

# **Hosting a Future World Service Conference**

## ***Would Your Area Like to Host the Conference?***

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. Details of which years will be open for bidding and a deadline for applying will be published before the upcoming WSC through an eNews announcement distributed to the D.A. eNews mailing list and on the D.A. website at [www.debtorsanonymous.org/announcements](http://www.debtorsanonymous.org/announcements). 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.