# **ASCYPAA Conference Suggested Host Guidelines**

1. **Outreach/Fundraisers:**
	1. Characteristics of historically successful events include the primary purpose to carry A.A.’s message of recovery to the newcomer.
	2. Low overhead, simple, educational/informative, high turnaround/profit, community based, interactive. (see examples below)
		1. Speaker Meetings with party, sponsorship campouts, traditions panels, workshops, auctions/bake sales, caravan to round-ups, skits/plays/talent shows, potlucks/picnics.
2. **Suggested Donations:**
	1. In the spirit of unity and the 3rd and 7th traditions we believe that it is important for us to welcome all AA members to our events. While we suggest donations, we DO NOT charge admission or turn anyone away.
3. **Timeline:**
	1. Registration fliers available upon bid award.
	2. Within 2 weeks of bid award, disband bid committee and form host committee.
	3. Hotel contract secured within 45 days after being awarded host and it is strongly suggested to have advisory review before official signatures.
	4. Fund raiser/outreach event every month.
	5. 6 months prior to conference have a program final draft.
	6. 6 months prior to conference have registration system ready.
	7. 5 months prior to conference have t-shirts.
	8. 3 months prior to conference have a finalized conference program.

# **Business Meeting Protocol**

1. **Robert’s Rules of order:** Typically, AA business meetings, such as ASCYPAA advisory council, host and bid committee gatherings, operate by ‘Robert’s Rules of Order’ (also referred to as the ‘Parliamentary Procedure’) and procedures laid out in *The AA Service Manual*. The rules help a committee keep its meetings efficient, fair, and simple. A disorderly meeting can bog down and eventually discourage people from attending regularly. In short, when we all follow the rules, we don’t waste time, everyone gets a voice, and we get things done. If you attend a business meeting, here are a few things you may hear:
	1. **Motion:** A motion is made to bring any subject before the committee for its consideration. You’ll hear someone say, ‘I make a motion to…’ or ‘I move that…’ and so on. In most cases, a motion requires a ‘second’, that is, someone else indicating agreement with whatever is proposed. In most cases, motions are debatable. In other words, the committee discusses them. Typically, a majority vote, or more than half of the voting members agreeing, is all that is needed to pass a motion. No one can speak twice on a motion until everyone in the body of the committee has had a say.
	2. **Call to Question:** You’ll hear this when someone wants to end debate and proceed to a vote on a motion. The person who wishes the ‘call to question’ or ‘move the previous question’ has to be recognized by the chair. There must be a second. You can’t just shout ‘I call to question’ in an attempt to shut people up. The committee has to vote on whether to end the debate, just like any other motion, and according to Robert’s Rules of Order, there must be at least a 2/3rds majority. Then, the committee votes on the original motion.
	3. **Amendment:** Someone might want to make a small change to a motion. The chair may ask the committee if anyone objects. If no one objects, the amendment becomes part of the motion. If there is an objection to the amendment, the body votes on the amendment. The person who ‘Seconded’ the original motion must second the amendment as well.
	4. **Abstain:** In a vote on a motion, you’ll hear the chair ask for ‘All in Favor’, ‘All Opposed’, and ‘Abstentions’. By abstaining, the committee member refuses to vote. An abstention is not a vote against the motion and will not be counted in the total number of votes.
	5. **Minority Opinion:** After a vote is taken, the chair will ask for a ‘Minority Opinion’. The chair will then call on a member of the committee who either voted for or against the motion (whichever was the minority vote) to speak as to why they voted the way they did. Then the chair will ask if that changed anyone’s vote, and if it even changed one person’s vote, the committee must vote again. This is done because the AA fellowship recognizes that even majorities can make mistakes.
	6. **Point of Order:** Typically, the chair sais this to keep the meeting on track. ‘Point of Order, we have a motion on the floor. Let’s stick to debating that’ or if someone speaks out of turn. It should be raised immediately after the error is made.
	7. **Point of Information:** This is used when someone wants to ask the speaker a question. (Not the same thing as a ‘Call to Question’).
	8. **Minutes:** The minutes are the record of what was done at the previous meeting (not what was said). At the beginning of the meeting, everyone typically receives a copy of the minutes and reads through them. There will then be a ‘Motion to approve the minutes’ and a ‘Second’. A majority vote is usually all that is necessary to approve them. There are occasionally times when the minutes need to be corrected or clarified, and a member of the committee simply tells the committee what should be changed. There is usually a vote on whether the correction should be made, then the committee can then move on by voting to approve the minutes ‘as corrected’. The secretary can note that the minutes for the previous meeting were ‘Approved as corrected with the following changes made…’.
	9. **Two-Thirds Majority:** While most matters only require a majority, or more than half of the voting members (not counting abstentions), to approve, some require ‘At least two-thirds’. With YPAA, two-thirds is generally required to elect officer candidates, such as chair, co-chair, treasurer, ect. or to select committee chairs, when more than one person is running. Two-thirds is also necessary for an advisory council to decide where to hold next year’s conference. A good rule of thumb is if it has to be done by ballot rather than by show of hands, it requires at least a two-thirds majority.
	10. **Third Legacy Procedure:** See section below regarding third legacy.
	11. **Table:** we say this when we mean we want to postpone something in order to get more clarity on the topic or to get to more important matters. This can be to later on in the meeting or to the next meeting.
	12. **Quorum:** The number of people who must be in attendance in order for business to be conducted.
	13. **Others**
		1. When you’re speaking or asking a question, Speak to the chair.
		2. If you disagree with someone, don’t try to speculate on why the other person takes a certain position. Try to address the issue.
		3. When a motion is being debated, stick to that topic. You can bring up another topic later.

# **Advisory Council**

1. The council is the custodian of the conference and its experience. Its fundamental purposes are:
	1. To provide guidance to the current host committee and facilitate initial round of elections.
	2. To provide guidance to committees who are bidding for the conference.
	3. To select future conference location from bids offered at each year’s conference.
	4. To maintain the experience and materials of past years conferences through its archives.
2. Each host committee is a service committee and functions free of advisory council domination. The advisory council stands ready to assist the host committee when requested or when the host committee appears to be in difficulty. If necessary, the advisory council will seek prudent ways and means to assist and/or salvage the conference.
3. Each host committee is to pay its own expenses and cannot expect the advisory council to assume any financial responsibility for the conference.
4. The host committee is offered all prior conference material along with the individual or collective experience of the advisory council members.
5. Seed money may be provided by Advisory Council in order to assist with start up finances for new host committees upon request to Advisory Council Treasurer once funds from previous host committees have been received by said Advisory Council.
6. Advisory to provide copies of “Host Committee Guidelines” packet and stress importance of review by committee.

