

# 33rd Annual Debtors Anonymous World Service Conference

*“Spotlight on Service”*

**Wednesday, August 7, through  
Sunday, August 11, 2019**

**Hilton Los Angeles Airport  
5711 West Century Blvd.  
Los Angeles, CA 90045 USA**

## Registration Packet

### The D.A. World Service Conference

The World Service Conference (WSC) is the annual business meeting of Debtors Anonymous. It is where General Service Representatives (GSR's), Intergroup Service Representatives (ISR's), and the General Service Board (GSB) Trustees gather to review the state of the D.A. Fellowship, work on topics like new D.A. literature concepts and new outreach methods, and vote on important issues affecting D.A. as a whole. Every registered D.A. group, including Intergroups, may send one representative to the WSC.

This document contains the information delegates need to register for the Conference, and provides information that will help groups prepare for sending a representative to the Conference, including a spending plan worksheet.

### Learn about the Conference: Pre-Conference Orientation Calls

All Conference attendees are encouraged to attend one or both of the pre-Conference orientation calls:

**Dates:** Saturday, June 29 and Sunday, July 21, 2019  
**Time:** 1:00–2:30 pm USA Eastern time (UTC-5)  
**Dial-in Number:** (605) 472-5540  
**Access Code:** 617093

International phone numbers (and online access) are available at [www.debtorsanonymous.org/call-in-access](http://www.debtorsanonymous.org/call-in-access)

#### Remote Participation Trial

The 2019 World Service Conference will include a remote participation trial (RPT) comprised of up to eight remote participants who represent D.A. groups outside of North America. The RPT registration packet will be available May 1, 2019. For more information, or to express interest in becoming a remote participant, please email [wsc2019rpt@gmail.com](mailto:wsc2019rpt@gmail.com).

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## Important Dates and Deadlines

John H. Scholarship application deadline	Apr 15
John H. Scholarship recipients notified by	May 1
Conference Early Registration Discount Deadline	Jun 30
Issues & Concerns submission cutoff	July 1
Guest registration for Fellowship Day Lunch and Gala Dinner	July 14
Conference Registration Final Deadline (with additional fees)	July 14
Hotel reservation deadline (sleeping rooms)	July 14*

\* There is a limited number of rooms available and they will likely sell out, so please make hotel reservations early.

# Conference Registration Information

## Conference Registration and Payment

1. **Registration.** To register for the Conference, you must either:
  - Register online, at <https://www.debtorsanonymous.org/wsc2019registration>
  - or
  - Mail the forms on pages 4-5 of this packet to the General Service Office.
2. **Group Number.** You must provide your **group number** when registering. To locate your group number, use the “Find a Meeting” page on the D.A. website: [http://debtorsanonymous.org/getting\\_started/index.php/find/findameeting](http://debtorsanonymous.org/getting_started/index.php/find/findameeting)
3. **Payment.** Whether you register online or via postal mail, payment is by check only (*International delegates* please see note below\*). Send payment to:
  - 2019 WSC - Registration
  - P.O. Box 920888
  - Needham, MA 02492-0009Include the **Payment Form** on Page 5 with your payment.  
*\*International delegates:* After registering, email [2019WSC@debtorsanonymous.org](mailto:2019WSC@debtorsanonymous.org) to make arrangements to pay via a funds transfer.
4. **Hotel reservation and payment.** You must make your own reservation with the hotel for your sleeping room, and **pay the hotel directly**; it is recommended that you get a confirmation from the hotel. Do not send hotel payments to the GSO. See pages 6–7.
5. **Registration Confirmation.** Confirmation of your registration will be sent by email. If you do not receive confirmation by July 9, please contact the GSO.
6. **Refunds.** To request a refund for Conference registration and meals (not your own travel-related or hotel expenses), notify the General Service Office via email at: [2019WSC@debtorsanonymous.org](mailto:2019WSC@debtorsanonymous.org) or telephone (781-453-2743) by 4:00 pm Eastern time, Monday, July 8, 2019.
7. **Meals.** Meals will be served buffet style. There will be vegan selections and gluten-free selections at each meal.
8. **Terms and Conditions.** By submitting a completed registration form, online or via postal mail, you consent to the terms herein.

## World Service Conference Registration Policies

1. **Registration Fee.**
  - a. The Registration Fee covers the expenses of conducting the World Service Conference (WSC), and must be received by the General Service Office (GSO) by the deadline printed in the Registration Packet.
  - b. The Conference meal plan is included in the Registration Fee, and is not optional. The plan includes all meals from dinner on Wednesday through breakfast on Sunday, except dinner on Friday, for which no meal is offered, and dinner at the Saturday Gala, for which a separate fee is required.
  - c. The Registration Fee is not pro-ratable for delegates that do not attend all days of the Conference, or for delegates that do not attend all meals.
2. **Registration Cancellation and Refund Policy**
  - a. A registered delegate can cancel their Conference registration and receive a full refund of any previously paid registration fees, by notifying the GSO, via email or phone, up to 36 days prior to the start of the Conference. This pertains to the Registration Fee only; it does not apply to delegates’ travel or hotel expenses.
  - b. Refunds will be issued via check, within 30 days of the date the refund request is received by the GSO.

### 3. Extenuating Circumstances and Participation in a Conference Committee

When a registered, returning General Service Representative (GSR) or Intergroup Service Representative (ISR) is unable to attend the WSC due to extenuating circumstances that occur within the two-week period preceding the Conference, the GSR or ISR may participate as a voting member of a WSC committee during the Conference year that follows, provided that: 1) It is the same Committee for which they served in the previous Conference year, and 2) the newly formed Committee unanimously approves the participation of the GSR/ISR.

## Fees

### 1. Registration Fee and Meal Plan

The Registration Fee includes the meal plan. The meal plan includes: Four breakfasts (Thurs.–Sun.), three lunches (Thu. – Sat.), and two dinners (Wed. and Thurs.). The meal plan is not optional and does not include the Gala Dinner.

- **Early Registration Fee:** Online or postmarked on or before June 30, 2019 **\$675.00**
- **Late Registration Fee:** Online or postmarked after June 30 to July 14, 2019 **\$775.00**

### 2. Gala Dinner / Talent Show / Dance (*Not included in registration fee or meal plan*) **\$55.00**

### 3. Fellowship Day (*Not included in registration fee.*) **\$15.00**

**Note regarding Fellowship Day:** There is a cost to guests for the lunch in addition to the suggested contribution for Fellowship Day. No guest will be turned away from the sessions on Fellowship Day for lack of funds.

