

IRISH REGIONAL CONVENTION GUIDELINES AND SUGGESTIONS

The following are Guidelines, i.e. requirements of the Region for the running of the Regional Convention.

This is followed by Suggestions and Experience - a template to work from. It outlines a general running order of events, services found useful, and obstacles ran into. We hope it may be helpful when planning a Convention.

Outside of the requirement laid out in the Guidelines, the Host Committee are free to design the best convention they can as they see fit.

GUIDELINES

The Irish Regional Service Committee (IRSC) decides which of the four areas (i.e. North, South, East or West) the convention will be held the following year. This normally rotates from area to area, but exceptions may be made.

NA members who would like to put themselves forward for the position of Convention Chair and Convention Treasurer should then come to the IRSC AGM (held the last Sunday in May) the year prior to the Convention to be voted in. People can self nominate, or be nominated, as with any position. (NB it is not a requirement that the Convention Chair and Treasurer live in the area where convention is being held, but it is advantageous and recommended). Normal voting procedures apply. The Convention Chairperson and Convention Treasurer, once voted in, are officers of the Region, and must attend each IRSC meeting up until the Convention, and one meeting following it to present a final report.

The Convention Chair and Treasurer must then form a Host Committee. Recommend positions are listed below.

The Chair and Treasurer and one other member of the Steering Committee (Secretary, Vice Chair, or Vice-Treasurer) as signatories should then set up a bank account with a checkbook. The Regional Treasurer will then transfer the "float" from the previous convention into that account. Although the primary purpose of the convention is a celebration of recovery and to carry the message, it is also the IRSC's annual fundraiser. If managed responsibly the original float should be returned and a profit. Following the suggestions of this document will greatly reduce the risk of not returning a profit.

A progress report and treasury report must be sent to the Regional Secretary a minimum of one week before each IRSC meeting. A full final report, treasury report, and recommendations for the next committee must be presented at next IRSC meeting following the Convention.

When picking speakers for workshops/meetings, this must be done by group conscience. Normal voting procedures should be followed i.e. the whole host committee nominate, second, and then votes in the speakers. When nominating a speaker, it is appropriate to say why and give some information on that person, for those that don't know them. See more information on speakers in suggestions. Speakers must be pulled aside and carefully briefed on carrying an NA message of recovery. Meeting secretaries must also be briefed, and are expected to keep speakers to the time frame allocated. When meetings are recorded a release of information document must be signed.

Two workshops slots must be left for the Regional Delegate to conduct WSO service workshops. These should be at well-attended slots i.e. Saturday afternoon and just before closing meeting on Sunday.

Suggestions and Experience

Appox. Time Frame	Task	Responsibility
18 months before Convention	<p>It is decided at Region in which area the convention will be held. This normally rotates from area to area e.g.</p> <p>2001 – Eastern Area (Kilkenny) 2003 – Southern Area (Killarney) 2004 – Western Area (Galway) 2005 - No Regional as ECCNA held in Dublin Area 2006 - Northern Area 2007 – Southern Area (Cork) 2008 – Western Area (Sligo) 2009 – Eastern Area (Dublin) 2010 – Northern Area (Belfast) 2011- Southern Area</p>	IRSC
AGM year before	Vote in Convention Chair and Treasurer	IRSC
1 year before	<p>A meeting should be announced a few weeks in advance so as many members as possible show up, to form sub-committees. People can put them selves forward, and the duties of the position should be explained to them. Although willingness and commitment are most important, it is helpful if the chair of each subcommittee has a certain expertise in the area, i.e. secretary can use e-mail, vice-treasurer has accounting skills, decoration committee isn't colour blind, etc.!</p> <p>You can create any positions you may feel useful. Positions besides the Chair and Treasurer we have included in the past:</p> <ul style="list-style-type: none"> • Secretary • Vice-Treasurer • Vice-Chair • Chair Entertainment • Chair Decoration • Chair Graphics • Chair Sound and Vision • Chair Merchandising • Chair Hospitality • Chair Registration <p>For details of these positions see <i>“Responsibilities”</i></p> <p>It is a helpful at this point if the Secretary prints a list of everyone's name, service position, e-mail and phone number to be distributed among the committee. All meetings should be minuted in detail, and the minutes read and approved at the beginning of each meeting.</p> <p>We found it helpful to conduct all meetings in an NA fashion, i.e. opening with a reading on service and ending with serenity prayer. We also found that consensus was best in all decisions, and a good</p>	Chair