# **Third Legacy**

AA’s third legacy is service, the sum of all A.A. services, from a 12th step call to coast-to-coast and worldwide service activities. The first two legacies are recovery and unity.

1. **Third Legacy Procedure:** A.A.’s third legacy procedure is a special type of electoral procedure, used primarily for the election of delegates, regional, and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgement of the majority. In practice, however, it has proven highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw. The third legacy procedure is as follows:
	1. The names of eligible candidates are posted on a board. All voting members (of the area or conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
	2. The first candidate to receive two-thirds (rounded down) of the total vote is elected.
	3. Withdraws start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn –except the top two candidates must remain (in the case of ties for second place, the top candidate and all tied runners-up remain as candidates)
	4. After the third ballot, all candidates with less than one-third of the total vote will be withdrawn automatically –except the top two candidates must remain (in the case of ties for second place, the top candidate and all tied runners-up remain as candidates)
	5. After the fourth ballot if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn –except the top two candidates must remain (in the case of ties for second place, the top candidate and all tied runners-up remain as candidates).
	6. At this point the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot.
		1. If this motion is defeated, balloting is over and the choice is made by “going to the hat” immediately.
		2. If this motion passes, a fifth and final ballot is conducted. If after a fifth and final ballot is cast, and there is still no winner with two-thirds majority, then the choice is made by “going to the hat”.
	7. At this point, the top two candidates remain, in the case of ties for first place, all candidates tied for first place remain in. In the case that there are no ties for first place the top candidate and any tied second-place candidates remain.
	8. Lots are then drawn by the teller (either the chair or a trusted non-biased member), and the first one ‘out of the hat’ is elected the position.

# **Job Descriptions**

Chair, co-chair, secretary, treasurer, entertainment, events, outreach, hotels, hospitality, paraphernalia, registration, etc. (the following are excerpts from “AA Guidelines: Conferences, Conventions, and Round-Ups”. These can be found on-line at [aa.org/assets/en\_US/mg-04\_conferenceandconv.pdf](file:///C%3A%5CUsers%5CJacob%20Person%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C0PK5HDOF%5Caa.org%5Cassets%5Cen_US%5Cmg-04_conferenceandconv.pdf).).

Highlighted positions could be formed into a potential “steering committee” if the host committee chooses to have one. CALL ADVISORY WITH ANY QUESTIONS YOU MAY HAVE REGARDING THIS!

1. **Chairperson** (assisted by one or two co‑chairpersons) oversees the entire convention; coordinates the work of subcommittee chair‑ persons; keeps informed on the progress of all the arrangements; calls committee meetings when needed.
2. **Secretary** keeps all written records, including minutes of the committee meetings; also sends out notices of committee meetings and other mailings to committee members.
3. **Treasurer** is, of course, responsible for all money, including revenues from registration and banquet tickets; pays all bills; usually advises the chairperson on cash supply and income flow as well as rate of expenditures. Experience indicates it’s best if the treasurer is a person with four or more years’ sobriety and some solid business experience. Each check usually calls for two signatures. Most convention committees require a complete report from the treasurer within a month or two of the convention. Some committees have the report audited as a further safeguard for convention funds.
4. **Program Chairperson**. Since this is often a very complex job, its objectives are discussed under the separate heading “What Makes a Good Convention Program?” This person usually sends invitations to speakers and panel members who chair various meetings.
5. **Registration Chairperson** supervises the production and distribution of all tickets, including those from online registrations. This job requires special attention to the task of tracking payments and bringing in the collection. This person is responsible for creating printed and online registration forms, name tags and welcome packets; and oversees the registration table.
6. **Public Information Chairperson** has the sensitive task of encouraging a large attendance without abandoning A.A.’s principle of “attraction rather than promotion.” Publicity efforts can be kept within the dignity and spirit of A.A. through the following means:
	1. Preparation and distribution of material about the program, speakers, and time and location of the convention (perhaps including map of area, if necessary). It’s advisable for the convention committee to rent a post office box and/or create a generic email address, and use that on all mailings, with no reference to A.A. on return addresses or in email subject lines. When sending A.A. mail to multiple recipients use can be made of the BCC (Blind Courtesy Copy) option to protect the anonymity of all recipients. The convention publicity material could also be sent to the press, radio, and TV outlets in the immediate area, (The Public Information Workbook, available from G.S.O., gives useful advice on approaching the media.) If media or the general public are invited be sure to attend to the details of how they will be greeted and if special meetings or contacts will be set up for them.
	2. Regular flyers about the convention are usually mailed monthly to all groups in the area, with the first mailing beginning about six months before the convention date.
	3. Dates and location of the convention, with a mailing address, and/or website, for information or registration, should be sent four months in advance to the A.A. Grapevine and to Box 4-5-9, to be published in their calendars. Only Area, regional, state, or provincial events of more than one day’s duration are listed. Send A.A. Grapevine notices to the G.V. Editorial Department, 475 Riverside Dr., New York, NY 10115 or submit to the online calendar at www.aagrapevine.org. Send Box 4-5-9 notices to Box 4-5-9, Grand Central Station, New York, NY 10163, or via the Box 4-5-9 event information form on [www.aa.org](http://www.aa.org).
7. **Entertainment Chairperson** will arrange for the convention dances and floor show if there is one. The chairperson hires the band and other performers (or arranges for recorded music). At some conventions, the local A.A.s provide entertainment by putting on a play about A.A. Traditions (for script, write to G.S.O.), or putting together choruses and variety shows. This chairperson might also arrange to make sightseeing available for conventioneers.
8. **Hospitality Chairperson** serves as convention host, organizing a committee that will greet out‑of‑town guests, arrange transportation for them when necessary, and see to any other needs they might have while attending the convention. Usually members of the hospitality committee wear special identification badges and are available to answer questions and provide assistance to conventioneers.
9. **Display and Literature Chairperson** is responsible for displays and posters and for having A.A. literature available for all. G.S.O. provides a literature display to all conferences and conventions. (See “Displays” on page 6.)
10. **Recording Chairperson** is responsible for negotiating with the individual or company who will be recording the convention. That individual will be directly responsible to the convention chairperson (see Recording Guidelines on page 5).

