

CONVENTION GUIDELINES

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

Because conventions are sponsored by service committees of Narcotics Anonymous, they should always conform to N.A. principles and reflect our primary purpose.

Planning Committee

Hosting a convention is a tremendous responsibility which requires significant amount of planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee which might be made up of representatives from group sponsoring the convention. If the convention is conducted as an area activity, the committee should be organised as a subcommittee of the ASC.

The Area convention are sponsored by an area service committee to foster unity and celebration of recovery in a specific area. Area conventions are rare because the effort and resources required to stage a convention are often greater than those which are available at the area level.

CONVENTION COMMITTEE MEETINGS

All Convention Committee meetings should take place at a regularly scheduled time and place and follow the current edition of Robert Rules of Order. The purpose of these meetings is gather and share information regarding the planning and carrying out of the convention. Efforts should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Even at this early stage, it is necessary to elect a Chairperson to preside over convention committee meetings and activities. Election of officers should be based upon qualifications and experience. A description of Executive Committee members and duties is presented in these guidelines.

Voting privileges are extended to each members of the convention committee. Any members who holds an office or participates on a regular basis at the convention Committee meetings is considered a member. Sub- Committee voting privileges are determined by the Chairperson of the subcommittee. All subcommittees hold separate meetings prior to convention committee meetings.

Convention Convention meetings are scheduled monthly until 6 months prior to the convention, at which time they take place every two weeks. At two months prior to the convention, meetings takes place weekly. It is advisable to schedule two or three hours to conduct convention committee meeting business. An agenda or format should be prepared prior to meetings. Many convention committees use the agenda shown below:

- 1) Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve an why. Follow with serenity prayers and twelve traditions.
- 2) Read and approve minutes of the last meeting
- 3) Chairperson's report (review progress to date and relay recent information).



- 4) Treasurer's report (update on expenses and new balance).
- 5) Sub Committees report (reports includes goals and progress of each committee).
- 6) Old Business carried over from the last meeting.
- 7) New business to be undertaken before the next meeting.
- 8) Closing prayer.

CONVENTION COMMITTEE

The Convention Committee is generally made up of members who were involved in the preliminary planning; however, the membership in the Convention Committee should be open to all members of the fellowship. The Convention Committee consists of an executive Committee, Sub Committee chairpersons and the attending members.

The Executive Committee will be elected at the ASC by the groups. The Executive Committee and the subcommittee chairpersons are identified as follows:

1. EXECUTIVE COMMITTEE

- A. Chairperson- 5 years clean
- B. Vice – person- 4 years clean
- C. Secretary- 2 years clean
- D. Treasurer – 5 years clean

2. SUB COMMITTEE CHAIRPERSONS

- A. Entertainment - 3 years Clean
- B. Registration - 5 years Clean
- C. Arts & Graphics - 3 years Clean
- D. Program - 5 years Clean
- E. Merchandising - 3 years Clean
- F. Housekeeping - 3 years Clean
- G. Canteen - 3 years Clean
- H. Welcome - 2 years Clean
- I. Food - 3 years Clean
- J. Serenity - 10 years Clean

The requirement and qualification suggested for the Executive Committee & Subcommittee are specified under their headers but the committee will consist of the following requirements.

1. Chairperson
Vice Chairperson
Secretary
Treasurer



2. Working knowledge of the 12 steps & the 12 traditions of N.A.
3. Willingness to give time & resources necessary
4. Ability to exercise patience & tolerance
5. Active participations in Narcotics Anonymous.

THE EXECUTIVE COMMITTEE

The executive Committee carries out (executes) the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees which may need extra help.

However, it is not necessary for the Executive Committee to involve itself directly in the specific working of each subcommittee. The members of the executive Committee discuss the performance of subcommittees as well as the convention budget and other matters which affect the convention. The results of the discussions are included in the reports at the convention Committee meetings.

As soon as possible, Executive Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all the members. It is advisable to chose a particular night on which meetings will be held and schedule the meetings on that night throughout the duration of the planning period.

The Executive Committee also makes regular report to the ASC. Comments & Suggestion from the ASC are included in chairperson's report.

CHAIRPERSON: Five years clean time, demonstrated stability in local community and administrative ability.

1. Organizes the subcommittees and delegates major tasks to specific subcommittee. Stays informed of the activities of each subcommittee, and provides help when needed.
2. Helps resolve personality conflicts
3. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
4. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
6. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
7. Prepares the agenda for Convention Committee meetings and Executive Committee meetings
8. Votes only to break a tie.
9. Chairs the Convention Committee meeting as well as the Convention.