	atmosphere should be maintained at meetings – A committee that works well together, and a convention put together with love are key ingredients in a convention that is successful at all levels. Once a sub committee is put together and everyone knows their responsibilities, regular meetings should be set up at a designated location.	
1 year before	Bank account set up. See Guidelines.	Chair-Treasurer - IRSC Treasure
11 Months before	Choose Venue to hold convention. Start negotiations with venue.	Committee
10 months before	Choose a theme – name of convention – logo - it may be helpful to look at past flyers which can be found in the archives in the Office	Committee and Graphics
9 months before	Decided if there is going to be a Banquet, price of registration, pre registration. <i>See “Banquets”</i> .	All committee
9 months before	Organise a site visit for the whole committee to get a feel of the place.	
8 months before	Put together the registration flyer. <i>See “Flyer”</i> . Once flyer finalised, contact Irish Webmaster to put on Irish and International website. Go to Print and distribute to each Area Rep. through the IRSC. Also helpful to send some to Paul at WSO Office in Brussels to be distributed with literature throughout Europe.	Graphics and Hospitality
Seven months before	Design T-shirt	Graphics and Merchandising
Six months before	Print T-shirt – A reason to do this at this point, is that it is a good source of pre-convention funding, and it is a good idea to get members travelling to conventions abroad to take some with (particularly good sales in the USA) and also be sold at Irish NA events.	Merchandising
Six months before	Start thinking about entertainment, and the programme. <i>See “Entertainment”</i>	Entertainment
Five months before	Put together the programme. <i>See some examples below</i> .	All Committee
Four months before	Finalise entertainment.	Entertainment and committee
Four months before	Organise a site visit for all of the committee. Allocate rooms for all the workshops, marathon meetings and entertainment (to be put on badges). Decide layout for Registration, Hospitality, and Merchandising Booths.	All Committee
Three months before	Put together registration pack. This should include badges. <i>See example below and list of services we used</i> .	Registration
Three months before	Produce other merchandising.	Merchandising
Three months	Chose Speakers.	All committee

before	Also choose M.C.'s, Secretaries, someone to do Countdown and Area Recognition, and Auction. <i>See Guidelines on "Speakers."</i>	
Three months before	If there is to be an Auction, start gathering stuff.	All committee.
Two months before	Make sure that recording equipment is organised and in working order. Walkie talkies are in ISO	Sound and Vision
One month before	Organise a final site visit if necessary.	Chair
One month before	Sub committees put a rota together of servitors. Registration will need many, followed by merchandising and hospitality.	Chairs of Subcommittees
One month before	Make sure the graphics are finalised – or banner if going the old fashioned route - and other decorations are finalised.	Decoration and Graphics
One month before	Give approx. numbers to Hotel, and make final arrangements for any extra space, i.e. a room allocated for committee meetings. Often as a goodwill gesture the hotel will upgrade the rooms of committee members – finalise this. Organise final seating arrangements with Hotel. Give them a timetable for tea and coffee stations to be set up.	Chair
Two weeks before	Do a "virtual run through". Talk through the convention step by step, and make sure that everyone has a list of what they need to bring down, i.e. office supplies, cashbox, 12 step wall hangings, etc. etc.	Chair and Secretary
One week before	Get final confirmations on Speakers and Entertainment. Prepare everything to carry down to convention.	Chair
One day before	Ideally the Registration, Merchandising and Hospitality Booths should be set up, direction and information signs put in place, etc.	Sub committees
Morning of convention	Committee should meet and see how they can help each other, who needs what etc.	Committee
During the convention	Chair and Treasurer should be contactable at all the times, for the dozens of unexpected things that can go wrong! Walkie Talkies are a great help here.	Chair and Treasures
After closing ceremony	All the committee should meet for a coffee and a debriefing. Hopefully you're still talking! Money should be counted, and outstanding bills, paid. Clean up.	Committee
Two weeks after	A final Treasury report should be done and bank account closed out. A final report made for Region, and achieves.	Treasurer, Chair, Secretary
Next Regional Meeting	Final moneys should be handed over to the IRSC treasurer and a final report given by Chair and Treasurer.	Chair and Treasurer