# **WHAT MAKES A GOOD CONVENTION PROGRAM?**

One A.A. member shared his opinion that the program wasn’t really the most important thing at a convention. He looks for something in addition‑ the joys of meeting new and old friends, working together for our common good, and sharing our experience, strength and hope with each other.

He goes on to say that there can also be a letdown feeling when we leave a convention if the program hasn’t been imaginative and inspiring. This takes careful thought well in advance of the convention date. A well‑balanced program might include:

1. **The Convention Theme**. Often, it’s easier to plan the overall pro‑ gram by organizing it around a simple theme. Such a theme might be “Unity,” “We Came to Believe... ,” “First Things First,” or a similar A.A. saying or topic. This does not mean that the entire program must be devoted to the theme idea; it does, however, serve as a reminder that an A.A. convention advances the common purpose of Alcoholics Anonymous. Some events adopt the current year’s General Service Conference Theme.
2. **Main Features‑Banquets, Open Meetings, etc.** In planning a convention, program chairpersons usually schedule several **large open** meetings throughout the event, although not necessarily in immediate succession. A Saturday‑night banquet may also serve as an open meeting, with a speaker following the dinner.

The large open meeting brings unity to the convention and gives the opportunity for presenting certain matters—such as the selection of the next year’s convention site—before the entire assembly of A.A.s attending. But too many open meetings in any single convention can be tiresome; as a general rule, three or four such meetings are sufficient in a weekend convention.

1. **Panels:**
	1. Many program chairpersons schedule workshops and panel sessions to provide suitable convention activity without over‑ loading the program with open meetings.
	2. Workshops and panels may take a variety of forms; one popular arrangement is to set up a panel with three speakers and a chairperson. Each speaker may be assigned a topic and a time limit. The session may be followed by a short question‑and‑answer period, if time allows.
	3. On the subject of panels, experience has shown that topics such as “How the General Service Office Works” or “Why G.S.O.?” attract only a small audience and therefore do not carry the message in a satisfactory fashion. G.S.O. staff members can best be used as speakers on regular panels—where their familiarity with A.A. world‑ wide can add an extra dimension to the presentation.
	4. Any one of the trustees (especially your own regional trustee) would be invaluable on such topics as “A.A. and Responsibility.” They are in a crossroads position where they are aware of our Fellowship—particularly on the public level—and also have an overall perspective on our purposes, strengths, and weaknesses. They can be of great value in helping us learn more about worldwide A.A.
	5. Don’t forget your own G.S.R.s, committee members, and delegates and past trusted servants. From their work in carrying the message outside their own groups, they’ll have many ideas on such subjects as “Is A.A. Changing?,” “A.A. at Work, Then and Now.” Many other A.A.s oldtimers, and not‑so‑oldtimers, also have worthwhile information and thoughts on such subjects.
	6. Here are some suggested topics appropriate for workshops and panels:
		1. Correctional Facilities
		2. Treatment Settings
		3. Public Information Cooperation With the Professional Community
		4. Sponsorship
		5. Service
		6. G.S.R.s
		7. Twelve Traditions
		8. Twelve Concepts
		9. Intergroups and Central Offices
		10. A.A. Grapevine/La Viña
		11. Accessibilities
		12. Some program committees select phrases from A.A. literature as workshop or panel topics.
	7. “Balance” and “flow” are two key words in the planning of a convention program, particularly in setting up the panels. It’s important that the program flow smoothly, with one feature following another in a pleasant, logical series. It’s also important that the paneI topics and participants be balanced, so as not to give the audience too much of any one subject, too many speakers from one area, or too many panel participants of similar experience and viewpoint.
	8. One effective way to insure maximum interest and participation in the convention is to farm out each meeting, workshop, or panel to a different group or area within the convention territory. Thus, the groups themselves plan and organize the meetings, always working closely with the general program chairperson to assure balance.
2. **Marathon Meetings.** Most conventions will seek local meetings to volunteer to host a regular AA meeting every hour (with exceptions of during main meetings) throughout the duration of the conference.
3. **Care of Speakers.** Most conventions feature speakers from out of town, sometimes A.A. members living a thousand miles or more from the convention site. This means that program chairpersons have a responsibility to see that certain important matters are properly handled on the speakers’ behalf:
	1. Expenses. It should be clear, when the speakers are booked, what terms are being made for expenses. Unless it’s otherwise specified, speakers have a right to assume that all their travel, meal, and hotel expenses will be paid for the entire trip. Speakers will also expect hotel or motel accommodations as a matter of course; if they’re to be guests in private homes, this should be explained before their arrival.
	2. Speaking Arrangements. Speakers should know when they’re expected to speak, as well as on what topic and length of time, and whether their presence is also required elsewhere in the convention. (Some speakers may be unable to attend the entire convention.) No other commitments besides speaking should be made for speakers without their knowledge and consent. Most speakers will also appreciate knowing something about the conditions under which they’ll speak; let them know whether there’ll be a podium, public address system, etc. If the speaker will be taped, be sure that the speaker is aware in advance.
	3. Speaker Hosts and/or Hostesses. Responsible members from the local group should be assigned the duty of being host to the visiting speakers and making sure that they have proper accommodations, as well as transportation and other conveniences.
4. **Archives.** A room that locks which will be provided to the Archivist of the Advisory Council to display memorabilia of previous ASCYPAA Conferences.
5. **Advisory Meeting Space.** A room that will be provided to the Advisory Council, preferably with internet access, to be used on Saturday for the deliberations/business meeting during the conference.
6. **Hospitality.** A room to be available throughout the conference for all attendees to gather and interact without structure or any specific agenda. This could have food/drinks or other items available depending on conference venue approval.
7. **Childcare.** If the host committee does wish to provide childcare, all local laws should be heavily researched and taken into consideration.

# **Providing Services for A.A.s with Accessibilities Needs**

**For Deaf or Hard of Hearing Members**

A.A. members who are Deaf or Hard of Hearing may need considerations when attending an A.A. conference or convention. For some, seating near the speaker may be all that is required. In some cases, amplified headsets are provided by the Host Committee. Others may require the use of an American Sign Language interpreter. Here are some points to consider when planning a conference or meeting that will be attended by Deaf or Hard of Hearing A.A.s.