VICE –CHAIRPERSON: Personable and familiar with committee members, in order to serve as a liaison between subcommittees and the hosting community

1. Acts as chairperson if chairperson is unavailable
2. Coordinates subcommittees and attend subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
3. Works closely with the chairperson to help delegate responsibility to the subcommittee chairperson.
4. Makes a report to the hosting service committee about the progress on the convention planning.

SECRETARY: Service experience, knowledge of Hindi & English, to ensure that accurate minutes are distributed to the committee members.

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Keep & Send Mail/Email/hard copy of the minutes after approval. Minutes to be sent within ten days of the meeting.
3. Maintains a list of names, addresses and phone numbers of the committee members for committee use.
4. Keeps extra set of minutes, updated after each meeting, for members who request a complete set.
5. Communicates to the local N.A. membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.

TREASURER: Five years clean time, demonstrated stability in the local community, accounting skills, service experience with conventions or other large-scale Fellowship activities, and accessibility to the other committee members, especially Registration Subcommittee.

1. Opens a Bank Account for the Convention Committee. Usually the signatures required for the account are any two of four signatories, which are the Convention Committee Chairperson, Vice-Chairperson, Secretary and Treasurer. The cards and account information are filled out at the committee meetings.
2. Works with Chairperson and Vice-Chairperson to prepare a budget for the convention which is used for planning fund raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund raisers, and the second from registrations.
3. Write all checks and is responsible for collecting receipts from subcommittees for money paid out.
4. Responsible for all monies including revenues from registration and banquet tickets, pays all bills; and advises the chairperson on the cash supply, income flow and rate of expenditures.
5. Reviews subcommittee reports for departure from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. The information is included in the Treasurer's Report.



6. Each cheque should require two signatures. Additionally, a complete treasurer's report within three months of the convention should be submitted to sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.
7. A periodic review of all financial records should be made by the corresponding service arm. The records should be reviewed at the time of actual funds distribution in accordance with the Treasurer's financial statement requirement.

HELPFUL HINTS FOR TREASURERS

1. Have an accountant check your work.
2. Save all receipts in case you get audited.
3. The Convention Committee Treasurer is the only one to handle cheques.
4. Determine budgets of subcommittee as early as possible.
5. Maintain a separate account or record of monies received for different activities like registration etc.
6. Utilize WSC approved financial guidelines. It is important to follow these procedures as we will require it for our registration purposes and tax returns.

The importance for making a budget for the Convention Committee needs to be emphasized. At this stage of planning, the subcommittees should list as many financial responsibilities as possible. Most of the subcommittees should write a budget and adhere to it fairly closely throughout the planning period.

SUBCOMMITTEES

Nominated or appointed from Convention Committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed earlier. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that the subcommittees have specific service responsibility to perform.

Subcommittees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are concerned for the member as we are for the service responsibility. Each subcommittee has only one chairperson who then recruits committee members. A list of committees is provided in the manual, although other committees may be established if needed. Experience has shown, however, that most other responsibilities can be incorporated within the framework provided.

Subcommittee meetings operate according to Robert's Rule of order. This ensures that the meetings run smoothly and that the business is conducted in an orderly fashion. Each subcommittee chairperson should be aware of what responsibility each member has assumed, and make sure that every task is carried out.



Subcommittees maintain accurate records of the activities of the committee as well as all correspondence should decide whether or not it will use the services of another committee, or address that particular area of business itself. Although either way is efficient, remember, cooperation and consideration. Financial reports, including needs, expenditures, and receipts are included with each subcommittee report. The subcommittee of the Convention Committee work together. At the onset, each subcommittee are the keys that will make it work.

Subcommittee Chairs as well as Executive Committee members may be removed by a 2/3 majority of the voting body for any of the following reasons:

1. Excessive absenteeism without notification, two consecutive meetings.
2. Neglect of duties.
3. Misuse of any NA funds or falsification of financial statements.
5. Any act of theft, violence, or threat of violence against any member of NA.