RESPONSIBILITIES

Chair	<p>Recommend Five years clean. Chair's job is to lead by example, to coordinate the sub committee chairs, and to make sure that meetings run in an NA fashion. The chair remains neutral at all points and does not have a vote.</p> <p>Copies of "NA Convention Guidelines" are available from WSO and Irish Regional Office, suggest these be read.</p>
Vice Chair	Assists the Chair.
Treasurer	<p>Recommend Five years clean. Personal finances should be in good order, and helpful to have been a Group treasurer at some point. Knowledge of accounting principals. Holds the chequebooks, keep track of all monies. During the convention works closely with Vice Treasurer, Chair, and Registration to take cash at regular intervals and drop in hotel safe (Some Hotels will not hold large quantities of cash in their safe in Sligo 2008 a key had to be acquired for a night safe). Produces final accounting report to be given to Region.</p>
Vice Treasurer	Assists the Treasurer, and is on hand at the convention at all times.
Secretary	Should have good organisational and computer skills. Minutes each meeting and e-mails or posts to all committee members. Takes care of a variety of administration, copying, faxing, ect. Assists the other steering committee members. Makes final report.
Entertainment	Should have knowledge in this area. Gathers as big a sub-committee as possible and looks after all aspects of the entertainment. The subcommittee comes up with ideas and different members can be given specific areas of responsibilities, i.e., the dance, or children's entertainment.
Decoration	Comes up with creative ideas in line with the theme for decoration for the stage, banquet, dances etc.
Merchandise	<p>Produces all merchandise for sale on booth, and in registration packs. Runs booth at the convention. Also sells official NA Merchandise and literature at convention. In the past we have produced convention T-shirts, Mugs, Pens, Bookmarks, and Candles. Use your imagination.</p> <p>Merchandising, after the banquet is the one area where money can be lost if too many items are produced and can't be sold. Suggest you speak with someone who has a good deal of experience with this, i.e. Andy R., Regional PI and in charge of the Regional Office.</p>
Sound and Vision	<p>For the last few years we have been recording the conventions and selling the CDs in the shop, and giving them into H&I. The Region owns one mini-disc for recording purposes. Also looks after the sound for the whole weekend, P.A. system, entertainment equipment, and lights.</p> <p>In the past we have had films, slide shows, and a digitally produced banner. Also sources walkie talkies.(available from the Irish Service Office)</p>

Hospitality	Early in process sources alternate accommodation to hotel, i.e. less expensive hostels and B&Bs nearby, and puts these on Flyer. In the past we have set up a mobile number printed on flyers for information on transport, accommodation. At the convention there can be “Greeters” designated and a booth giving information on local attractions.
Graphics	Designs logo for T-shirt, flyer, and banner. Work closely with merchandising.
Registration	Recommended five years clean. Registration will be extremely busy at the convention, and be responsible for most of the incoming monies. Should have a rota for the Registration table, and someone with at least five years clean should always be at the table. Hopefully will have done best to promote and organise pre-registration. A welcoming atmosphere should be maintained, with special attention to the newcomer who can not afford registration. Puts together registration packs, which should include at least registration badge and tickets for events. Posters on “Why We Register” for behind the desk and are in the office.

VENUE

The convention has traditionally been held in a hotel with a convention centre, although this is left up to the committee.

It is important for the Chair to develop a good working relationship with a contact person in the venue to link in with. They should be made aware of what NA is (can be given pamphlet from PI). They should be given a general running order of events at the beginning, and given copies of the full time table when it is made.

Normally in a hotel, if we can guarantee a certain number of hotel rooms filled we get the convention site free of charge. If they will not do this, go elsewhere. **THIS NEGOTIATION IS VERY IMPORTANT.** This is the one major point where a convention has lost money in the past.

Get as much complimentary stuff as you can from Hotel, as they will be making a good deal of money from the weekend. They should provide some P.A. equipment and lighting, several workshop and meeting rooms, and a safe storage room for equipment.

The convention site should be available the day before ideally for set up. Site visits should be accommodated.