1. Reserve interpreters well ahead of time because they are in great demand.
2. Budget the interpreting expenses. Find out early what the estimated cost will be, whether by the hour, by the event, or by the day. If you are holding concurrent workshops, you may need more than one interpreter at the same time. If your event is small (and short) you may be fortunate to find a qualified volunteer but remember that these volunteers are qualified, and we are to be fully self-supporting.
3. In arranging preferred seating for Deaf or Hard of Hearing members, designate the reserve area clearly: “Please reserve for Deaf and Hard of Hearing members.”
4. Sensitize workshop leaders and meeting chairpersons to the use of the interpreter.
5. Stick with your plans once you have announced that an event is American Sign Language accessible. Consider that there may be fewer events accessible in ASL to Deaf members. Any unexpected or last-minute removal of services could be problematic, especially for those members who may have travelled long distances to attend.
6. If the event is a large one with concurrent meetings and work‑ shops, plan for continuous availability of several interpreters.
7. If you are listing the event with the General Service Office, your local intergroup, or in any A.A. publication, specify that it is American Sign Language interpreted. If possible, have a TTY number that Deaf people can call for more information.

**For A.A.s With Other Accessibilities Needs**

Committees assist A.A. members with varying accessibilities needs to receive the A.A. message.

For example, for people who are blind, some convention committees provide programs in Braille. Also, if meetings are wheelchair accessible, this may be noted in the program; however today, most meetings are, so it should be noted in the program if they are not.

# **Guarding Anonymity**

**A.A. TRADITIONS AND THE INTERNET**

We observe all A.A.’s principles and Traditions on A.A. public media such as the Internet.

**Anonymity —** As anonymity is the “spiritual foundation of all our Traditions,” we observe anonymity on public websites at all times. In 2013, the 63rd General Service Conference affirmed that “the Internet, social media, and all forms of public communications are implicit in the last phrase of the short form of Tradition Eleven, which reads: ‘…at the level of press, radio, and films.’” As Bill W. wrote: “At this altitude [public], anonymity — 100 percent anonymity — was the only possible answer. Here, principles would have to come before personalities without exception.” In simplest form, this means that A.A.s do not publicly identify themselves as A.A. members using their full names and/or full-face photos. For more information on anonymity online, see the section of this Guideline, “Guarding Anonymity Online.”

**Attraction not promotion —** As our co-founder, Bill W., wrote: “Public information takes many forms — the simple sign outside a meeting place that says ‘A.A. meeting tonight’; listing in local phone directories; distribution of A.A. literature; and radio and television shows using sophisticated media techniques. Whatever the form, it comes down to ‘one drunk carrying the message to another drunk,’ whether through personal contact or through the use of third parties and the media.”

**Self-support** — In keeping with our Seventh Tradition, A.A. pays its own expenses and this also applies in cyberspace. To avoid confusion and to guard against the perception of affiliation, endorsement or promotion, care should be taken in selection of the website host. Website committees have avoided any host site that requires the inclusion of mandatory advertising space or links to commercial sites. Many “free” web hosting services require that the website include mandatory advertisements or links. Most A.A. website committees see this as actual or implied affiliation or endorsement of the products or services listed in those ads. They have found it prudent to create a website through a service that does not include mandatory advertisements or links.

**Nonaffiliation, nonendorsement —** Linking to other A.A. websites will often have the positive effect of significantly broadening the scope of a site. However, even when linking to another A.A. site, care must be exercised since each A.A. entity is autonomous, has its own group conscience, and may display information that another A.A. group conscience might find objectionable. There is no way to know when this might occur. Experience indicates that linking to non-A.A. sites is even more problematic. Not only are they much more likely to display non-A.A. and/or controversial material, but linking might imply endorsement, if not affiliation. In the final analysis, experience strongly suggests that, when considering linking to another site, proceed with caution. G.S.O. has attempted to avoid some of these pitfalls on G.S.O.’s A.A. website, aa.org, by confining its links to known A.A. service entities and by incorporating a mandatory exit statement when someone wishes to activate the outside links on the site. (This statement also covers access to application software such as Adobe Reader, which is provided to assist visitors in reading Portable Document Format (PDF) files.)

**GUARDING ANONYMITY ONLINE**

Modern communication in A.A. is flowing from one alcoholic to another in ways that are high-tech, relatively open-ended and evolving quickly. Protecting anonymity is a major concern for members, who are accessing the Internet in ever-growing numbers. As Bill W. noted, “Anonymity has two attributes essential to our individual and collective survival; the spiritual and the practical. On the spiritual level, anonymity demands the greatest discipline of which we are capable; on the practical level anonymity has brought protection for the newcomer, respect and support of the world outside, and security from those of us who would use A.A. for sick and selfish purposes.” When we use digital media, we are responsible for our own anonymity and for protecting that of others. When we post, text, or blog, we should consider whether we are publishing at the public level. When we break our anonymity in these forums, we may inadvertently break the anonymity of others. For more information on anonymity online see the pamphlet “Understanding Anonymity” and the October 2010 issue of AA Grapevine on Anonymity on the Internet.

