



## **ECCNA GUIDELINES - revised**

### **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.

### **VENUE REQUIREMENTS**

The European Convention and Conference combines two separate events on the same date and venue – one is the European delegates meeting (EDM), the other a recovery oriented, Europe Convention. These events require the following facilities:

#### **European Convention** (from Friday to Sunday)

- main meeting hall, should seat a minimum of 600 persons, or more depending on size of local fellowship
- a minimum of 2 smaller rooms seating 50-100 persons for meetings and for two service workshops on Saturday afternoon
- One room each should be available for marathon meetings and different language or common needs meetings
- simultaneous translation booths or availability of translation equipment, enough for at least 2 languages, depending on location
- catering available on site
- good accessibility from a main airport

#### **EDM** (from Thursday to Sunday)

- conference room to seat 50-80 people in an around-the-room table setting
- two smaller rooms for workshops with round table setup for 2-3 hours on Friday daytime and Saturday morning
- two table microphones and two portable radio microphones for conference room
- flipchart and paper, the possibility to hire a projector
- coffee, tea and biscuits for breaks available ( a collection will be taken from EDM delegates to cover this cost)

## **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;
  - Motto and logo suggestions.
  - A budget, in excel-file, with projected income and expenses. List three different scenarios (minimum attendance, break-even point and high attendance), to give delegates a better view of various outcome.
- b) The bidding communities shall have copies of their bids available for distribution amongst the EDM members.
- c) The hosting region/community of ECCNA should not hold their regional convention in the year of ECCNA. To make sure a high number of participants, set the date for ECCNA as close in time to when the regional one would be.

### **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 an election process will decide the venue for the ECCNA.
- c) If a decision cannot 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.

## **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).
- b) Hold one general **Planning Meeting** with one member of the EDM steering committee  
**Note:** The travel expenses - airfare, hotel, daily allowance for local meals and transportation (40 euros/day) - of this member are to be paid by the host committee out of the ECCNA budget.
- c) Communicate regularly through a written report to the steering committee on the planning and ongoing costs of the event. Also present written and verbal reports to the EDM body during EDM meetings preceding the event. A member from the host committee should attend EDM or the delegate of the hosting committee should be able to answer questions.  
**Note:** The travel expenses of the member from the host committee - airfare, hotel, daily allowance for local meals and transportation (40 euros/day) - are to be paid by the host committee out of the ECCNA budget.
- d) Deliver 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 Planning Meeting (during the first, of the two years planning the ECCNA)**

- . 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.)
  - . Inform the host committee that all official receipts, or invoices are to be given to the committee's treasurer before being reimbursed for any expenses being claimed back by committee members for any equipment hired, or any items purchased to do with the Convention, or travel expenses. As all receipts for expenditure to do with the convention are to be given to the EDM treasurer in the closing report, and have to be shown in the EDMNA legal association's accounts.
- . Formalize the rental agreement for the venue with the company under the name of EDMNA. (The final Contract for the venue has to be signed by the EDM steering Committee to meet with the requirements of the EDMNA Legal association)
- . Open a bank account (such account should be operated with the signature of 2 out of 3 members).  
**Note:** international banking information (SWIFT and IBAN) is needed for the flyer, so that members can pre-register from European countries
- . Set up email addresses and open a P.O. Box for information
- . Secure rental of simultaneous translation equipment for at least 2 languages, depending on location.
- . Prepare proposal for merchandising items/quantities/selling prices  
It is up to the host committee to decide when and under which conditions 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 that includes the seed money provided by the EDM. The registration fee shall be determined as follows:

**Overall cost for putting on the event & the reimbursement seed money given by the EDM**

$$\text{Expected attendance} = \text{Registration Fee}$$

**Note:** The overall cost shall not include costs for merchandising and fundraising/entertainment activities (party, dinner, , etc.). The profit of the ECCNA shall be budgeted from these merchandising + fundraising activities.