ALL CONVENTION: THE N.A. LOGO WHICH WILL BE IN USE ON FLYERS, T-SHIRTS, MUGS
ETC, IS THE PROPERTY OF THE FELLOWSHIP OF NARCOTICS ANONYMOUS. OUR WORLD
SERVICED OFFICE HOLDS THE TRADEMARK ON OUR LOGO AND SYMBOL. SPECIAL AND
SERIOUS CARE NEEDS TO BE MAINTAINED IN ORDER TO ASSURE THAT THE USE OF THE
N.A. LOGO IS ALWAYS IN GOOD TASTE AND IN KEEPING WITH OUR TWELVE TRADITIONS.
ANY N.A. SERVICE BOARD OR COMMITTEE CREATED THROUGH OUR NINTH TRADITION
MAY USE THE N.A. LOGO, AS WELL AS ANY NARCOTICS ANONYMOUS GROUP.

ENTERTAINMENT

Subcommittee Chair should possess:

1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
2. Ability to deal with people inside and outside the fellowship
3. Ability to work well with others
4. Ability to manage deadlines
5. An aptitude for scheduling
6. Good organizational skills
7. Willingness to embrace the diversity of our Fellowship
8. Creativity and imagination

The entertainment sub-committee is responsible for entertainment during the convention. This includes but is not limited to dances, comedy, live music, etc. It is important that this committee understanding that diversity is most important when finding entertainment for the convention. Within the constraints of our traditions, the theme of the convention, good taste, and the budget; there is no limitation on this committee's imagination and ideas. It is important that is committee schedule around programming. If there is to be entertainment at the banquet, this committee is responsible for that also.



REGISTRATION

Subcommittee Chair should possess:

1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve concepts
2. Ability to deal with people inside and outside the Fellowship
3. Ability to work well with others
4. Trustworthiness
5. Ability to manage deadlines
6. Willingness to embrace the diversity of our Fellowship

Usually the first people conventions attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly, and hospitable services are key ingredients to successful registrations. Therefore, organization and planning by this committee is very important.

The Registration Subcommittee is one of the busiest committees of every convention. Although it's most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning.

This advance planning by the committee includes drafting the flyers and forms, which must be done well in advance (at least five or six months prior to the convention date) in order to allow sufficient time for review by the full committee.

The mailing schedule for flyers and pre-registration forms should also be established at this time.

The development of the convention flyer should be a cooperative effort between the Registration and the Arts and Graphics Subcommittees.

The Registration Subcommittee should develop the convention registration form. This form is customarily placed at the bottom of the Convention Flyer.

After the convention flyer is completed, it is given to the Convention & Information Subcommittee for distribution.

The number of members needed for this committee will depend on the anticipated attendance and length of registration hours. It is not advisable to have the same members working five to eight hours without a break or a few members handling registration for a large rush of people.

Therefore, the creation of shifts and work teams is important. The first flyer announcing the convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will have an opportunity to schedule vacations or make other arrangements to attend the convention. This advance flyer can be distributed even if complete registration forms or convention fees have not been set. The flyer can be sent to the World Service Office so the convention can be mentioned in the N.A. Way. The committee should also do a direct mailing to N.A. members listed on attendance rosters of previous conventions.

When pre-registration and arrival registration information is available, the Registration Subcommittee may prepare a finalized flyer. Copies of convention flyer, and registration forms, should also be sent to the WSO for N.A. Way inclusion and sent to all members on the mailing list. The WSO N.A. Way includes announcements of conventions, and reaches thousands N.A. members around the world, at no cost to the Convention Committee. It is an excellent way of circulating information about the convention. Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive. The finalized flyer, with registration forms, should be sent at least four months prior to the convention date and again about forty-five days prior to the convention. In this way, members can make plans to attend



and those who have forgotten or delayed in registering are reminded. Sometimes convention planning committee generates additional activities which are not scheduled when the original convention schedule was announced. The final mailing, at forty-five days prior to the convention, can be used to provide announcements of those changes or new activities. A clear understanding should be reached between the Registration Subcommittee Chairperson, the full committee, and the Convention Committee Treasurer on the procedures for handling registrations and money. One person should be assigned of picking up registrations from the committee's post office box or business address at least two or three times a week. Registration form records should be maintained on a weekly basis and all money received transferred to the Convention Committee Treasurer prior to full Convention Committee meetings.

ARTS AND GRAPHICS

Subcommittee is composed of members who are artistic and energetic. Prior to the convention, this committee is responsible for designing and/or printing a banner, program, tickets, flyers, convention posters, logos and directional posters. The Chairperson of the Arts and Graphics Subcommittee develops a budget which includes all printing and other expenses. Once the budget is developed, it should be presented to the Executive Committee for approval. The Arts and Graphics Subcommittee should present a variety of designs for each item to the full Convention Committee in order to provide a choice of selections. The duties of the subcommittee include:

1. Develop a set of priorities and keep first thing first.
2. Encourage members with artistic talents to get involved.
3. Solicit the help of as many members as possible.
4. Find a large room in which to work; banner and poster makers need a lot of space.
5. Always present ideas and suggestions to the entire Convention Committee for feedback.
6. Always adhere to the group conscience of the Convention Committee, remembering that our Ultimate Authority is a loving God expressed through the group conscience.