**Note regarding guests:** To register a guest for the Fellowship Day sessions, lunch, or the Gala, use the Guest Registration Form on page 16.

# Conference Registration Form for GSRs, ISRs, and Trustees

(Register online or mail this form)

**2019 D.A. World Service Conference, August 7-11, 2019**

(Keep a copy of this page for your records.)

First name:		Last name:		
Address:				
City:	State/Prov.	Country:	Postal code:	
Home phone: (      )		Cell phone: (      )		
Email address: (please write clearly)				
<input type="checkbox"/> <b>YES</b> <b>Special Assistance.</b> (If yes, please describe your needs below.)				
If you would like to sign up for D.A.'s <b>eNews</b> announcements, subscribe at: <a href="http://www.debtorsanonymous.org/enews">www.debtorsanonymous.org/enews</a> <input type="checkbox"/> Already subscribed				
<b>Committee</b> on which you are considering serving*: See Page 10. _____ <i>*You may change your selection at the Conference.</i>				
<b>Binder Choice</b> (select one): <input type="checkbox"/> Electronic binder only. PDF files of the binder contents will be available by email as well at the Conference for you to download to your laptop via thumb drive. <input type="checkbox"/> Paper binder <input type="checkbox"/> Electronic binder and paper binder.				
Is this your first WSC? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> GSR (Gen. Service Rep.)	<input type="checkbox"/> ISR (Intergroup Service Rep.)	<input type="checkbox"/> Trustee
Group name:		Group location (city):		Group #:

**Notes:**

1. **Group number is required.** Registrations without group numbers may be delayed or returned. To locate your group number, use the "Find a Meeting" page on the D.A. website: [http://debtorsanonymous.org/getting\\_started/index.php/find/findameeting](http://debtorsanonymous.org/getting_started/index.php/find/findameeting)
2. **Registration Confirmation.** To receive confirmation of your registration, provide an email address or a self-addressed, stamped envelope. If you do not receive a confirmation of early registration by July 8 or late registration by July 19, please contact the General Service Office (GSO).
3. **Payment for registration and meals.** Conference registration and meals must be paid for by check, in a single payment accompanying this Registration Form, by the listed deadline.
4. **Hotel reservation and payment.** You must make your own reservation with the hotel, and pay the hotel directly.
5. **Special Dietary Needs.** Meals will be served buffet style. There will be vegetarian and vegan selections at each meal. If you have special dietary needs that may not be met by the Conference meals, you may want to include extra meal funds in your spending plan.
6. **Refunds: Refer to Registration Policies on page 3.** To receive a refund for cancelled Conference registration and meals (not your own travel-related or hotel expenses), please notify the General Service Office via email at [2019WSC@debtorsanonymous.org](mailto:2019WSC@debtorsanonymous.org) or telephone (781-453-2743) by 4:00 pm Eastern time, Monday, July 8, 2019.
7. **Volunteer Opportunities.** See pages 12–13 for service opportunities. Submit the Volunteer Service Form with your Registration Form.
8. **Electronic Conference Binder.** An electronic copy of the 2019 binder will be available to all delegates who wish to receive one. A paper copy will also be available to those who wish one as well. If you do not want a paper copy, please indicate by checking the appropriate box above. Please bring an electronic device and a thumb drive to download the digital version of the electronic binder.
9. **Release Regarding Materials.** By submitting a completed registration form, either online or by postal mail, World Service Conference (WSC) attendees release to Debtors Anonymous General Service Board, Inc., any and all ownership and use rights for material submitted to WSC committees and caucuses during the Conference year. This includes, but is not limited to, written, graphic, and audio materials. Debtors Anonymous General Service Board, Inc., is the not-for profit corporation that has legal and fiduciary responsibility for the spiritual fellowship of Debtors Anonymous.
10. **Terms and Conditions.** By submitting a completed registration form, either online or by postal mail, you consent to the terms herein.

# Payment Form

Complete and send this form to the GSO, whether you register online or via postal mail\*.

## D.A. World Service Conference, August 7-11, 2019

*(Keep a copy of this page for your records.)*

First name:	Last name:
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### Registration Options

**1. Conference Registration and Meals**

**Meal plan includes:** Four breakfasts, three lunches, and two dinners, per person. The meal plan is not optional and does not include the Gala Dinner.

*(Enter one of the following)*

- |  |                  |    |
|--|------------------|----|
| a. <b>Early:</b> Postmarked or emailed on or before June 30, 2019    | <b>\$ 675.00</b> | \$ |
| b. <b>Late:</b> Postmarked or emailed after June 30 to July 14, 2019 | <b>\$ 775.00</b> | \$ |

**2. Gala Dinner / Talent Show / Dance**

*(Not included in registration fee.)*

*To register a guest for the Gala, please use page 16 of this packet.*

**\$ 55.00**      \$

**3. Fellowship Day** *(Not included in registration fee.)*

*To register a guest for the Fellowship Day sessions or lunch, please use page 16 of this packet. No one will be turned away from the sessions for lack of funds.*

**\$ 15.00**      \$

**4. Seventh Tradition** *(Optional contribution)*

\$

**5. John H. Scholarship Fund** *(Optional contribution)*

\$

**6. Lodging**

N/A - See pg. 7

**Total Enclosed**

\$
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Whether you register online or via postal mail, you must send this form and a check for your registration fees to the General Service Office. If you are attending the Gala and/or the Fellowship Day, include those fees in your payment.

**\*International delegates:** After registering, email [2019WSC@debtorsanonymous.org](mailto:2019WSC@debtorsanonymous.org) to make arrangement to pay via a funds transfer.

**Send this Payment Form with your payment.**

**Make checks payable to DAGSB. Mail to:**

**2019 WSC Registration, PO Box 920888, Needham, MA USA 02492-0009**

**Early registration deadline (postmarked by): June 30, 2019**

# Hotel Reservation Information

*Conference delegates must make their own hotel reservations.*

## Hotel Reservation Options

- **Online:** <https://debtorsanonymous.org/wsc2019hotel>  
Due to a limited number of double rooms, please reserve "1 King Bed" if you do not plan to have a roommate.
- **Phone:** 800-445-8667
- **Phone:** To hotel directly: 1-310-410-4000
- **Mail:** Use form on following page
- **Total Conference Room Fees for 4 nights:**

ROOM DESCRIPTION	RATE	1.5% LA tourism fee	14.00% occupancy tax	.35¢ CA tourism fee	Room cost per night	4 NIGHTS TOTAL
1 KING BED, SINGLE OR DOUBLE	\$149.00	+ \$2.24	+ \$20.86	+ \$0.35 =	\$172.45	\$689.80
2 DOUBLE BEDS, SINGLE/DOUBLE	\$149.00	+ \$2.24	+ \$20.86	+ \$0.35 =	\$172.45	\$689.80

