

Appendix X

Planning Guide for a Pre-General Service Conference

Purpose:

The Southern Illinois Area 21 Pre-General Service Conference (GSC) Workshop is held prior to the General Service Conference with the purpose of acting as the collective conscience of the groups on current issues before the General Service Conference.

The Workshop allows Area Committee members and GSRs to experience the workings of the General Service Conference. The delegate is sent to the General Service Conference more informed and better prepared by the experience.

Pre-GSC Workshop Governance:

The Pre-GSC Workshop is an annual function hosted by the Area Committee of Area 21 Southern Illinois General Service.

Based on a two-year cycle:

1st year - co-chaired by the immediate past delegate and seated delegate (in the event of death, another past delegate has replaced the immediate past delegate).

2nd year - co-chaired by seated delegate and alternate delegate (or Area chair).

The Chair/Co-Chair should invite all Past Delegates to attend and participate in the breakout sessions. In addition, Chair/Co-Chair should ask each Area Committee Chair and Elected Officers to participate in breakout sessions, matching them with their committees. The breakout Committee Chairs are responsible for having a scribe to take notes during the breakout sessions.

Workshop Timing:

The Workshop is typically the first weekend in April. However, the date may be later depending on the dates of the General Service Conference. The Workshop should not interfere with Easter because this will likely reduce participation.

1. GENERAL

- a. The District DCM submits a bid to serve as the Pre-General Service Conference Workshop host during the March Assembly of the preceding year. For instance, the bid for hosting the April 2021 Workshop is due at the March 2020 Assembly.
- b. Prior to submitting a bid, the bidding district should be aware of suitable facilities in its area for hosting the event.
- c. Prior to submitting a bid, the bidding district should have in mind a committee chair and members to initiate the planning after acceptance of the bid by the Area 21 Assembly.
- d. The host district DCM should report on the planning progress at each of the three subsequent Assemblies.

2. MEETING ROOM REQUIREMENTS

- a. Facilities should be handicapped- accessible and provide sufficient off-street parking. Facilities should be suited for the meeting, breakout sessions, lunch service and breaks for up to 100 persons .
- b. Chairs and tables should be provided for 100 people. Committee breakouts require additional space with chairs to allow 6 groups of 15 - 25 persons to conduct business without conflict.
- c. The head table should be able to seat at least two people (Area Delegate and Area Chair).
- d. The Area will provide the sound system, if necessary. Sound system requirements:
 - i. Microphone at the podium.
 - ii. Floor mics (at least one).
- e. Place a table in rear of the main room for handouts and flyers for upcoming events.
- f. Place a greeting table with chairs inside the entrance to the building or at the entrance to meeting room.
- g. Wi-fi is a valuable benefit. This allows scribes to immediately email their notes to one central collection point.
- h. A projector and a large screen are required. The Area will provide the projector and screen, if necessary.

3. LOGISTICS

- a. Make facility arrangements nine months to one year in advance.
- b. The host district DCM should have flyers available at the Assemblies six months and three months preceding the event. The flyers should detail the event address, event costs, available hotels and contact phone numbers for questions. The flyers should be posted on the host district website and the Area's website with 80 flyers available for handout at each Assembly. Send a copy of the flyer to the Area Registrar for email distribution.
- c. Two or three helpers are needed for the greeting desk. The registration materials should include signup sheets, name badges, pens and Sharpies, and a cash bank for change. Registration is normally open from 8:00 am to 9:30 am.
- d. Two or three helpers are needed to provide room setup for tables, display and handout tables, snack tables for breakfast items, coffee and drinks and table chair configuration for Workshop and breakout use. Setup should be completed by 8:00 am.

4. MEALS

- a. The host district provides a continental-style breakfast. Items usually include coffee, water, and soda for the registration period. Breaks usually include coffee, water, and soda until early afternoon. The expense for breakfast and break items will be reimbursed by the Area.
- b. Most meeting locations are typically selected with meals being catered in or with a cafeteria or food service available on site. The food planning should normally consider approximately 100 meals will be sold. This can vary based on weather conditions. Food planning and meal cost is typically at or below \$10. This charge normally covers all costs for tax and gratuity.
- c. In the event a facility has been selected that is not able to provide arrangements for lunch, provide a list of local lunch establishments in the vicinity.

5. REPORT

Prior to the end of the assembly, the Area Treasurer should provide the Workshop with an oral report giving the number of attendees, those purchasing lunch if provided, total income and total expenses, and the amount of funds, either short or in excess, from the event. The Area will reimburse the District for any shortfall and the District shall turn over any excess to the Area.