**GENERAL SOCIAL NETWORKING WEBSITES**

Facebook and other social networking websites are public in nature. Though users create accounts and utilize usernames and passwords, once on the site, it is a public medium where A.A. members and nonA.A.s mingle. The platforms in and of themselves do not infringe on our principles of anonymity or any other Traditions. It is the actions of the individual A.A.® Guidelines Internet from G.S.O., Box 459, Grand Central Station, New York, NY 10163 A.A. Guidelines are compiled from the shared experience of A.A. members in various service areas. They also reflect guidance given through the Twelve Traditions and the General Service Conference (U.S. and Canada). In keeping with our Tradition of autonomy, except in matters affecting other groups or A.A. as a whole, most decisions are made by the group conscience of the members involved. The purpose of these Guidelines is to assist in reaching an informed group conscience. that may cause harm to themselves, to others, or to A.A. as a whole. For that we are, each of us, individually responsible to our fellowship, to ourselves and to our personal higher powers. Using these platforms to provide information about anonymity online may actually strengthen the principle of anonymity at the public level. Individual members can take clear steps to safeguard their own anonymity. For example, an individual or group might create an entirely anonymous social media account without use of their full name or face and for sharing about recovery only. Another may choose to use their name but not photographs of them self. Both the letter and the spirit of the Eleventh Tradition are clear guideposts for our fellowship in this respect. When it comes to the Twelfth Tradition this has proven to be something that only the individual can answer because of its foundation in humility. The following questions have proven useful tools for evaluating if our actions may or may not be in conflict with the principle described in Tradition Twelve. • Is my posting about the message or the messenger? • Am I carrying the A.A. message in the hopes of helping someone else, or simply “shouting from the rooftops”? • Am I taking my story and affiliating it with political causes? • Am I being extra cautious about not identifying other members as A.A. members in photographs or statements? • Am I avoiding the temptation to incite controversy with caustic argument or bully others who disagree with me? • Am I providing helpful links to my local A.A. website, aa.org, or the aagrapevine.org? As long as individuals do not identify themselves as A.A. members, there is no conflict of interest. However, someone identifying themselves as an A.A. member using their full name and/or a likeness, such as a full-face photograph, would be contrary to the spirit of the Eleventh Tradition, which states in the Long Form that, “…our [last] names and pictures as A.A. members ought not be broadcast, filmed or publicly printed.” Experience suggests that it is in keeping with the Eleventh Tradition to not disclose A.A. membership on social networking sites as well as on any other website, blog, electronic bulletin board, etc., unless composed solely of A.A. members and password protected. Websites and social networking offer individuals the chance to post a great deal of personal information about themselves (and others). Our experience suggests that some A.A. members do not post anything that is “A.A. jargon” on their personal profiles and in “status updates,” while others feel it is alright to do so as long as A.A. or Alcoholics Anonymous is not mentioned. These websites often allow users to create social networking “groups” and the ability to invite others to “events” for like-minded individuals. Some A.A.s have chosen to create A.A.-related groups. Since this is an evolving medium, A.A. members are frequently “learning as they go,” as technology and applications change practically on a daily basis. Our experience has shown that the evolving nature of social networking platforms makes it difficult to provide specific guidelines for using these resources for A.A. purposes. Any A.A. group or member that is thinking about entering this public arena should closely consider the privacy policies of such sites, in light of A.A.’s tradition of anonymity. For example, social networking sites may provide full names and pictures of group members, contrary to A.A.’s practice of avoiding such disclosures in public media. Even “closed” or “private” groups might still reveal an individual’s identity. Being well-informed prior to joining or starting such a group is the key to protecting your own anonymity, and that of others. G.S.O. has received numerous complaints from concerned A.A. members regarding anonymity breaks online, inappropriate use of the A.A. name, and copyrighted materials and protected trademarks being improperly used on Facebook and other social networking websites. No online A.A. or non-A.A. entity should purport itself to be a spokesperson for A.A. or act as if they represent the General Service Office, A.A.W.S., or the General Service Board. Each A.A. entity is autonomous and encouraged to make decisions by informed group conscience decision in light of the guidance provided in our Twelve Traditions. A.A. members sometimes contact G.S.O. for suggestions on how to remain within the Traditions on Facebook and other social networking websites. Keep in mind that G.S.O. staff members are not specifically trained in technology, but can act as a resource regarding A.A.’s Twelve Traditions and the shared experience of the Fellowship in the U.S. and Canada. How A.A.’s spiritual principles play out in the digital environment needs to be carefully discussed by each A.A. individual or entity creating an online presence.

**A.A. WEBSITES — SETTING UP A LOCAL WEBSITE**

Decisions in the Fellowship of Alcoholics Anonymous are made through an informed group conscience and the decision to create a website is no different. Whether area or district, central office or intergroup, A.A. experience suggests forming a committee to discuss all aspects of the project, including all possible concerns about the Traditions. Unless password-protected and for members only, an A.A. website is a public medium, and, therefore, requires the same safeguards that we use at the level of press, radio, and film. Early on, it is important to agree upon a method for achieving the group conscience that represents the local A.A. community, and for informing local groups, districts and central/intergroup offices in an area (if affected) about the committee’s progress. When the committee has reached a consensus about its role and responsibilities and the scope of the website, its findings are shared with the whole body (district, area, etc.) and a decision is made through an informed group conscience vote on whether to move ahead with the development of a website. As part of this process, committees may wish to bring technical questions to experts in the field. A guiding resource of shared A.A. experience regarding websites is the G.S.O. service piece “Frequently Asked Questions About A.A. Websites.”

**SPIRITUAL CONSIDERATIONS**

Based on A.A.’s strength and history of personal and intimate sharing, the spiritual nature of “one drunk talking to another” is an ongoing concern when discussing technology as a source of A.A. information. Even many Internet-savvy A.A. members say that they do not want the ease of new technology to detract from the one-on-one sharing that 2 has been so essential to our Fellowship and our recovery from alcoholism. It is helpful to remember that there is no need to let the speed of technology dictate the speed of our actions. Based on shared experience to date, website committees not only discuss the technical aspects of developing a website but also address questions related to preserving the spiritual connection created by one alcoholic talking with another. Some committees have reported a loss of “personal touch” when relying too heavily on technology, while others report that they have found a balance that works for them. It will be up to a committee’s informed group conscience to determine what A.A. content is useful and appropriate. The good news is that today’s decisions can be reviewed, revised, abandoned or expanded. A committee can always try something for a certain length of time and then come back and determine how well it is working. This is the A.A. way!

**WEBSITE ROLES AND RESPONSIBILITIES**

After an informed group conscience structure is in place to decide the contents, policies and procedures involved in setting up and maintaining an A.A. website, it has been suggested that a webmaster (web manager) be appointed or elected. The webmaster is responsible to the committee or the groups served. One area has the following experience: Their website committee is composed of six A.A.s: the web chairperson, area Public Information (P.I.) chairperson, a current district committee member (D.C.M.), a past delegate, a current general service representative (G.S.R.) and an ad hoc member. The latter three individuals are selected by the website chairperson, and their term of service is two years. In addition, a webmaster, alternate webmaster and other ad hoc members are responsible for the day-to-day maintenance of the website. (Experience indicates this can be time-consuming if the webmaster is responsible for updating local meeting information.) Some committees choose to create their own website guidelines, including: description of the site’s purpose; details of the website’s content; procedures for adding or removing content; committee rotation schedule; defining the difference between a website committee and a website maintenance team (e.g. webmaster and alternate); guidelines for the website committee and, if applicable, guidelines for the web team outlining its composition and responsibilities.

**SELECTING A DOMAIN NAME**

The choice of a domain name should, as other critical elements, be determined by an informed group conscience. To preserve Alcoholics Anonymous’ trademarks and service marks, website committees are asked to avoid using the marks “A.A.,” “Alcoholics Anonymous,” and/ or “The Big Book” in their domain names. It has been our experience that many service entities have integrated lower case “aa” into their domain names along with other identifying information (e.g., www.aacentraloffice.org or www.area999aa.org). This has proved to be a positive resolution in support of A.A.’s trademarks and service marks.