- **Deadline.** The hotel guarantees rates and room availability for reservations for the first block of 70 rooms. After that, another block of rooms will be available for \$154.00 per night (not including taxes.) After the second block, room availability is not guaranteed. We recommend booking rooms as soon as possible.
- **Extra Guests.** For more than two guests per room (max 4) there will be a \$20 charge per guest per night, not including additional taxes.
- **Discount code.** When making phone or mail-in reservations, use this Group Code: **WSC**
- **Debit card prepayment:** If you want to prepay your hotel expense with a debit card, call the hotel directly at 1-800-445-8667. If you do not pre-pay, a room deposit for the entire stay will be required at check-in.
- **Incidental room charges.** Incidental expenses will have to be paid for at time of purchase. At check-in, you can request to allow incidental expenses to be charged to your room requiring a deposit of \$50 per day.
- **Cancellation.** To cancel your room reservation and get a refund of your deposit, notify the hotel at least 48 hours before your scheduled check-in date.
- **Double occupancy and roommates.**
  - If you desire double occupancy, you are responsible for finding your own roommate and making your own arrangements with the roommate (and the hotel) as to how the hotel bill will be paid.
  - The best method for making a double-occupancy reservation, or to prepay the double-occupancy rate, is to call Hilton central reservations at 1-800-445-8667.
  - Delegates looking for roommates can go to <https://www.debtorsanonymous.org/WSC2019roommate>  
(Note: These resources are provided for your convenience and are not affiliated with the D.A. General Service Office or the D.A. General Service Board. Neither the Host Committee, the GSB, the GSO, nor the Hilton Los Angeles Airport is responsible or liable for the selection of roommates.)
  - If you have a roommate and no prepayments have been made, whichever one of you checks in first will be obligated to pay the full room charges.
- **Extra room nights before or after the Conference.** The Conference room rates of \$149-\$154 plus the hotel occupancy tax rate of 14.00%, LA tourism fee of 1.5%, and \$0.35 per room per night will be provided to Conference attendees for three days before and three days after the Conference, subject to room availability. You must call the hotel reservation line at 800-445-8667 and mention the discount code above to book extra nights. If you have any difficulty reserving extra nights, please email: [2019WSC@debtorsanonymous.org](mailto:2019WSC@debtorsanonymous.org)

**If you're making your hotel reservation by mail, complete the form below and mail by July 22 to the address listed at the bottom of this page.**

**Please include length of stay, payment information, and an email address, for reservation confirmation from hotel.**

**Hotel Reservation Form  
2019 D.A. World Service Conference, August 7–11, 2019**

First name:		Last name:	
Address:			
City:	State/Prov.	Country:	Postal code:
Phone: (        )		Email address:	
Roommate's name (if known):			
<i>Note: If you want double occupancy, you are responsible for arranging for your own roommate. Neither the Hilton Los Angeles Airport Hotel, DAGSB, the GSO, nor the WSC Host Committee is responsible or liable for roommate selections and/or payment arrangements.</i>			
Special accommodations required:			
Arrival date and time:	<input type="checkbox"/> Single/double* (4 nights)	\$	
Departure date and time:			
**Additional room nights, before or after Conference, \$149-\$154 plus taxes & fee -- add actual charge)	___ nights X (rate + tax + fees) =	\$	
Group Code: <b>WSC</b>	<b>Amount enclosed</b>	\$	

\* \$20.00 fee for each additional roommate over two in double, per night, not including taxes

\*\* Contact the hotel for availability: 1-800-445-8667

If paying by check, list your reservation confirmation number, length of stay, and mail by July 1st to:

**Attn: Finance Department  
Hilton Los Angeles Airport  
5711 West Century Blvd.  
Los Angeles, CA 90045**



# Travel and Miscellaneous Information

## Transportation between the Airport and the Hotel

The hotel is located a quarter mile (12 minutes) from Los Angeles International Airport with complimentary shuttle running every 20-30 minutes, 24 hours/day. Shuttle is light blue and labeled 'Hilton LAX.'

## Parking

Hotel garage self-parking: \$20 per day, \$30 valet—this 35-40% discount is dependent on meeting our room block. You may also pay to park at *The Parking Spot* or *Wally Spot* (both within walking distance).

## Hotel Amenities

Free Wireless Internet, Fitness Room, Pool, Foreign Currency Exchange, and more. Full description at: <https://www3.hilton.com/en/hotels/california/hilton-los-angeles-airport-LAXAHHH/about/amenities.html>

## Special Needs

If you use a wheelchair or have mobility challenges for which you need assistance, contact Mary P., Special Needs Committee, prior to the Conference at [losangelesmary@yahoo.com](mailto:losangelesmary@yahoo.com)

## Area Grocery Stores & Gas Stations

Shopping and banking within one mile (grocery, drugstore, retail clothing, fast food). Two gas stations within 2 blocks.

## Conference Registration at the Hotel

Pick up your Conference materials at the WSC Registration Table. Registration will be open Wednesday, August 7, from 12 noon to 10 p.m.

## WSC Attendee Reminders

- This is D.A.'s annual business conference, the purpose of which is to conduct the business of D.A. Conference, attendees should not promote or sell other products or services at the WSC.
- Tradition Eleven states "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." This has been extended to all other media. Hence, we suggest that members use first names and last initials only and no personal email addresses on documents circulated at the WSC (except committee rosters), as sometimes these documents have been posted on the Internet.
- Delegates: Please bring your own personal D.A. and A.A. Literature for your use as reference in your Committee and Caucus work. For additional reference, all delegates will receive a 2019 edition of the Debtors Anonymous Manual for Service (DAMS) when they check-in at registration.
- By submitting a completed registration form, World Service Conference (WSC) attendees release to Debtors Anonymous General Service Board, Inc., any and all ownership and use rights for material submitted to WSC committees and caucuses during the Conference year. This includes, but is not limited to, written, graphic, and audio materials. Debtors Anonymous General Service Board, Inc., is the not-for profit corporation that has legal and fiduciary responsibility for the spiritual fellowship of Debtors Anonymous.