PROGRAM

Subcommittee Chair should possess:

1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
2. Ability to deal with people inside and outside the fellowship
3. Ability to work well with others
4. Ability to manage deadlines
5. An aptitude for scheduling
6. Good organizational skills
7. Willingness to embrace the diversity of our fellowship
8. Willingness to travel to listen to speakers
9. Time available to listen to speaker tapes
10. A clear understanding of the N.A. message

Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Program subcommittee should therefore be given appropriate attention. The Program Subcommittee plans all the workshops and meetings at the Convention. The members of the Program



Subcommittee select speakers, meeting chairs and others to help with the program. They schedule all program events to take place during the convention. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions. One of the main problems in scheduling is the event of no-shows people who don't call when they are unable to attend). The recommended procedure for speakers, chairpersons, readers or anyone else involved in the program is to note somewhere on the program or the registration package that a check-in table will be set up. Include the specific location and times. This way, all program participants can sign in, thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show, the Program Subcommittee should have a pool of members available from which to select replacements. The basic qualification for participation on the program of an N.A. convention is membership in N.A. A speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous.

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings gets a N.A. convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist time in any way possible to ensure their attendance.

Workshops are held to satisfy the needs of our membership of information or discussion on specific topics and services related to N.A. These workshops allow various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend. Taping the speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home, or sharing them with others. Care should be taken to inform the speakers and/or workshop participants that they are being taped. When contracting with someone to record meetings, it should be clearly understood that the copyrights to the tapes are held by the Convention Committee.

MERCHANDISING

Subcommittee Chair should possess:

1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
2. Ability to deal with people inside and outside the fellowship
3. Ability to work well with others
4. Trustworthiness
5. Ability to manage deadlines
6. Willingness to embrace the diversity of our fellowship

Too often the merchandising efforts of the Convention Committee detract from the primary focus. The focus of any convention is the celebration of recovery. Our efforts to generate funds from our members should be based solely on what is necessary to ensure that the convention is successful. Every Convention Committee wants to be able to provide commemorative items for the Convention attendees, however, the efforts to do this should be done in such a way that department store atmosphere is not created.

The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. This budget is then submitted to the Convention Committee for approval. Attached to the budget should be a complete summary of information regarding the ordering, marketing and



shipping of the items selected for sale at the convention and before the event. The Merchandising Subcommittee is responsible for the sale of all merchandise.

One very practical approach is to establish a specific time and place for these sales to take place. Following the convention a final statement of remaining inventory is given to the Treasurer and this should be provided no more than one week from the closing of the convention. This information should be included in Treasurer's final report. In addition to the statement of remaining inventory a complete set of records showing all subcommittee orders for merchandise, expenditures and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.

The Merchandising Subcommittee is responsible for the acquisition and sale of N.A. Conference - approved literature and other items selected for sale at the convention.

HOUSEKEEPING

Subcommittee Chair should possess:

1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
2. Ability to deal with people inside and outside the fellowship
3. Ability to work well with others
4. Trustworthiness
5. Ability to manage deadlines
6. Willingness to embrace the diversity of our fellowship

This subcommittee is responsible for providing all the bedding materials at the site for all our members. They will ensure that clean and proper materials and bed linen is provided and should be always ready to address any issue related to the beddings, tent, stage and all room issues. All the tent house issues will be handled by this subcommittee along with working with cleaners, sweepers, plumbers and electricians. All mattresses, blankets, bed linens, pillows etc will be handled by this subcommittee. Physical cleanliness and hygienic issues will be tackled along with any tent house related issues. They should make a budget and be prepared to reach the site a few days before the start of the convention and stay back to wrap up after the end of the convention.

CANTEEN

Subcommittee Chair should possess:

1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
2. Ability to deal with people inside and outside the fellowship
3. Ability to work well with others
4. Trustworthiness
5. Ability to manage deadlines
6. Willingness to embrace the diversity of our fellowship

To provide refreshments and snack supplies required by members during the convention, create a list and do the purchasing, make a budget for the supplies, make arrangements for tea & coffee, adhere to timings set for opening and closing and provide with equality & amiably to all the members. Work with Program - Information Subcommittees and follow the schedule during the sessions. The Canteen will remain closed during all the sessions and may stay open during nights for marathon meetings.