Coffee and tea stations at acceptable rates should be negotiated.

REGISTRATION AND BANQUETS

People should be encouraged to register. If they cannot afford the whole fee, then to give something. If they doesn't have a penny, then just to register to be counted.

There should be a banner at registration informing people that his event costs money to put on, as does an NA meeting, and in the sprit of being fully self supporting, every member should register.

HOWEVER (and this is an issue people have argued over) people are not *obliged* to register for a convention, no more than anyone has to put anything into the basket at a meeting. This is different to Banquets and Entertainment events which are paid for events therefore fee bearing. (NB - It is important to note that members have seen people shouted at across lobbies about not registering, and shamed. We do not know people personal circumstances and this should never happen). In the spirit of NA the impression people take away from the registration desk is one of being hugged and welcomed, not embarrassed.

Another consideration is the Benefit fund, or Newcomers fund. Discussion was had many times to not call this New Comers fund, as it can be misleading i.e. being a newcomer does not automatically mean you should not pay registration. The fund is set up for people who are genuinely in need and can not afford registration, and this person may not be a new comer, or a new comer may well afford it. A Banner should be put up over registration explaining what the Benefit fund is for. Normally it is for registration for those who cannot afford it. Most committees then use the extra monies to purchase banquet tickets.

A list is usually put together, on a first come first serve basis of those who would like a complimentary banquet ticket. They are asked to come back shortly before the banquet starts and as many tickets as possible are given. Hopefully everyone will get a ticket, as it is very difficult to have to turn people away – this should be accommodated as best as possible and being very sensitive to people's feelings. The above is experience, the Host Committee may handle this as they see fit.

Ireland is unique among convention in Europe as it has traditionally held a banquet. There are mixed feeling about this. Some think it is a great social event and a highlight of the convention. Some feel it's too expensive and takes up too much time.

One thing is for sure – its one of the biggest challenges for the Committee. Trying to Guesstimate how many people are going to buy tickets is very difficult. The hotel usually need numbers the week before and final numbers Friday afternoon. As the VAST majority of people do not pre register, we don't normally have real numbers until the Saturday. Under booking leaves latecomers disappointed (and often very angry at the registration desk), overbooking means 30 – 60 euros to be paid by the committee for each uneaten meal. The banquet makes no profit for the fellowship, all the money goes for the hotel.

For the European Convention we chose not to have a banquet and it worked out fine. But people usually expect it, and it may disappoint if there is none.

One mistake made in the past was to not have children's meal tickets – there are usually at least a dozen children at the banquet, and it is a good idea to sell kiddie's meals at a reduced rate.

Banquet tickets can be presold which is helpful.

FLYER

Some examples of flyers will be included in the file.

It is important to have a pre-registration form, and designate an address for checks to be received. A reduced rate for pre-registration is usually allotted.

The flyer should contain information on NA, the Theme and Logo, information on the hotel and alternate accommodation.

Decide if you want to accept speaker tapes and if you do, put in flyer.

Decide if you want to charge a separate “accompanying person” i.e. non-NA member, registration fee.

SPEAKERS

See Guidelines on nominating and voting speakers.

Other than what is in the guidelines, speakers are at the digression of the Committee but something’s we found helpful in past:

The Chair to put out at the Regional meeting that we would like nominations for speakers from other Areas. We did our best at previous conventions to have a mix of speakers:

- From all 4 Irish areas, and perhaps one foreigner
- Male and Female
- Early and Late recovery

We decided at previous conventions that the main Saturday night speaker should be living in Ireland, and have a minimum clean time of 10 years, and not have been main speaker before. Everyone gets one go!

Other criteria we followed is to ensure that the speaker will give an NA Message of Recovery, regularly attends meetings, and (as far as we know!) applies the programme of NA in their lives. For certain conventions, speaker tapes were received and distributed among the committee for consideration.

We used a democratic voting process in 2001, 2004,2005 and 2008. In 2008 we asked all the ASRs at Region to go back to their area and put forward names for possible speakers. We started with a few minutes of silence and a reminder of the importance of group conscious. Everybody could nominate three speakers. We then put the names up on a flip chart and the nominator would speak on the nominee’s behalf for one minute. We narrowed it down so that there was someone from each of the above categories. We kept the workshop themes in mind and then tried to come to a consensus on who we thought would give the best message on that topic.