# Your Role at the Conference and Committee/Caucus Descriptions

When attending the World Service Conference and throughout the year that follows, every GSR and ISR serves on a Conference Committee. This includes attending all sessions of your Committee during the Conference, and continuing the work of your Committee in monthly teleconferences and various e-mail and phone communications during the conference year that follows. In preparation for this, please consider which committee you feel offers the best opportunity for your service to D.A. If you do not make that decision prior to the Conference, you can make it at the Conference. For some returning delegates, rotating to a new committee provides the highest service to the D.A. Fellowship. Descriptions of the Committees are provided below. In addition to serving on a committee, you may also serve on one caucus.

## World Service Conference Committees

### **B.D.A. COMMITTEE (B.D.A.)**

The B.D.A. (Business Debtors Anonymous) Committee's purpose is to carry the message to the still-suffering debtor and help them apply the Steps and Traditions to all their affairs and not debt one day at a time. The B.D.A. Committee focuses on issues specific to the needs of D.A. members who own or operate businesses, are self-employed or have a desire to own or operate businesses or be self-employed.

The B.D.A. Committee is open to all GSRs and ISRs, not just those who represent B.D.A. groups.

### **CONFERENCE COMMITTEE (CC)**

The Conference Committee is concerned with the general nature of the World Service Conference. This includes:

- The Charter of the World Service Conference and its relationship to the General Service Board and membership of D.A. as a whole
- Issues related to the format of the annual World Service Conference of Debtors Anonymous
- Assistance to the Host Com. in their planning and logistics
- Recommendations of sites for future annual conferences

### **FELLOWSHIP COMMUNICATIONS COMMITTEE (FCC)**

The Fellowship Communications Committee facilitates communication and promotes collaboration among the debtor who still suffers, the Debtors Anonymous membership, the World Service Conference Committees and Caucuses, the General Service Office, and the General Service Board.

### **HOSPITALS, INSTITUTIONS, AND PRISONS COM. (HIP)**

The Hospitals, Institutions, and Prisons Committee carries the message of D.A. to the debtor who still suffers within hospital, institution and prison systems.

### **INTERNAL OPERATIONS COMMITTEE (IOC)**

The primary responsibility of the Internal Operations Committee (IOC) is to support the General Service Office (GSO) of Debtors Anonymous. The Committee:

- Focuses on the overall office operations of the GSO
- Interacts with the Board Office Liaison and the Office Manager to support the ongoing work of the GSO

### **LITERATURE COMMITTEE (LIT)**

D.A. Conference-approved literature begins with the Literature Committee. Members participate in all levels of the literature creative process, including:

- Generating ideas for new D.A. literature
- Working closely with members of Literature Services
- Reviewing drafts of literature in process (given to them at the Conference by Literature Services)
- Approving final drafts of D.A. literature
- Bringing motions to approve drafts of literature to Convocation to become Conference-approved literature

### **PUBLIC INFORMATION COMMITTEE (PI)**

The Public Information Committee works to carry the message of D.A. to the still-suffering debtor by interfacing with the media, helping professionals, the general public and

the D.A. Fellowship-at-large, in person, on the telephone, and through written information. The Committee utilizes the Debtors Anonymous Public Information Manual and other D.A. Service Literature available to the entire D.A. Fellowship as a tool for outreach efforts, and supports and trains P.I. representatives as guided by the Twelve Traditions of D.A.

### **RESOURCE DEVELOPMENT COMMITTEE (RDC)**

Revenue for D.A. is the focus of the Resource Development Committee, including:

- Increasing Seventh Tradition contributions and clarifying the use of Seventh Tradition funds
- Encouraging member participation in service at all levels
- Increasing awareness within the D.A. Fellowship about the importance of self-support

### **TECHNOLOGY COMMITTEE (TECH)**

The Technology Committee is composed of delegates who have experience with and/or interest in leveraging technology to grow D.A. The Tech Committee focuses on harnessing technology to improve access to D.A.'s resources, facilitate communication within D.A., and reach out to the debtor who still suffers. The Committee advises the Conference and the GSB, as well as provides hands-on technical expertise where applicable.

## World Service Conference Caucuses

### **INTERGROUP CAUCUS**

The Intergroup Caucus is composed primarily of ISRs but also includes GSRs and Trustees who have experience with their local Intergroups. The main function of this Caucus is to create tools, resources, and a better understanding of the role of an Intergroup in the overall organizational structure of D.A. The Intergroup Caucus helps support both new and existing Intergroups. The Intergroup Caucus also contributes to the efforts to regionalize D.A.

### **INTERNATIONAL CAUCUS**

Created by action of the 2011 WSC, the International Caucus' mission is to exchange information and develop initiatives to support the growth of D.A. internationally.

### **SPIRITUALLY SUSTAINABLE EARNING CAUCUS (SSEC)**

Created by the 2016 WSC, the Spiritually Sustainable Earning Caucus supports the D.A. Fellowship as a whole in gaining clarity, understanding, and using tools to address the ways that underearning cripples debting sobriety and how it can be relieved through the Twelve Steps of Debtors Anonymous.

### **UNDERSERVED AND UNDER-REPRESENTED OUTREACH CAUCUS (UUOC)**

The mission of the Underserved and Under-Represented Caucus is to support the Fellowship in carrying the message of Debtors Anonymous to the debtor in underserved populations and locations. We coordinate with World Service Conference Committees and Caucuses by developing best practices for doing that work and sharing it with D.A. as a whole.

