place.

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 at **no later than 36 months prior** to proposed Conference. Note that the existing hotel contracts for the Conference may be signed for many years in advance. Please coordinate your bid with the Conference Committee to ascertain what the next open year would be before submitting your bid. This could very be more than 36 months in advance.

Note: Areas outside the U.S. should provide proof of charity / non-profit status, in good standing, in accordance with the host country's laws and regulations.

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). Otherwise detail the cost of transporting the attendees to the Conference and then back to/from the airport.

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 Cocaine Anonymous.

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

**GUEST ROOM ACCOMMODATIONS:**

Dates	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Rooms	10	20	50	50	50	50	50	5

TOTAL NUMBER OF ROOM NIGHTS: 285

**Note: Day 3 is typically the Wednesday of Conference week and is the opening night.**

**MEETING ROOMS**

Our needs as follows:

Trustee Meeting - Saturday week prior to Labor Day noon to midnight - Board room set up - 24 hour hold

WSC Office - Tuesday before Labor Day noon to midnight - 24 hour hold

Foyer of WSC Office - Tuesday to Labor Day

Ballroom set for 200 Class room style Tuesday to Sunday 24 hour hold - coffee service

All meeting space requires internet access.

Breakout rooms - Thursday and Friday 8am to midnight - 24 hour hold - Conference set up

1. **Trustee Election Committee (TEC)**- may need to increase Trustee room 20 people (number of days subject to change)
2. **Structure & Bylaws (S & B)** - 50 people breaks into smaller groups to work - can room accommodate or other spaces available?
3. **Literature, Chips & Format (LCF)** 20 people
4. **Finance** - 20 People -
5. **Hospitals & Institutions (H&I)** 50 people
6. **Convention** - 50 people - breaks out into smaller groups
7. **Public Information (PI)** - 50 people
8. **Conference** - 20 - room needed intermittently (have used ball room)
9. **Unity** - 20 people
10. **Information Technology (IT)** - 10 people internet access
11. **Archives** - 10 people - computer scanning 2 stations

Date	Start Time	End Time	Function	Setup	# OF PEOPLE	End Date
	8:00 am	Midnight	Board Meeting	Conference	15	
	7:00 am	24 hr hold	Office	Computer/ Copiers - Office		
	Noon	11:00 PM	Registration	Foyer - tables - electrical outlet	6 - 6 ft tables	
	Noon	24 hr hold	Main Meeting	Class room/Stage	200	
	9:00 pm	11:00 PM	Break	No host "bar"	50	
	8:00 am	Midnight	Committee Meeting 1	Conference/ Squares	20 - 50	
	8:00 am	Midnight	Committee Meeting 2	Conference/ Squares	20 - 50	
	8:00 am	Midnight	Committee Meeting 3	Conference/ Squares	20 - 50	
	8:00 am	Midnight	Committee Meeting 4	Conference/ Squares	20 - 50	
	8:00 am	Midnight	Committee Meeting 5	Conference/ Squares	20 - 50	
	8:00 am	Midnight	Committee Meeting 6	Conference/ Squares	20 - 50	
	8:00 am	Midnight	Committee Meeting 7	Conference/ Squares	20 - 50	
	8:00 am	Midnight	Committee Meeting 8	Conference/ Squares	20 - 50	
	8:00 am	Midnight	Committee Meeting 9	Conference/ Squares	20 - 50	
	8am	Midnight	Committee Meeting 10	Conference/Squa res	20 - 50	
	8:00 am	Midnight	Committee Meeting 11	Conference/ Squares	20 - 50	

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, and daily cost of valet parking  
Stage in classroom style conference room with 2 microphones  
Internet access required both in meeting spaces and in guest rooms – any costs also detailed  
Foyer – for registration electrical access – cash register and computers

### **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 CAWSO 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 with each 40 to 50-room nights based on “total room nights.”
- Free meeting space.
- Cost of ten staff rooms per each night non-commisionable
- Hotel to allow CAWSO to bring in its own outside A\V equipment at no charge.
- No fees paid for set-up or break down.
- Room rate to be in effect 5 days prior and 5 days after the Conference.
- Late check out on final day of Conference.
- Free or reduced parking rates.
- 24-hour use of pool, spa, health club.
- Whenever possible, hotel room rates should not exceed \$140 per night for any size room combination - single/double/triple/quad
- Cost for three meal functions including a Kick-Off dinner on Wednesday night, a dinner during the dinner break at the Saturday Conference session and a unity buffet breakfast or lunch on Friday. Attendance is for 120 persons per meal.
- Food and beverage minimum and attrition clause

Provide a detailed spreadsheet for all three hotel bids which includes all of the above-detailed information This should be part of the area host bid submission.

### **Suggested Conference Checklist**

#### **Hotel**

#### **Stage Configuration**

Room for large screen

Tables on stage

Stage tables skirted

Stairs for stage in place

Chairs on stage (4 Executive chairs)

Light for Conference Chair

Garbage containers

Referral box on main table

Projection screen stage left

AV cart in place

Projector in place

Two microphones on main table

**Podium Configuration**

Right and left side stairs  
Room between podium stage and wall  
Chairs between podium stage and wall

**Sound System**

Gooseneck microphone/stand for center of room or at all main aisles as appropriate  
Audio feed to tapers table  
Confirmed audio system working

**Main Room Set Up**

Classroom seating for 160+ double spaced for comfort  
Skirted 8' banquet table in back of room for taper  
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  
Tables set up and skirted per layout  
Computers set up and running  
Internet capability  
Three local equipment rental contacts (computers, copiers)

Thank you for submitting your proposal to host the World Service Conference of Cocaine Anonymous.