Where there was no consensus we went to a vote, either by raise of hands, or blind ballot.

As for Secretaries, there are often chosen from the committee, but needs to be someone with a good awareness of running meetings, and an ability to keep the Speaker within the time limit if necessary. As for the MCs, Countdown, Area Recognition, and Auction – these have a certain entertainment value therefore an outgoing personality often works best.

AUCTION/RAFFEL

These can be a good money-spinner for the convention, and very entertaining.

However, we found that it can go on too long and recommend that several quality items, rather than dozens of t-shirts be auctioned off.

Raffle tickets can be pre-sold.

ENTERTAINMENT

Entertainment is up to the discretion of the committee. If you are going to have to put out money for a particular artist, it is an option to charge an entrance fee aside from the registration to fee to one event. Coming under this heading would also be a children's entertainment and a crèche. Entertainment we have had in the past includes:

- D.J.s – sometimes 70s and 80s for the old-timers earlier on, and Techno, House for the whippersnappers later!
- Live Bands
- Acoustic Acts
- Talent Show
- Comedy Show
- Play
- Clowns and face painting
- Mind Body Spirit afternoon on the Friday including yoga, meditation, tai chi, aerobic
- Open Mic

SERVICES WE USED - awaiting 2009 and 2010 figures and information,

What	Name	Cost Euro
T-shirts	<p>2001 - T-shirts: Made 144. All sold. Used Screen printers, off Dorset street, Dublin. Used for two previous conventions – told quality was OK, not great</p> <p>.....</p> <p>2004 - Made 120. All sold. Camden T-Shirts on Camden Street in Dublin. Quality OK. Ordered Crew t-shirt – committee to pay cost.</p>	<p>2001 - £3.29 (old Irish) per shirt from the cash and carry and printing cost £340 working our at appox. £4 per t-shirt. white and black, some XXL.</p> <p>.....</p> <p>2004 - White T-Shirt – cost 5.37 sell for 10 euros. Blue T-Shirts – cost 7.14 sell for 15 euros. Longsleeve and ladies cost – 12.91 – sell for 20 1,021.14 Total cost.</p> <p>.....</p> <p>(2005)- 367.95, 480, 2,700</p>

 2008 -	
Other Merch.	2004 - Bookmarks - works out about 50c, each. Craftprint, Dublin. 2004 - Pens worked out at 75 cents each. 2008- Registration gift of a speaker CD with Flyer printed on the front. €1.12(400 bought) Cost €450 2008	
Flyers	2001 – made 2,500 copies 2004 – Craft Print, Dublin. Made 1,000 copies. 2005 – 5,000 pamphlets, Kilkenny Print, in Kilkenny. 2008 – Jaycee Print Galway, 2000 Flyers A5 front & back full colour. 2005 - Costing for pamphlet €636.00 + €40.00 transport + vat. 2008 Flyers cost €405.32
Badges	Manus Ryan (087-917-6121) used in 2003 and 2004. They were good quality and he was very helpful. Had logo on one side, programme on the other, and string. 2001 - used Tom Kirby 450-8725 or 087-222-7804. Printing, laminating and strings. 2008 – Fagans office supplies Mullingar	We printed 350 badges at 80c. 65p plus 20% VAT = 78p each (old irish pounds) 2005- 500 400 Badges printed Cost €326.00

Final Reports and Feedback from Committees

Regional Convention 2008 - Sligo. Report from Chair

I would like to stress the importance of the Convention Chair & Treasurer being elected at least a year before the date of the event. We were elected 6 months before the event and this put us under a lot of pressure. The importance of Registration Chairperson role cannot be stressed enough. The liason with registration chair and treasurer is vital and a practised strategy should be well rehearsed before the convention. Registration should be set up early on the first day. Consideration should be given to the benefit fund as it causes a lot of controversy at the registration desk.