# Preliminary Conference Schedule

Start and End Times		Activity
<b>Wednesday, August 7</b>		
12:00 noon	10:00 p.m.	Conference Registration
3:30 p.m.	4:30 p.m.	D.A. meeting and open Twelve-Step meeting
4:30 p.m.	5:45 p.m.	Dinner
6:00 p.m.	9:00 p.m.	<b>Conference Opening and Orientation; WSC Committee and Caucus Reports</b>
9:15 p.m.	10:45 p.m.	<b>Caucus Meetings</b>
9:15 p.m.	10:15 p.m.	D.A. meeting and open Twelve-Step meeting
<b>Thursday, August 8</b>		
6:30 a.m.	7:30 a.m.	Conscious Contact / BDA meeting
7:00 a.m.	8:15 a.m.	Breakfast
8:30 a.m.	11:00 a.m.	<b>General Session: GSB Reports</b>
11:00 a.m.	12:00 noon	<b>General Session: Open Forum</b>
12:00 noon	1:00 p.m.	Lunch
1:00 p.m.	2:00 p.m.	<b>General Session: Open Forum (cont.)</b>
2:00 p.m.	2:15 p.m.	Break
2:15 p.m.	3:15 p.m.	<b>Caucus Meetings</b>
2:15 p.m.	3:15 p.m.	D.A. meeting and open Twelve-Step meeting
3:30 p.m.	5:00 p.m.	<b>Committee Meetings</b>
5:00 p.m.	6:15 p.m.	Dinner
6:00 p.m.	6:45 p.m.	General Service Board Open Meeting
6:00 p.m.	6:45 p.m.	Conscious Contact
7:00 p.m.	9:30 p.m.	<b>Committee Meetings</b>
<b>Friday, August 9</b>		
6:30 a.m.	7:30 a.m.	Conscious Contact / BDA meeting
7:00 a.m.	8:15 a.m.	Breakfast
8:30 a.m.	12:00 noon	<b>Committee Meetings</b>
11:30 a.m.	12:00 noon	Committee Chairs meet with each other
12:00 noon	1:00 p.m.	Lunch (includes Meet-the-Trustees tables)
1:15 p.m.	4:45 p.m.	<b>Committee Meetings</b>
5:00 p.m.	6:30 p.m.	<b>Caucus Meetings</b>
5:30 p.m.		<b>Committees/Caucuses submit motions and recommendations to GSB</b>
6:30 p.m.		Dinner on your own / Free time
7:00 p.m.	8:00 p.m.	D.A. meeting on Santa Monica beach
9:00 p.m.	10:00 p.m.	D.A. meeting and open Twelve-Step meeting
<b>Saturday, August 10</b>		
6:30 a.m.	7:30 a.m.	Conscious Contact / BDA meeting
7:00 a.m.	8:15 a.m.	Breakfast
8:30 a.m.	12:00 noon	<b>Convocation (all delegates)</b>
9:00 a.m.	11:45 a.m.	Fellowship Day (open to non-delegates only)
12:00 noon	1:15 p.m.	Lunch with Speaker Share
1:30 p.m.	5:45 p.m.	Fellowship Day
6:00 p.m.	11:00 p.m.	Gala Dinner with Keynote Speaker / Talent Show / Dance
<b>Sunday, August 11</b>		
6:30 a.m.	7:30 a.m.	Conscious Contact / BDA meeting
7:00 a.m.	8:15 a.m.	Breakfast
8:30 a.m.	12:00 noon	<b>Convocation and closing (all delegates)</b>

**Note regarding the Convocation:**

The Conference concludes with the Convocation sessions on Saturday and Sunday. The Sunday Convocation closes at **12:00 noon**. These sessions are where issues that affect the Fellowship as a whole will be considered and decisions will be made. Your participation and votes are part of the group conscience of the worldwide D.A. Fellowship. **Please arrange your travel so you can stay for the entire Sunday Convocation.**

# 2019 Service Opportunities

## Volunteer for Service

Each year, the Conference provides opportunities for Conference delegates to give service. If you wish to take advantage of any of the service opportunities below, please fill out the form on page 14 and mail with your registration form or email to [DAwsc2019LA@gmail.com](mailto:DAwsc2019LA@gmail.com)

### 1. Speakers: Fellowship Day

The Host Committee needs D.A. members willing to speak for approximately ten minutes on one of the topics listed below. All sessions are open. The audience for the following sessions will include compulsive debtors, newcomers to D.A., and possible non-members (i.e. professionals, family, or friends) who support the mission of D.A. to reach the debtor who still suffers. This year Fellowship Day will offer morning sessions for local and non-local guests while all WSC delegates attend Convocation. Afternoon sessions will be open to all.

Morning Sessions <i>(open to non-delegates)</i>	Track 1: The Twelve Steps	Track 2: Helping Debtors Recover	Track 3: Helping Professionals Refer to D.A.	Track 4: Intro to D.A. in 7 Languages	Track 5: Experiencing the 12 Steps <i>(interactive workshops)</i>
9:00— 9:45 a.m.	Steps 1 - 3	Practicing the Twelve Traditions in Program and Personal Business	Who Can Benefit from Debtors Anonymous?	Intro to D.A. in Russian	Surrendering to Steps 1-3 through Written Exercises
10:00— 10:45 a.m.	Steps 4 - 9	The Sponsor / Sponsee Relationship	Understanding the Disease of Debting	Intro to D.A. in Language TBD	Steps 4 & 5: Healing the Past to Heal the Present through Family Tableaux
11:00— 11:45 a.m.	Steps 10 - 12	How to Deliver a PRG Guided by a Higher Power	D.A. and BDA: How the Program Works	Intro to D.A. in Language TBD	
<b>Afternoon Sessions</b> <i>(open to all)</i>			<b>Track 3: World Service Panels</b>		
1:30— 2:15 p.m.	Steps 1- 3	Working the Twelve Tools of D.A.	Tradition Five: Reaching the Still-Suffering Debtor through P.I.	Intro to D.A. in German	Using Art to Express Steps 6 & 7
2:30— 3:15 p.m.	Steps 4 - 7	Recovering in Business through Business Debtors Anonymous (BDA)	Balancing Entitlement, Envy, and Socio-Economic Diversity in D.A. Recovery	Intro to D.A. in French	Experience Steps 8-10 in a New Light through Simple Role Play Exercises
3:30— 4:15 p.m.	Steps 8 - 10	Numbers: Record-Keeping as a Spiritual Tool	D.A. Recovery and How to Balance Spiritual Meaning in a Capitalist Society	Intro to D.A. in Farsi	11th Step Guided Visualizations
4:30— 5:15 p.m.	Steps 11 & 12	How Being of Service in D.A. Helps Recovery	Tradition Five: Reaching the Still-Suffering Debtor through HIP	Intro to D.A. in Spanish	Step 12: Using your Voice to a Bigger, More Abundant D.A. Life

In addition to the listed topics, there will be one room for Vision Board workshops and one room hosted by Debt-Anon—a 12-step program for those affected by a problem of compulsive debting in a relative or friend.

The theme for Fellowship Day: **Together We Recover**

**Speakers must have incurred no new, unsecured debt for at least one year.** At the beginning of your share, you will be asked to state how long you have been free from incurring new unsecured debt. (Unsecured debt is any debt not backed up by some form of collateral).

**Speakers should focus their sharing on not incurring any new unsecured debt, working the Twelve Steps, using the D.A. Tools, and applying the Twelve Traditions.** Speakers should share how these foundations of the D.A. program have shaped their recovery. Speakers should also share their experience of how these D.A. cornerstones relate to the listed workshop topics. Speakers must abide by the Twelve Traditions and should limit their sharing to their own experience within the D.A. program.

Also, in accordance with Tradition Six, speakers should not promote non-D.A. enterprises or businesses.

Speakers in Tracks 1-4 will be recorded.