- Approval of ECCNA budget (in euros).
- Approval of registration and pre-registration fees.
- 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 accommodation information (category/prices, location/distance to site)
  - Fees for Registration and Pre-Registration (deadline and forms of payment)
  - Pre-Registration Form
  - Contact details for Host Committee (Hospitality, Registration, Translation etc)
  - International banking information (SWIFT and IBAN) for registration within Europe
- Approval of the flyer, forward final draft to the EDM steering committee for final approval
- Send Flyer out to the fellowship :
  - By post to all Areas and Regions within the European Zone, and to the WSO\_Europe so that fliers may be sent out with literature orders.
  - An email version of the flyer to be sent to all European communities, and communities outside Europe.
  - An email version of the flyer with the text separate, to enable communities to translate and print their own version.
- Develop all organizational aspects that are not pending from approval at 1st Planning Meeting.

**Planning Meeting (Six months before ECCNA)**

- Visit of the ECCNA venue;
- Report of the host committee on the planning so far;
- Approval of merchandising items/quantities/prices, and send a report to the EDM steering committee for final approval.
- Approval of party and/or any other entertaining events and respective admission fees, and report this information to the EDM Steering Committee
- Define registration procedures. Conceive registration form, to gather valuable information for final ECCNA-statistics.

### **After 1<sup>st</sup> planning Meeting (Six months to Three months before ECCNA)**

- 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 (usually two) shall be scheduled for Saturday.
  2. It is the responsibility of the host committee to decide on all aspects regarding recovery meetings - topics, number of meetings, speakers, and minimum requirements for speakers/translators/meeting chairs. The committee must select at least one native language speaker for main meetings and may select up to a maximum of one native speaker per day (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

### **The following points need to be clarified between host committee and EDM Steering Committee three months before ECCNA**

- Report of the host committee on the planning so far
- Approval of ECCNA program
- Check overall organizational aspects
- Check budget.
- If the host committee decides to invite the press to ECCNA, delegate the planning for this occasion to the local PR-committee to make a presentation together with members from the EDM.

### **FINANCES**

The host committee receives seed money of 5000 Euro before the event. This is to help cover any costs arising before the event takes place. It shall be transferred back to EDM as soon as possible after the event (in currency Euro), so that it can be passed on to the next organizing committee.

It is the responsibility of the EDM to take the decision on the allocation of any profits made from the ECCNA, once all financial matters have been finalized. (The normal allocation will be: 10 % to the Host Committee, 10 % to the WSC, and 80% to the EDM)

### **FINAL REPORT**

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

- A Financial report with a breakdown of all income, and expenses for ECCNA, and provide the EDM treasurer with all the original receipts for the event.

- Statistics of the event, such as total number of registrations and pre-registrations, number of fully paid registrations, attendance per country, total cleantime, attendance, cleantime breakdown, number of merchandising items sold, attendance at party/events, etc.
- A report on the positive and negative points that the host committee had during the overall planning of the convention, and any recommendations to pass onto the next host committee to help in their planning of ECCNA.

**Some suggestions and experiences:**

- Spreading the word early in the hosting region/community, at every service level, starting the recruitment of first aid, security volunteers and other “ground service”/“at location”-service members, has shown having good results.
- Regarding subcommittees we recommend you to use the same ones you would at a regional convention, but also to contact members from subcommittees at previous ECCNAs and look at their evaluation reports, to give you experience shared and needed.
- Put the event on in the 'low season' if possible.
- Organizing the catering yourself can save costs and generate good revenues.
- Experience has shown that it is never too early to search for musicians/entertainment for the convention. Make sure you write legal contracts.
- There has been discussions after previous ECCNAs about how to preserve our anonymity regarding members eager desire to take photos etc. Make sure you talk about it in the committees and later also at location, in order to find ways to, in a loving way, urge the members visiting to respect our members' anonymity.
- To avoid issues with members not register for full rate and by that getting trouble making budget stick. We encourage the Host Committee to talk about this beforehand, how to greet members when they arrive, explain why we register, and also perhaps how we set up the entrance at the venue, so members cant pass without a badge showing that they have registered. To be prepared for these things, and have a common plan, sets a greater loving atmosphere at location.
- In addition to the face to face-meetings, remember that there is always a possibility to communicate through email and Skype conferences. Talk to the Steering Committee of the EDM and talk about it