**USE OF COPYRIGHTED MATERIALS**

Copyright restrictions protect material displayed on a website just as copyrights protect A.A.’s printed literature. Permission must be obtained from G.S.O. prior to including A.A.W.S. or A.A. Grapevine and La Viña material. A link to the aa.org Terms of Use can be found at the bottom of every page on www.aa.org. Just as with A.A. newsletters, websites created by A.A. areas, districts and central/intergroup offices can quote a phrase, sentence or brief paragraph excerpted from A.A. literature — such as the Big Book (Alcoholics Anonymous), Twelve Steps and Twelve Traditions, The A.A. Service Manual, and Conference-approved pamphlets — without a prior, written request. When this occurs, the proper credit line should be included to ensure that A.A. literature copyrights are protected. After a brief quotation from a book or pamphlet, the following credit line should appear: Reprinted from (name of publication, page number), with permission of A.A. World Services, Inc. As the A.A. Preamble is copyrighted by A.A. Grapevine, the following words should appear beneath the Preamble or any article reprinted from the Grapevine: From the (date) Grapevine. Reprinted with permission of A.A. Grapevine, Inc. We ask that you do not recreate items that are currently available on the G.S.O. or A.A. Grapevine websites. Instead, link to the appropriate pages of the sites: www.aa.org and www.aagrapevine.org.

**POSTING SERVICE MINUTES AND REPORTS**

Deciding what contents to post on public websites requires careful consideration. While it can be helpful when websites make minutes of meetings, reports and background material readily available to a broad population, it is also paramount to keep in mind that these documents may be posted in a public medium. Each document needs to be reviewed and edited to insure that the full names of A.A. members are not included. Some committees have one version of minutes for A.A. members only, which includes full names and personal phone numbers and email addresses, and a second version of the report that omits names and personal contact information so that minutes can be placed on the committee’s public website. In addition to local A.A. members, please remember that the following individuals are A.A. members and that their full names and photographs should not appear in publicly posted reports or on publicly posted flyers: Class B (alcoholic) General Service Board Trustees, A.A.W.S. and Grapevine Directors, G.S.O. staff members and some Grapevine and La Viña employees. If there is any doubt about placing a person’s full name in a report, it would be best to ask permission first. Some committees may find it perfectly acceptable to post full names and personal contact information on a password-protected website meant for A.A. members only. This will be up to the informed group conscience to decide.

**PERSONAL PHONE NUMBERS ON A.A. EVENT FLYERS**

Until relatively recently, A.A. members usually had little concern about placing their first names, last initials and personal phone numbers on flyers announcing upcoming A.A. events, since these flyers were typically given out only in A.A. meetings, left on tables at other A.A. events or distributed to members. Today, event flyers can be easily uploaded and viewed on websites, accessible to the general public. 3 Due to search services on the Internet, it is now possible to utilize phone numbers to find out a person’s identity, including full names and, possibly, other personal information. If A.A. members become increasingly uneasy with personal phone numbers being placed on flyers, event committees may need to look into alternate ways of providing contact information such as an event email address.

**“PRIVATE” SECTIONS OF A.A. WEBSITES**

G.S.O. has heard of some districts and areas that have designated certain parts of their websites as “private,” which require the use of usernames and passwords to gain entrance. In some instances, the only requirement to receive a username and password is to state to the webmaster or another trusted servant that you are an A.A. member. In other cases, access is only available to those holding specific service positions. Website committees that are considering creating password-protected sections of their websites may wish to consider: what content is private and what is public; who will be given access to the private information, and how; and how usernames and passwords will be communicated, stored and/or maintained. Some websites use these private sections to change or update meeting information or trusted servant contact information. When giving the ability to a service worker to change content on a website or database, committees may wish to proceed with care. Members with the ability to change content may need training on the software used, and the committee may want to designate someone to review the data for accuracy. To date, G.S.O. has not heard of any major problems regarding non-A.A.s retrieving confidential A.A. information from these private sections. However, website committees may wish to discuss how they will safeguard confidential A.A. information, and how to avoid a breach in security. A.A.’s shared experience thus far is that some A.A. members feel comfortable using their full names and giving personal contact information on a password-protected A.A. website. However, other members are less comfortable providing this information for communication purposes, even for a password-protected site. Committees usually exercise care in helping members learn about new modes of communication, and continue to offer members the option of receiving A.A. correspondence by mail if preferred. G.S.O. has some experience with private, password-protected A.A. sites. First, the A.A.W.S. Directors and then the General Service Board of Trustees agreed to receive their background information via a “dashboard” — a username/password protected electronic communication tool. In 2008, the General Service Conference members also received their background information on a private dashboard for the first time. (All Conference members were also given the choice of receiving their background on CD and/or on paper.)

**ANONYMITY AND EMAIL**

Electronic mail is a widely used and accepted method of communication. It is now used regularly as a service tool in A.A., but as with any service, we need to ensure the Fellowship’s Traditions are maintained while still receiving the most benefit from this form of communication. When using email it is necessary to consider the anonymity of the recipients of messages. Sending messages to multiple recipients that disclose the email addresses of everyone on the addressee list is a potential break of someone else’s anonymity. Therefore, it is a good idea to obtain a recipient’s explicit permission before using his or her email address for A.A. correspondence, especially if it is a workplace email address. When sending A.A. mail to multiple recipients who wish to remain anonymous, use can be made of the BCC (Blind Courtesy Copy) option available on most computers.

**EMAIL IN A.A. — ACCESS, ADDRESSES AND ROTATION**

It is not necessary to own a personal computer or laptop to utilize email. Many A.A. members in service who do not have computers use free email services to obtain an email account and specifically designate it as their A.A. email service. A.A. members can check their email accounts at public libraries, Internet cafes, and anywhere else Internet service is available. For A.A. service positions, generic email addresses can be passed from one trusted servant to another at rotation time. For example, the sample email address and account for pichaird10a7@area999.com could, upon rotation, be passed on, maintaining the email address identity for the position, one rotation to the next.