The Host Committee is looking for D.A. members planning to attend Fellowship Day in Los Angeles who speak a non-English language fluently and would be interested in participating on a speaking panel introducing newcomers to D.A. in that language. Please fill out the Volunteer Service Form on page 14.

## **2. Leaders: Conscious Contact Sessions**

The Conference will include a 60-minute Conscious Contact session at the beginning of each day. The goal is to give members the opportunity to practice Step Eleven, through meditation, music, physical movement, and other relaxation/spiritual/self-care practices. Leaders are needed.

## **3. Performers: Gala Talent Show**

Have a talent? Consider performing in the Talent Show, which is part of the Saturday night Gala.

# Volunteer Service Form

First name:		Last name:	
Address:			
City:	State/Province:	Country:	Postal code:
Home phone: (            )		Cell phone: (            )	
Email address: (please write clearly)			

## I WOULD LIKE TO VOLUNTEER TO:

- Be a Fellowship Day speaker.

***Speakers must have incurred no new unsecured debt for at least one year. At the beginning of your share, you will be asked to state how long you have been free from incurring new unsecured debt. (Unsecured debt is any debt not backed by some form of collateral.)***

***Tell us if there are any listed sessions for which you are particularly interested in giving a lead share and/or if you have fluency in a non-English language:***

- Lead a Conscious Contact session.

***The goal is to give members the opportunity to practice Step Eleven, through meditation, music, physical movement and other relaxation/spiritual/self-care practices.***

***Tell us about the session you would lead:***

- Perform in the Gala Talent Show.

***Tell us about your talent:***

Complete the form above and email to [DAwsc2019LA@gmail.com](mailto:DAwsc2019LA@gmail.com)

## Delegate Spending Plan Worksheet

Funds Available	Example only	Planned	Actual
Group GSR/Intergroup ISR Funds			
John H. Scholarship			
Other			
<b>Total</b>			
Expenses: Category & Item	Example only	Planned	Actual
<b>A. Conference Registration and Meals</b>			
Postmarked or emailed on or before June 30, 2019 (\$650.00)	675.00		
Postmarked or emailed July 1 to July 14, 2019 (\$750.00)			
<b>B. Lodging 4 nights: Double (\$344.90), Single (\$689.80)*</b>	344.90		
<b>C. Transportation:</b>			
Airplane, train, gas, tolls, etc.	350.00		
Transportation from home to local airport (Outgoing)	35.00		
Transportation from airport to hotel	0		
Transportation from hotel to airport	0		
Transportation from local airport to home (Return)	35.00		
Transportation at Conference (taxi, car, public transportation, etc.)	20.00		
Other			
<b>D. Meals (other than meal package included in registration)</b>			
Outgoing travel meals	35.00		
Return travel meals	35.00		
Friday evening meal	40.00		
Other			
<b>E. Fellowship Day registration fee</b>	15.00		
<b>F. Gala Dinner / Talent Show / Dance</b>	55.00		
<b>G. Tips and Gratuities</b>			
Tips for lodging	25.00		
Tips for transportation	5.00		
Tips for meals	\$25.00		
<b>H. Miscellaneous Expenses</b>			
Seventh Tradition (A basket will be available at the Convocation.)	20.00		
Donation to John H. Scholarship Fund	15.00		
D.A. literature	45.00		
Other			
<b>Subtotal</b>	<b>1,774.90</b>		
<b>I. Travel Contingency (10% of subtotal of non-fixed expenses: C &amp; D)</b>	55.00		
<b>Total</b>	<b>\$1,829.90</b>		

\*Lodging rates pending availability. Please reserve hotel rooms early.

# Guest Registration Form for Fellowship Day and Gala

Only General Service Representatives (GSRs) and Intergroup Service Representatives (ISRs) can attend the business sessions of the Conference. Guests are not allowed in the committee rooms (Wednesday, Thursday and Friday) and/or the Convocation (Saturday and Sunday mornings).

Guests are welcome to attend the Fellowship Day lunch, the Fellowship Day morning and afternoon sessions, and the Gala activities, all of which will be held on Saturday, August 10, 2019.

Hotel parking validation will be available at the discounted rate of \$20 for self-parking and \$34 for valet parking.

Guests wanting to attend any of these events can pre-register with the form below.

## GUEST REGISTRATION for 2019 WSC Events, Saturday, August 10, 2019:

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

Fellowship Day Morning Sessions\*: \$10.00<sup>†</sup> \_\_\_\_\_

Fellowship Day Afternoon Sessions: \$15.00<sup>†</sup> \_\_\_\_\_

Lunch and Speaker: \$45.00 \_\_\_\_\_

Gala Dinner/Speaker/Talent Show/Dance: \$55.00 \_\_\_\_\_

All Day Pass for All 4 Events: \$110.00 \_\_\_\_\_

**TOTAL Enclosed:** \$ \_\_\_\_\_

Check here if only attending as a member of Debt-Anon  
(Debt-Anon is a separate fellowship for friends & family of debtors)

**Make check payable to and mail to:**

**WSC 2019 Host Committee**

**P.O. Box 46065**

**Los Angeles CA 90046**

**JULY 14, 2019 DEADLINE** TO REGISTER A GUEST FOR LUNCH AND/OR GALA

\*Morning sessions are open to guests only, all delegates are required to attend Convocation.

†Same-day registration for Fellowship Day: \$15 for morning sessions, \$20 for afternoon sessions.

No one will be turned away from the Fellowship Day sessions for lack of funds.

For more information about the Fellowship Day or the Gala, please contact the Host Committee at

[DAwsc2019LA@gmail.com](mailto:DAwsc2019LA@gmail.com)



# John H. Scholarship Program

## Description and Instructions

The purpose of the John H. Scholarship Program is to provide financial assistance to GSRs and ISRs who are willing to be of service and to attend the Debtors Anonymous Annual World Service Conference, but lack all the necessary funds to do so.

### Allocation Criteria

The allocation procedure for distribution of scholarship funds follows a process mandated by guidelines previously approved by the World Service Conference. These guidelines follow on pages 16 and 17.

### Deadlines

1. Scholarship applications must be received by the General Service Office by April 15, 2019. This allows the Host Committee time to make funding decisions and advise award recipients in a timely manner.
2. Funding decisions will be made by the Host Committee no later than Apr 28, 2019.
3. Applicants will be notified by May 1, 2019, by telephone, email, or postal mail.

