

Temporary Working Document

EUROPEAN DELEGATES MEETING

ECCNA GUIDELINES

A. INTRODUCTION

The **ECCNA** - European Conference and Convention of Narcotics Anonymous - is an annual event that combines the celebration of recovery with service oriented workshops. Each year the **EDM** - European Delegates Meeting - delegates the responsibility for planning and hosting the ECCNA to one of the bidding NA Communities.

The following Guidelines are to be followed by the ECCNA host committee when bidding and planning for the event. These Guidelines have been developed taking in consideration that the EDM bears ultimate responsibility for the outcome of the ECCNA, namely for any outstanding losses. Therefore, whilst most of the planning is left to the host committee, the supervision and responsibility for some major decisions are kept within the EDM.

The NA Conference approved literature "Convention Guidelines", namely parts one and two of its contents, should always be a guiding document for the host committee in the organizational aspects.

B. BIDDING PROCESS

1. Presentation

a) The Bid should be presented in writing to the EDM (summer meeting), two years in advance, containing the following information:

- Venue - Number of meeting rooms available, seating capacity, price of rental, facilities available on site, etc.;
- **Note:** It is recommended that a pre-booking is made before presenting the bid to the EDM, in order to secure the venue in case the bid is successful.
- Housing - Different category hotel rates;
- Access to host town (Plane, train, car);
- Status of local service structure, size of local NA community, experience in organizing conventions;
- Identification of three members of the host committee with three years (ideally five years) minimum cleantime;
- Reasons why the Area/Region wants to host the ECCNA;

c) The bidding communities shall have copies of their bids available for distribution amongst the EDM members.

2. Selection

a) It is the EDM's responsibility to select the suitable bids, taking in consideration the following:

- . Capacity and experience of local NA community;
- . Benefits for the host NA community;
- . Rotation of the event within Europe;
- . Level of facilities available on site;
- . Cost for rental of venue and simultaneous translation equipment.

b) In case where two bids or more are received, the EDM then forwards the selected bids to the communities, which send their agreed selection back to the next EDM, where a final consensus decides the venue for the ECCNA.

c) If consensus can not be reached by the EDM, then the final decision is left to the ECCNA floor, at the closing meeting of the event. In such case, each bidding community, which has been considered eligible by the EDM, will be allowed to make a verbal presentation to the floor.

C. PLANNING

In planning the event, the host committee shall always keep in mind that it is accountable to the EDM, who bears ultimate responsibility for the ECCNA, and that this event serves a multi-lingual/multi-cultural fellowship that goes beyond the boundaries of Europe. Therefore, the host committee shall:

a) Use English as the "official language" for the event (this is to facilitate simultaneous translation into different languages).

a) Hold two general **Planning Meetings** with the following member(s):

- . One member of the EDM steering committee;
- . One member of the previous ECCNA host committee (not mandatory, to be decided each year by the EDM).

Note: The travel expenses - airfare, hotel, daily allowance for local meals and transportation (40 dollars/day) - of those members are to be paid by the host committee out of the ECCNA budget.

c) Surrender a final written report to the EDM.

The following are the major stages for the planning of the ECCNA and the work that is to be accomplished during such stages.

Before 1st Planning Meeting

- . Form host committee and set its working guidelines (place and time for host committee meetings, minutes and agenda procedures, decision making process, tasks/responsibilities for each sub-committee, etc.);
- . Formalize rental of venue;
- . Choose a Motto (ex: "Unity in Diversity");
- . Open a bank account (such account should be operated with the signature of 2 out of 3 members);
- . Open a P.O. Box for information;
- . Secure rental of simultaneous translation equipment for at least 5 languages;
- . Prepare proposal for merchandising items/quantities/selling prices;

Note: Any third parties wishing to sell merchandise must submit a written request from their Region/Area which authenticates that the merchandise will be sold in compliance with the Seventh Tradition. It is up to the host committee to decide when and in which condition third parties will be authorized to sell their products at the ECCNA.

- Prepare proposal for party and/or any other entertaining events and respective admission fees;
- Prepare overall budget. The registration fee shall be determined as follows:
Overall cost: Expected attendance = Registration Fee
- **Note:** The overall cost shall not include costs for merchandising and fundraising/entertaining activities (party, dinner, raffles, etc.). The profit of the ECCNA shall be budgeted from these merchandising + fundraising activities.
- Prepare draft of flyer, which should include:
 - Motto and date of ECCNA
 - Address of venue
 - Information on transportation/access (from airport and railway station) to the venue
 - Basic housing information (category/prices, location/distance to site)
 - Fees for Registration and Pre-Registration (deadline and forms of payment)
 - Pre-Registration Form
- Develop all organizational aspects that are not pending from approval at 1st Planning Meeting.

1st Planning Meeting (December)

- Visit of the ECCNA venue;
- Report of the host committee on the planning so far;
- Approval of merchandising items/quantities/prices;
- Approval of party and/or any other entertaining events and respective admission fees;
- Approval of registration and pre-registration fees;
- Approval of flyer;
- Approval of budget (in US dollars).

Until 2nd Planning Meeting

- Send Flyer out to the fellowship;
- **Note:** Whenever possible, the flyer should be translated and printed in as many languages as possible.
- Prepare draft for ECCNA program;
- **Notes:**
 1. It is the responsibility of the EDM to decide which service workshops are to be scheduled for each ECCNA, as well as to nominate the members responsible for such workshops. Service workshops shall be scheduled for Saturday and shall not be held simultaneously.
 2. It is the responsibility of the host committee to decide on all aspects regarding recovery meetings - topics, n^o of meetings, speakers, minimum requirements for speakers/translators/meeting chairs (it is recommended, however, a 5 years minimum cleantime requirement for speakers at main meetings) etc. It is also their responsibility to decide whether to hold special interest meetings or not.
- Define registration procedures. Conceive registration form, to gather valuable information for final ECCNA statistics;
- Develop all organizational aspects (merchandising, events, facilities at the venue, simultaneous translation equipment/procedures, housing, transportation, public information policy/activities, etc.);
- Keep good record of all expenditures;

2nd Planning Meeting (May)

- Report of the host committee on the planning so far;
- Approval of ECCNA program;
- Check registration procedures and registration form;
- Check overall organizational aspects;

- Check budget.

C. PROFIT ALLOCATION

It is the responsibility of the EDM to decide on the allocation of profits from the ECCNA.

D. FINAL REPORT

The host committee shall present to the EDM (with copies available for EDM participants), at its winter meeting immediately following the ECCNA, a final written report containing the following information:

- Financial report;
- Statistics of the event, such as total n° of registrations and pre-registrations, n° of fully paid registrations, attendance per country, total cleantime, attendance cleantime breakdown, n° of merchandising items sold, attendance at party/events, etc.
- Major positive and negative points on the overall planning.