**USING FULL NAMES IN EMAILS TO PROFESSIONALS**

 It is suggested that email communication with professionals is similar to a letter-mailing project with two caveats: 1) emails can easily be forwarded, and 2) the contents of emails can easily be cut-and-pasted, changed and/or uploaded to websites. Professional “friends of A.A.” have shared that, for the purposes of Cooperation with the Professional Community (C.P.C.) or Public Information (P.I.) service, it lends credibility to the letter or email if a full name is used and if the letter or email has a professional look and feel. The Public Information coordinator at G.S.O. responds to email and letter requests from the media with the following signature:

Sincerely,

John Doe (name not for publication or broadcast)

Coordinator of Public Information

**ANONYMITY ON PERSONAL COMPUTERS**

Some A.A.s think, “I have my own computer, so I have nothing to fear about the anonymity of A.A.s in my address book.” However, it is possible that a motivated individual could obtain a username and password to access another person’s email account. Hopefully, such an intrusion would not occur, but it may be prudent to select a password that is as unique as possible and to keep the password private. Even the most guarded email account could be “hacked” by a computer expert, but at this point we find that many A.A. members and committees are willing to take this risk, all the while utilizing prudence and good common sense. We may also want to consider that email address books used for A.A. correspondence on a home computer, laptop, smartphone, tablet, digital media device, etc., may be available to friends and family if more than one person uses the device. 4

**THE DANGERS OF SPAM**

It is up to a committee’s informed group conscience to determine how best to approach service projects via the Internet, especially regarding C.P.C. or P.I. projects. It is strongly suggested that A.A. members not send bulk unsolicited email messages for A.A. service, i.e., email “mail shots.” By doing so they could be bringing the A.A. name into public controversy and damaging the reputation of A.A. as a whole. It may also be illegal, so get informed on the local and federal laws pertaining to email communication and spam. Instead, the committee could discuss the possibility of sending A.A. correspondence to a small number of recipients or sending personalized emails one at a time. Emails may be filtered into a recipient’s spam account so an alternative follow-up plan should also be in place in case there is no initial response. In addition to A.A. members continuing to make personal contacts, an effective route for interacting with professionals and the public has been to provide the link to G.S.O.’s A.A. website, aa.org.

**SPEAKER TALKS ONLINE**

Members report that audio files of A.A. talks increasingly are being disseminated over the Internet. If a member objects to having his or her A.A. story broadcast publicly, he or she may wish to contact the site’s webmaster and request its removal. Numerous members have acted, with good outcomes, on the following suggestion for speakers at A.A. events that appears in the G.S.O. service piece A.A. Guidelines for Conferences, Conventions and Roundups: Experience shows that it is best to encourage speakers not to use full names and not to identify third parties by full names in their talks. The strength of our Anonymity Traditions is reinforced by speakers who do not use their last names and by taping companies whose labels and catalogs do not identify speakers by last names, titles, service jobs or descriptions. In addition, some A.A. members, if being recorded for future play on a public website, may choose to leave out other details of their lives that may make themselves or their families identifiable. In recent years, the trustees’ Public Information Committee has requested that G.S.O. contact speaker taping companies and remind them of A.A.’s Tradition of Anonymity at the public level and ask for their cooperation.

**ONLINE A.A. MEETINGS**

Just like regular A.A. meetings, online A.A. meetings are autonomous. Due to the lack of a central geographic location, online A.A. meetings are not a direct part of the U.S./Canada service structure. A.A. members are encouraged to participate in service where they physically reside and to participate in group conscience decisions locally. In addition, some online A.A. meetings have business meetings and collect Seventh Tradition contributions.

**INTERNET STREAMING AND WEB CONFERENCING**

Among A.A. members, there are various levels of experience in the use of computers, email and the Internet. It is important to remember that not all A.A. members have computers and not all who have access are comfortable using this technology. Some people are just now signing up for their first email accounts, while some are talking about things like “Internet streaming,” “Teleconferencing technology,” and “Web conferencing.” Since these topics are relatively new, G.S.O. is still collecting shared experience. One district has shared that they are considering how to utilize Internet streaming and/or teleconference/web technology so that general service representatives (G.S.R.s) may participate in area assemblies without traveling to the assembly site. They are considering several options: video and audio conference; audio-only conference; full-stream one-way video and audio with text chat return. Geographically isolated A.A. members are able to participate in weekly A.A. meetings thanks to the efforts of local A.A. committees to connect them via video conference. A.A. Conventions have also utilized the Internet to live stream portions of their programs to far distant members. Many technological options are possible and, presumably, more are being developed each day. Yet, as stated earlier, it is important not to let the speed of technological development pressure a committee into a quick solution as opposed to a well thought out A.A.-oriented decision. Of course, all decisions must include careful consideration of any situations where an A.A. member’s anonymity could be compromised at the public level.

**LOCAL SHARED EXPERIENCE REQUESTED**

Local A.A. needs and experience will determine how A.A. communications will develop in this evolving electronic age. If you have questions, or if you would like to share your website committee’s experience, please contact G.S.O. at:

General Service Office

P.O. Box 459 Grand Central Station

New York, NY 10163

Tel: (212) 870-3400

websiteservices@aa.org

**Announcement For Press**

When A.A. conventions are being covered by members of the press, it’s customary to begin meetings by asking their cooperation in protecting members’ anonymity. Such an announcement might go like this:

“Our public relations policy is based on attraction rather than pro‑ motion; we need always maintain personal anonymity at the level of press, radio and films.”

“Thus, we respectfully ask that A.A. speakers and A.A. members not be photographed, videotaped, or identified by full name on audiotapes and in published or broadcast reports of our meetings, including those reports on new media technologies such as the internet.”

“The assurance of anonymity is essential in our efforts to help other problem drinkers who may wish to share our recovery program with us. And our Tradition of anonymity reminds us that “A.A. principles come before personalities.”

It’s unusual that any newspaper or broadcasting station these days will fail to cooperate with this request; not only is the A.A. principle of anonymity well known generally, but our G.S.O. in New York City has advised the press and broadcasters year after year of A.A.’s position on this matter.

But it’s possible that members’ anonymity may be violated through indirect methods. There’s a likelihood, for example, that too much promotional zeal on the part of the convention committee may lead them to reveal a great deal of information about speakers without actually disclosing last names. This means, in the case of some well‑known individuals, that their anonymity is technically protected but actually broken, since their identity can be readily recognized by anybody familiar with them or their work.

In one case, for example, a university professor had been invited to address a large A.A. banquet in the same state where he lived and worked. Only his first name, nickname, and last initial appeared on the announcement posters, but the name of his school and a previous academic connection were fully displayed. The professor’s actual identity couldn’t have been more clearly revealed if his last name and photograph had been included.

Is there a safe way to avoid making such de facto anonymity breaks? Well, one good procedure is to ask speakers how they wish to be listed on posters and advance notices. They’ll know better than anybody else how much information about them‑ selves ought to be revealed. In any case, whatever the speakers’ feelings, the practice of using initials rather than last names should always be followed for the protection of A.A., as well as the individual.