WELCOME

Subcommittee Chair should possess:

1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
2. Ability to deal with people inside and outside the fellowship
3. Ability to work well with others
4. Trustworthiness
5. Ability to manage deadlines
6. Willingness to embrace the diversity of our fellowship

This committee is delegated and formed to welcome and greet all the participants/members coming for the convention and help them reach the convention site. They are supposed to have a dedicated allotted space and work with Information & Registration Subcommittee. If any member requires any assistance regarding convention activities and site related issues then they are there to assist and help them with these issues. This subcommittee is required to make their budget and be present at the site during all the convention.

FOOD

Subcommittee Chair should possess:

1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
2. Ability to deal with people inside and outside the fellowship
3. Ability to work well with others
4. Trustworthiness
5. Ability to manage deadlines
6. Willingness to embrace the diversity of our fellowship

Make arrangements for all the food to be served, create the menu, decide the timings, and make a budget for this whole endeavor based on the best possible rates and the tastes of our members. All the budgets along with the menu have to be approved by the Convention Committee before implementation, buying and stocking. Careful consideration should be made about selecting this subcommittee as the whole flavor of the convention depends on the food provided and all the scheduling should be strictly followed.

All volunteers for this subcommittee should be strictly respected and adequate care should be taken so that they are not abused, hurt verbally or treated in an undignified manner as they are serving all of us. Due respect should be shown and proper announcements should be made so that we are all able to appreciate their service.

SERENITY

Subcommittee Chair should possess:

1. A working knowledge of the Twelve Steps, Traditions, and Twelve Concepts
2. Ability to deal with people inside and outside the Fellowship
3. Ability to work well with others
4. Ability to manage deadlines



5. An aptitude for scheduling
6. Good organizational skills

This subcommittee does serenity for the convention. It is important that they understand the fact that they are not police officers. If there is a situation where someone is being unruly and needs to be removed; call the police. No one is authorized to use force. This subcommittee provides escorts for the treasurer when the rounds are made to collect money. There is also a serenity person stationed at all points where money is exchanged. Serenity should be as tolerant of people as possible during the convention. We do not want to mar anyone's experience due to an overzealous security person. At the same time, we don't want one person or group to ruin the experience for other addicts. Most importantly, we want Narcotics Anonymous to be able to return to the facility if we choose. This idea is for everyone to enjoy the convention. Serenity is necessary whenever large functions take place in order to maintain harmony between the hotel and the convention. Most hotels have rules and by signing the contract the committee indicates agreement with those rules. Every attempt should be made to maintain harmony and reduce the negative reflection on N.A. or future conventions.

However, security decisions should remain with the Executive Committee and the hotel staff.

INFORMATION

Convention Information: The Convention Information (C.I.) Subcommittee may actually be considered a two – part committee. This committee, as the name indicates serves the purpose of providing information about the convention both to N. A. members and certain non members. These two jobs are handled very differently and, because of the resulting contacts with the Non – N.A.'s , those members chosen to serve on tge C.I. must have a thorough knowledge of the Twelve Traditions, especially as they apply to public relations and personal anonymity.

Information provided by C.I. may include a description of the planned event, dates, locations and other pertinent information. It is always important that convention subcommittees work closely together and because of the work which C&I is responsible for, it is especially important for them to maintain close contact. All information must be up-to-date and accurate. There should be no reason to promote the convention. It is an event of sharing and fellowship, and needs no advertisement.” It is, however, the duty of C&I subcommittee to communicate to all concerned persons and agencies about the coming events and encourage their participation. This is done in a spirit of providing information rather than of promoting N.A. or its activities.

Convention & Information should be available at all conventions as a precaution, should any media discover the convention and desire to report about it. The Public Relation Subcommittee should be prepared to convey to interested media members the appropriate ways in which they can correctly report activities of the convention and at the same time not endanger the anonymity of members or allow the media to convey promotion rather than attraction. Convention & Information endeavors should be encouraged with respect to increased participation from hospital treatment programs and institutions, so that their staff, patients and residents might be encouraged to attend and benefit from the convention experience. Conventions are transitory activities and should not have an impact on the public relation plans and programs of the local N.A. membership in whose community the convention is being held. The tendency to capitalize on the “event” of a convention to promote N.A. through the local media is inappropriate and violation of our Traditions.