Regional Convention 2009-Dublin

The Convention was a success by all accounts and feedback has been very positive from members. The convention was held at Dublin's Crowne Plaza Hotel in Santry between 23-25th October 2009. Approximately 500 people were in attendance throughout the weekend, the theme for this convention was '*For The Newcomer*' and we endeavoured to make the 'newcomers' welcome during the weekend. And made our Convention *newcomer centred*. We as a Committee felt that our objective was achieved. Feedback from members who attended the Convention that weekend was positive and a good time was had by all especially 'the newcomer'.

As a Committee we decided to hold fundraising events in the run up to the Convention, we held two such fundraisers. A picnic/family day out at Dublin's Phoenix Park and we also had a raffle and an auction. We held these events to raise money for the newcomer, to enable us to cover the costs of banquet tickets for the sat night and literature. Because of these fundraisers we were able to facilitate all newcomers on the weekend and allocated meals and literature to all newcomers on the weekend. As a Committee we worked very hard to ensure that all newcomers were indeed facilitated and included in the celebration of NA as we all believe that the newcomer is in fact the most important person at any meeting, and took the steps we felt were necessary to enable this throughout the weekend. This included 30 banquet tickets (all newcomers were catered for), free registration, cd box set of speakers, and N.A literature and books were given to all newcomers.

The monies raised from the fundraisers were allocated to a fund we called '*the newcomers fund*' and that money was used purely for that reason. The treasurer will give a breakdown of all monies raised and how they were spent.

RECOMMENDATIONS

- We recommend that 4000euro is received from Regional Committee to a Convention Committee as a float as many hotels/venues require large deposits along with other costs.
- We recorded speakers on the weekend and found it necessary for future Committees recording speakers to have a sound engineer on hand throughout the weekend to ensure recording difficulties don't occur.
- We recommend that programming is thoroughly worked out and planned prior to

weekend and consideration is given to a variety of workshops. This will ensure everyone's needs are being met as much as possible. A Chairperson is essential for this job.

- We recommend experienced Committee members deal with the hotels to ensure the best deals are secured. This greatly benefits all when negotiating best deals for the Convention.
- That the venue is made aware that N.A is a non profit organisation and our 7th tradition is explained. We felt this was beneficial and helped create an atmosphere of good will between the hotel and N.A. We believe because of this we got the best deal from the hotel and all of our requirements were met by the hotel.
- Pre purchasing of banquet tickets is a better option to pre booking as it creates less hassle for all involved.
- We recommend fundraising prior to convention to help raise funds to benefit the newcomer. Bearing in mind that the newcomer is the most important person at any meeting and N.A gathering. We also felt these fundraisers were also a way of bringing members together and creating an atmosphere of fellowship.
- Our Hospitality Chair (Suzanne O'C) organised a phone and phone number prior to convention and had this phone number printed on flyers. This enabled her to deal with all inquiries relating to the weekend.
- That each Chair of the sub-committees form their own team to help out with the tasks relating to their area of responsibility.
- We recommend that when Convention speakers are being selected that a private ballot is used. We felt this to be fair and a much better form of selecting speakers. This ensured diversity, equality, and fairness to all.
- Regarding merchandising we recommend that the Committee air on the side of caution as these could make or break funds. We were fortunate enough to have a team of people with excellent sales abilities.
- Some of our Committee members sold merchandise at World Convention, these included t-shirts and gift box sets. If future Committees want to sell t-shirts abroad we recommend strongly that t-shirts have Irish writing printed on them and cater for larger sizes. XXL, XXXL, and XXXL.
- We recommend that Chair of Registration is organised well in advance and prepared. Also that the Chair has a team available on a rota system for the weekend. We were very fortunate that our Chair of Registration (Martin G.) was well organised and registration ran successfully and smoothly.
- We recommend that the Hospitality Fund (previously known as the newcomers fund) at registration is used to pay for any shortfall in registration. We felt signs posted around registration explaining the reasons for registration were helpful and informative to all.
- We recommend food testing prior to Convention and if costs are too high for banquet meals that the Committee devise a menu suitable, and keep within costs and budgets.
- Site visits are essential. We felt that more than one was required.