### Application Instructions (Application form is on page 18.)

In the personal Information section, please provide:

1. Your name, mailing address, phone number, and email address.
2. Your group name and group number.
3. Has your group ever received John H Scholarship funds? Years? (if known)

In the expense information section:

1. Registration fee (includes meals) and lodging expense are pre-entered on the form. Scholarship awards will be based on the early-registration amount.
2. Transportation. Complete amounts for each applicable line item in this section.
3. Meals (other than meal package included in registration). Complete amounts for each applicable line item in this section, including meals in route to and from conference.
4. Fellowship Day.
5. Gala Dinner/Talent Show/Dance
6. Subtotal. Add amounts in rows A–F.
7. Contingency. Multiply subtotal of rows C–D by 10%.
8. Total. Add (Subtotal) + (Contingency).
9. Amount of Group(s) Contribution. Subtract total funds your group(s) can contribute.
10. Amount of scholarship needed. Enter amount requested from the scholarship fund.

### Submitting the application:

Email completed application to:  
[2019WSC@debtorsanonymous.org](mailto:2019WSC@debtorsanonymous.org)

Or mail completed application to:  
2019 WSC  
John H. Scholarship Application  
P.O. Box 920888  
Needham, MA 02492-0009

Applications must be received by **Apr 15, 2019**. If you apply for a scholarship, please wait to send in your Conference registration until after you have received notification regarding the final scholarship decision.

### After the Conference:

If you receive a scholarship award, after the Conference you must:

Complete the "actual" column of the application form (Column B).

Mail the completed form and a check in the amount of **any unused funds** to:

D.A. GSO  
Attn. John H. Scholarship Fund  
P.O. Box 920888  
Needham, MA 02492-0009

# John H. Scholarship Funding Guidelines

(Last revised: August 2013 - Approved by the 2013 WSC)

The general purpose of the Scholarship Fund is to provide financial assistance to those GSRs/ISRs who are willing to be of service and to attend the Debtors Anonymous World Service Conference but don't have all of the necessary funds to do so.

The Scholarship Fund allocation process is to be administered by the Host Committee.

## 1. Suggested qualifications to apply:

Individual:

- (a) One year of not having incurred any new, unsecured debt;
- (b) A committed record of service at the group or Intergroup level;
- (c) Actively working the Twelve Steps and Twelve Tools of Debtors Anonymous;
- (d) Active member of home group; and
- (e) Willingness to fulfill Conference duties and to remain a committee member the entire Conference year.
- (f) If the GSR/ISR is a returnee to the conference, it is suggested that they have attended at least 7 out of 11 of the previous year's committee's calls.

Group:

- (a) Group shall state on the application whether it has received John H. Scholarship funding, and if so, the years, if known.

## 2. Deadlines:

Scholarship applications must be received no less than sixty-five (65) days before the Early Registration Deadline. This allows the committee time to render a decision and reply to applicants in a timely manner. There can also be a published notice by an eNews announcement, in *The DA Focus* newsletter and *Ways & Means* magazine to notify when applications are available. Applications can be submitted as soon as they become available to avoid last-minute gridlock. Applications will also be available at [www.debtorsanonymous.org](http://www.debtorsanonymous.org) once they become available.

Decisions will be made by the Host Committee at least fifty-five (55) days before the Early Registration Deadline. The Host Committee shall provide scholarship allocation information to the GSB Treasurer at the same time.

## 3. Notification to applicants:

Applicants will be notified at least fifty (50) days before the Early Registration Deadline.

## 4. Allocation:

One scholarship will be given based on the "Most Need." This will allow some GSRs/ISRs from small groups an opportunity to participate. However, (a) the group that is represented by the "Most Need" scholarship recipient must have been a registered meeting with the GSO and meeting on a regular basis for at least two years; (b) the "Most Need" recipient cannot receive this scholarship in two successive years; and (c) the group should have demonstrated that they have made an attempt to get their GSR/ISR to the Conference, for example, passing a separate basket or fundraisers.

The remainder of the fund will be allocated to those GSRs/ISRs with the "least need" first, in order to get more delegates to the Conference.

The scholarship is awarded to the group, not the individual. This means if an award is granted and then the individual cannot attend the WSC for whatever reason, the group can send another group member (the elected alternate GSR/ISR) instead and the alternate GSR/ISR may use the scholarship funds (as long as the funds are used for the group the scholarship was originally awarded to). If the group cannot send an alternate GSR/ISR, the funds go back into the scholarship fund for the host committee to re-award to a previously denied applicant.

## 5. Guidelines as to how applicants and GSO will be notified:

By telephone, email, or postal correspondence.

**6. Written material explaining how funds are dispersed:**

Funds are kept in a separate account by the GSB. The GSB will distribute funds as allocated by the Host Committee.

Funds available for scholarship will include all contributions collected up to March 31 of the year of Conference.

**7. Record Keeping:**

The Host Committee will follow the guidelines set forth in this Scholarship Fund application process. The Treasurer of the Host Committee will keep track of the name, address, meeting represented, and amounts of each fund recipient and forward a report to the GSB. The Conference Support Committee will maintain a file of all scholarship recipients.

If a recipient does not use all funds granted him or her by scholarship, the recipient will return the excess amounts to the GSO to be placed back into the Scholarship Fund. The recipient will complete an Actual Spending Plan (Column B on the Spending Plan Worksheet) and return it to the GSO within two (2) weeks following the last day of the Conference.

# WSC 2019 John H. Scholarship Application Form

Name:		Group name:	
Address:			Group #
City:	State/Province:	Country:	Postal code:
Home phone: (        )		Cell phone: (        )	
Email address: (please write clearly)			
My group ___ has ___ has not received John H. Scholarship funds. Year(s) [if known] _____			

Applications must be received by the General Service Office by **April 15, 2019**.

Email completed application to: <a href="mailto:2019WSC@debtorsanonymous.org">2019WSC@debtorsanonymous.org</a>
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Or mail completed application to: 2019 WSC Registration John H. Scholarship Application P.O. Box 920888 Needham, MA 02492-0009
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### Please complete Column (A) only

	A	B
Expenses:	Planned	Actual
<b>A. Conference Registration and Meals</b> – Early registration fee (DOES NOT include Fellowship Day or Gala)	\$675.00	
<b>B. Lodging for 4 nights (double occupancy assumed)</b>	\$344.90	
<b>C. Transportation</b>		
Plane, train, bus, gas, tolls, etc.		
Transportation from home to local airport + Tip		
Transportation from LAX airport to hotel + Tip		
Transportation from hotel to LAX airport + Tip		
Transportation from local airport to home + Tip		
Baggage charges and tips		
Direct vehicle expense (gas, tolls, etc.)		
Other		
<b>D. Meals</b> (other than meal package included in registration)		
Outgoing travel meals + Tip		
Friday evening meal + Tip		
Other		
<b>E. Fellowship Day</b> (Saturday)(\$15.00)		
<b>F. Gala Dinner / Talent Show</b> (Saturday)(\$55.00)		
<b>Subtotal</b>		
<b>G. Travel Contingency</b> (10% of subtotal of non-fixed expenses: C & D)		
<b>Total</b>		
Less: Amount of Group Contribution		
<b>Total amount of scholarship requested</b>		