**Picture Taking Guidelines**

Many A.A. event committees announce that the taking of photographs during A.A. meetings might make some attendees uncomfortable regarding their anonymity. Even when photo‑ graphs are permitted to be taken, some committees provide reminders that any photographs taken should be away from crowds, to ensure that no images are taken of people who have not given permission to be in the picture. The A.A. Anonymity Display Card (M-61, available from G.S.O.) is often used for such announcements.

As the long form of Tradition Eleven reminds us, “Our names and pictures as A.A. members ought not be broadcast, filmed, or publicly printed” (this would include on digital media such as social networking, Internet and other non password protected websites). In 2013 the General Service Conference affirmed “…that the Internet, social media and all forms of public communications are implicit in the last phrase of the Short Form of Tradition Eleven, which reads: ‘…at the level of press, radio and films.’”

As a further note about anonymity, event committees may announce, “Out of respect for others, please do not take photo‑ graphs during any of the meetings. Also, be considerate when taking photographs around convention venues. Take care that you do not capture images of A.A. members, family members, and friends who did not give permission and may not wish to appear in your pictures. Please do not post recognizable photos of identifiable A.A. members on websites accessible to the public, including unrestricted pages on social networking sites.”

**Audio Recording Guidelines**

Shared experience makes it clear that recording of an A.A. convention cannot be left to chance. It is a difficult and time-consuming job, including preliminary work with the speakers and decisions about who will record the convention, the conduct of the recorder during the convention, and his/her staff and follow‑up after the convention. Following are some suggestions if the convention committee decides to use an outside vendor:

1. The recording chairperson may represent the convention in reaching agreements with the person who will be recording that particular convention, and in developing a written agreement.
2. The convention recording chairperson may develop a release form on which speakers agree to being recorded or decline to be recorded.
3. Experience shows that it is best to encourage speakers not to use full names and not to identify third parties by full names in their talks. The strength of our anonymity Traditions is reinforced by speakers who do not use their last names and by recording companies or recorders whose labels and catalogs do not identify speakers by last names, titles, service jobs or descriptions. Experience also indicates that speaker recordings are being disseminated over the Internet, a public media outlet. In addition, some A.A. members, if being recorded for future play on a public website, may choose to leave out other details of their lives that may make themselves or their families identifiable.
4. The recording chairperson ensures that a recorder has an understanding of the Traditions.
5. The agreement prepared by the convention committee deter‑ mines what the recorder sells or displays on‑site.
6. The convention committee clarifies that recording may be done by an outside vendor, and is not an official part of the convention.
7. Convention committees discourage any recording royalties to the convention committee.

**Video Recording Guidelines**

In keeping with a 1980 General Service Conference recommendation, it is suggested that speakers not be recorded on video.

# **Miscellaneous Tips on Good Convention Management**

When your committee is discussing the convention, try to go over the things you liked and didn’t like at past conventions, especially matters that caused petty irritations and annoyances; most likely, they can be avoided. Here are a few suggestions:

1. **Badges.** A.A. conventions don’t seem to be right without identification badges. See that they’re in bold, colorful letters, so they can be read at a glance.

Try not to subject guests to more than a few minutes’ wait in registering for the convention and picking up their badges. Organize the registration so the process will flow smoothly and quickly.

1. **Coffee.** It’s an essential feature—plenty of coffee sessions through—out the convention. Don’t forget, some A.A.s come more to talk to each other than to listen to speakers, so be sure they have lots of opportunity to gather ‘round the coffeepot.
2. **Accessibility.** At large conventions, it’s sometimes necessary to hold some of the open meetings in buildings other than the one used as convention headquarters. Try to plan the meetings so members do not have to go more than a few blocks for a meeting or panel session. One exception to this might be the last open meeting of the convention, from which the guests will most likely be making their departure.
3. **Hotel & Motel Registrations.** Often, printed lists of local accommodations, giving prices and other information, are available from local chambers of commerce and similar offices, if possible, send these lists out with the registrations and give members a chance to make their reservations long before the convention.

Don’t assume, in sending out the lists, that all A.A.s intend to stay in medium‑ or high‑priced accommodations; also include the lower‑priced hotels and motels. In some places, hotels or camping facilities are also listed, for the A.A.s who may arrive in campers.

1. **Professional Assistance.** Don’t hesitate to avail yourself of assistance from local chamber of commerce officials and convention managers. They already know all about the problems you’ll be facing, and they can give invaluable advice and assistance.
2. **Displays.** You can pass along important A.A. information in an attractive way by requesting the convention literature package to make up an A.A. literature display. This complimentary package is available in English, Spanish or French from G.S.O. for local conventions/conferences/roundups in the U.S. and Canada and contains one copy of all A.A. book dust jackets; one copy of all A.A. Conference-approved pamphlets; A.A. Guidelines; flyers; List of Central Offices, intergroups and Answering Services for the United States and Canada; List of General Service Offices, Central Offices, Intergroups and Answering Services Overseas; List of Service Material Available from G.S.O.; The A.A. Service Manual; and the Conference-approved Literature & Other Service Material catalog.

 You can also purchase the current Membership Survey Display (M-13, English only) that offers a “snapshot” of A.A. through survey-based statistics on age, sex, occupation, length of sobriety, etc. This display is 27” high, 39” wide; has a double easel in back. It may be available for sale at your local intergroup/central office, or at A.A.’s online store, orders@aa.org.

1. **Don’t Compete with Last Year.** While it’s best not to try to compete with previous conventions, if you’re the convention chair‑ person, you will naturally want to benefit from the experience of previous, convention committees.

# **A.A. and Al-Anon**

The following questions often arise:

1. **How may A.A. and AI‑Anon cooperate in area and regional conventions and get‑togethers?**
	1. In accordance with the Twelve Traditions, a convention would be either A.A. or Al‑Anon—not both. However, most A.A. convention committees invite Al‑Anon to participate and plan their own program, and the committee arranges for facilities for the Al‑Anon meetings.
2. **Should an A.A. Convention committee make a contribution ot Al-Anon from the financial profits of the convention?**
	1. In accordance with the self‑support Traditions of both Fellowships and to abide by the concept of “cooperation but not affiliation,” it is suggested that A.A. should not make gifts or contributions to AI‑Anon. By the same token, A.A. should not accept contributions from AI‑Anon. If separate registrations have been kept for both A.A. and AI‑Anon, however, income may be easily assigned. For further shared experience please see the A.A. Guidelines on the Relationship Between A.A. and Al-Anon. (MG-8)