- We recommend that Non-Committee members that do service either prior to Convention or during Convention are thanked and acknowledged and thank you cards are given to them at a later date. We as a Committee felt strongly about this.
- We also recommend that speakers were thanked personally for sharing their experience, strength, and hope at the Convention.
- We recommend that every Convention Committee focus on their primary purpose which is to organise and run a successful Convention. We feel this helped us greatly to remain positive, focused and united throughout our meetings. Added to the fact that all of the Committee members were willing and able to multi-task.
- Finally we recommend that a follow up meeting is held with the Venue after the Convention to discuss how things went from the Venue and Committees perspectives. We found this to have a positive effect and The Crowne Plazas have said they would be more than happy to have us back. We gave a bouquet of flowers to the hotel to show our appreciation. We felt this was a positive thing to do and to ensure the positive view of NA is maintained.

We as a Convention Committee would like to thank the Regional Committee for all of its support and encouragement throughout the organisation of the Convention.

Yours in Service

Stephen K	David D	Tommy C	Karen D	Suzanne O’C
Martin G	Kim B	Robbie R	Joanne C	Leanora M

EXAMPLE PROGRAMMS AND BADGES

PROGRAMME ECCNA 2005

	Friday		Saturday			Sunday	
10am			Registration Starts, Crèche starts			Registration Starts, Creche Starts	
11am	Registration Starts		Workshop 1 (11-12.30pm)	WSO Workshop 1 (11-12.30)	Workshop 2 (11-12.30pm)	Marathon meetings end at 11am	WSO Workshop 2 (11-12.30)
12pm						Closing Ceremony Starts, Registration finishes	Gospel Singing
1pm							
2pm	Dance/Aerobics (45mins)		3 x EDM Workshops (2.30-4pm) running concurrently			EDM finishes at 2pm	
3pm	Marathon Meetings Start	Yoga (45 mins)				Closing Ceremony Ends	
4pm	Tai Chi (45 mins)					Creche Finishes	
5pm	Meditation (45 mins)		Creche Finishes				
6pm							
7pm	Opening Ceremony Starts (7-9pm)	2 x Speakers (man/woman/ European/American?)	Doors Open at 7pm for Sat. night Event	(7.30 – 8pm) Readings		Marathon meeting room available (7-9pm)	
8pm			2 x Speaker at (25 minutes each!)				
9pm	Entertainment Starts – 9.30pm Des B Extravaganza		Registration Finishes	Clean Time Count Down (9-9.30)	Marathon meeting room finishes		
10pm	Registration Finishes	Act 1 (10-10.30) Act 2 (10.30-11)	Entertainment Starts at 10pm				
11pm	Act 3 (11-11.30)						
12am	Headbangers Ball (12.30-2am)						
1am							
2am	Entertainment Finishes		Entertainment Finishes				

PROGRAMME FOR GALWAY 2004

FRIDAY OCTOBER 8		
8 p.m.-10pm	OPENING MEETING “Celebration of Life” Tony P – London and Helen – Dublin	Secretary: Irene
Time/Room	SATURDAY OCTOBER 9	
10.30 – 4	Creative Workshops Art – Daniel and Cormack Singing – Ayona	Delegated to: Mary and Colum
10.30 – 12	Dealing with the Feeling Gerry – Donegal Tony M – Dublin	Secretary: Colum
10.30 – 12	Growing Pains Jason – London Kim – Dublin	Secretary: Mary
12.30 – 2	Because I’m Worth it Miriam – Dublin John – West	Secretary: Paula
12.30 – 2	Being a Newcomer Gary Mc.F – North Helen C. – Dublin	Secretary: Mark G.
2.30 – 4	12 + 12 + 1 DJ – Los Angeles James M – Sanfrancisco (Dublin)	Secretary: Dave F.
2.30 – 4	Benefits of Service She W – Dublin John K – Dublin	Secretary: Dave W.
4.30 – 5.30	Eastern Area Regional Meeting – Burren Room European Convention Committee – Atlantic 1	
7 – 9	Banquet 7.30. Football Match till 9 p.m	
9.30 – 10.30	MAIN SPEAKER -“25 YEARS OF FREEDOM” Conor H – Dublin	Secretary: Tommy C.
10.30 – 11	Auction. Clean time Countdown	
11.30 – 2.30	1979 DANCE	
Time/Room	SUNDAY OCTOBER 10	
11 – 12 am	H and I workshop Lawrence – Bristol	Secretary: Committee chairs, Paul O’s (E) and (N) (S)
	Closing Ceremony Cormack - Galway	Mick B.