# Submitting Issues and Concerns to the World Service Conference

The Debtors Anonymous World Service Conference (WSC) addresses the issues and concerns of D.A. groups that affect D.A. as a whole. Using this sheet, D.A. groups or individuals can submit their issues and concerns to the General Service Office (GSO) before each Conference. Throughout the year, the General Service Board (GSB), Conference Committees, and Conference Caucuses work on these issues and publish responses in the WSC *Final Conference Report*, in *The DA Focus*, and at <http://www.debtorsanonymous.org/wsc>. Please list any issue or concern below you would like to have considered at the WSC. It will be forwarded to the appropriate Committee or Caucus for their review.

This sheet (preferably an electronic copy) must be used to submit any issues and concerns to the GSO.

**To be addressed at this year's WSC, all Issues and Concerns must be received by July 1, 2019.**

## For electronic submissions:

*Copy and paste this sheet to a new blank document. Please type one issue per page in the space below. Save in Word or rtf format. Note that electronic copies save time for processing and distributing responses to the Fellowship.*

Email to: [issuesandconcerns@debtorsanonymous.org](mailto:issuesandconcerns@debtorsanonymous.org)

## For hard-copy submissions:

*Make as many copies of this sheet as you need. Please write one issue per page. DO NOT write on the back.*

Mail to: **DA-GSO**  
**P.O. Box 920888**  
**Needham, MA 02492-0009**

## Group Submission:

Group Name:

Group Number:

City, State/Province, Country:

## Individual Submission:

Your First Name/Last Initial:

City, State/Province, Country:

**Issue or Concern for the 2019 D.A. World Service Conference:** *(Please type or write your issue below.)*

# Hosting a Future World Service Conference

## *Would Your Area Like to Host the Conference in 2020 and/or 2021?*

At each World Service Conference (WSC), the Conference Committee brings before the Convocation a motion to select a site for one or several future year's Conferences. At WSC 2019, the Conference Committee will be accepting and evaluating proposals to host the 2020 (if not already selected) and 2021 World Service Conferences. All areas and Intergroups are encouraged to consider hosting a WSC. It is suggested that smaller areas, or those areas with few meetings, work with other meetings in their region to build a strong host committee.

To assist areas interested in hosting a WSC, the following guidelines are suggested:

1. Two or more years ahead (ideally), any member of the Fellowship may submit a Letter of Intent to the Conference Committee and the General Service Board (GSB), communicating an area's interest in hosting a future WSC. Two or more local D.A. members should sign the letter. This does not commit an area to host, but instead allows the Conference Committee and the GSB to plan for future conferences.
2. The interested city/area/Intergroup should hold a group conscience meeting of all participating area groups and individual members willing to work on the Conference, in order to gain agreement to present a formal bid to host the WSC. A written proposal is then developed. It is recommended that the proposal include:
  - a. Name of proposed host city/area (City, Intergroup, local groups, etc.)
  - b. Possible sites (hotels, retreat facilities, convention centers, colleges)
  - c. Preliminary site proposals, including bids (primarily for cost comparison of room rates)
  - d. Names, contact information, and experience of proposed Host Committee members (i.e., years in program, solvency dates, prior D.A. service, prior WSC participation, etc.)
  - e. Prior experience of local fellowship in hosting conventions, workshops, fellowship days, etc.
  - f. Details of proposed area, including airport proximity and transportation costs to/from airport, other general costs, seasonal considerations, etc.
  - g. Any other information that would help the Conference Committee understand the area's capabilities, depth of experience, willingness, etc.
3. One or more persons from the bidding Host Committee (does not have to be a GSR or ISR) must attend the WSC at which the proposal will be presented. The presenters should submit their written proposal to the Conference Committee no later than the first committee meeting session of the Conference. The Conference Committee will then, working in conjunction with the Board's Conference Support Committee, schedule time for presenting teams to make their bid presentations and address questions.
4. By tradition, the Chair of a Host Committee whose bid has been accepted is expected to attend the World Service Conference for the year immediately prior to the WSC they'll be hosting. The Host Committee Chair has the option of attending that WSC as either an elected delegate (a General Service Representative or Intergroup Service Representative), or as a nonvoting observer. If attending as a GSR or ISR, the Chair will be a voting member of both the WSC Conference Committee and the Convocation. If attending as an observer, the Chair will attend sessions of the WSC Conference Committee and Convocation without voting rights. In either case, the Chair's costs for attending the preceding year's WSC, including registration, travel, lodging, and meals, will be paid as a conference expense.
5. Once a host city/area is selected, a GSB Trustee will be assigned to the Host Committee to serve as a liaison between the Host Committee and the GSB.
6. In preparation for the Conference, the GSB will:
  - a. Sign all contracts (Hotel, audio/visual, PCs and printers, copier, DJ, etc.)
  - b. Create and approve the Conference income and spending plan
  - c. Create and approve the registration packet
  - d. Approve the Conference theme
  - e. Approve flyers and fundraising outreach to the Fellowship

- f. Provide the Host Committee with seed funds (approximately one year in advance)

Other important considerations:

- The WSC is traditionally held in early- to mid-August.
- Approximately 80 – 100 D.A. members attend the Conference. A majority of the attendees are from the United States.
- Twelve breakout rooms are needed: Nine for Committee and Caucus meetings, one for the GSB, one for hospitality room, and one for the technology room.
- One large ballroom, set up classroom-style, is needed for the general sessions and the Convocation. A second large room is needed for buffet meals.
- Accommodations and meals for 80 – 100 people will be needed, including vegan and gluten-free options. The GSB can provide sample menu suggestions to hotels to accommodate these needs and to ensure accurate pricing estimations.
- A Fellowship Day is traditionally held in conjunction with the WSC on Saturday afternoon of the Conference week. The Host Committee plans and conducts this event.
- A Gala Dinner is traditionally held Saturday evening. The event includes dinner, a speaker, a talent show, and dancing, and is open to delegates, non-delegate D.A. members, and guests. Adequate seating must be assured for this event, along with additional floor space for the evening's entertainment and dancing (typically 120 - 130 attendees total). The Host Committee plans and conducts this event.