PROGRAMME FOR KILKENNY 2001

FRIDAY

<i>Time</i>	<i>Event</i>	<i>Doing Service</i>	<i>To organise it</i>
2 – 9 pm	Registration		Committee
8 – 10 pm	Opening Speakers	MC: Jamie (kilken) Mick B. (East) Helen (South) Tom (West) ?? (North)	Committee
10 pm – 12am	Registration Entertainment		Committee Ent. Committee

SATURDAY

10 am on	Registration		Committee
10 am – 4pm	Kiddies Crèche		Entertainment
11am – 12.30 pm	How it Works (12 Steps) Beyond our Wildest Dreams	Mark Fitz Paula Shea w, ?????	Committee Committee
1.30 – 2.30 pm	Public Information Loss in Recovery	PI Committee Liam Mick	Committee Committee
2.45 – 4pm	H & I Meditation	H&I Committee Kieran O-D	
2 – 4 pm	Kiddies Disco	Pat Buckely	Entertainment
7 – 10 pm	Banquet Main Speaker	MC: Steven K. Austin C	
9 – 10 pm	Kiddie Movie		Martin P
10.30 to late	Disco	Pat Buckley	Entertainment

SUNDAY

11 am	Registration		Committee
Noon – 12.45 ??	Play	Eoghan & crew	Entertainment
1 – 3 pm	Speaker Open Sharing	MC: Joe C Susie L	
1.30 – 2.30 pm	Closing ceremony Release of Balloons		Committee Entertainment

Badge for Galway 2004:

FRIDAY		
8 p.m.	Celebration of Life	Atlantic
6-7.30	Marathon Meetings	Yeats
11- 2		
SATURDAY		
10.30	Dealing with the Feeling	Atlantic 1
10.30	Growing Pains	Atlantic 2
12.30	Because I'm Worth It	Atlantic 1
12.30	Being a Newcomer	Atlantic 2
2.30	12 + 12 + 1	Atlantic 1
2.30	Benefits of Service	Atlantic 2
4.30-6.30	Marathon Meetings	Yeats
2 - 4		
6.30	Banquet - Fancy Dress	Atlantic
8.30	25 Years of Freedom	Atlantic
SUNDAY		
11 am	H and I	Burren
12.30 - 2	Closing Ceremony	Atlantic

Sligo 2008

	Friday	Saturday		Sunday	
10am		Registration Starts Crèche Opens		Registration Starts Crèche Opens	
11am		Workshop 1 Merits & Values of Leadership Park Suite 11-12.30pm	Class 1 Mindfulness Class Sligo Suite 11- 12.30pm	Workshop 4 Simple & Honest Communication Hazelwood Suite 11-12.30pm	Class 4 Drumming Class Park Suite 11- 12.30pm
12pm				Registration finishes	
1 pm		Workshop 2 Our next Step Park Suite 1.30- 3.00pm	Class 2 Yoga Class Sligo Suite 1.30- 3.00pm	Marathon meeting ends	
2pm				Closing meeting starts Readings & 2 Speakers Andy R & Mary C	
3pm		Class 3 Art Therapy Class Park Suite 3.30- 5.00pm	Workshop 3 H & I workshop Sligo Suite 3.30- 5.00pm	Area recognition Total years cleantime Closing ceremony	
4pm				Crèche finishes	
5pm	Registration desk opens	Crèche Finishes			
6pm	Marathon Meetings Start Mespil Room				
7pm		Doors open at 7pm for Banquet Sligo Park suite			
8pm	Open meeting starts 2 Speakers Colum E & Camilla(Galway) 2 Hours				
9pm		Registration Finishes	Readings followed by main speaker Tom C (Leitrim) Sligo Park suite		
10pm	Registration Closes	Cleantime countdown & Auction			
11pm	Open Mic followed by DJ	Entertainment begins Fancy Dress-Heroes & Villains (Go mad and Dress up)			
12am					
1am					
2am					

Other Activities: Saturday: 10.00am Horse Riding & Other Activities Kick off

Sunday: 10.00am Surf School for kids, Walk up Knocknarea, Football Game 11.00am – 12.30pm

For information on the above activities please ask at the registration desk