



NCCAA Conference Host Committee Guidelines

LOCAL CONFERENCE CHAIRPERSON AND CO-CHAIRPERSON

The Local Conference Chairperson should select a co-chairperson to assist the Chairperson and be prepared to act as chairperson, if required. This will also share the experience and train future conference chairpersons.

All contracts are approved and signed by the NCCAA Chairperson.

All expenditures are pre-approved by the NCCAA Chairperson.

Any procedures or plans worked out by the local committees are within NCCAA guidelines.

The Chairperson should provide the NCCAA Chairperson with the following information:

The names, addresses, and phone numbers of all committee chairpersons 2 months before the preceding conference, a map of the conference area showing the location of hotels and motels and a list of hotel/motels (names, addresses, and phone numbers) along with their rates 2 months prior to the conference, the names of readers and the speaker for the Early Bird Meeting held on Friday afternoon 2 months prior to the conference, the name of the AA member who will give the welcoming address at the Friday night speaker meeting 1 month prior to the conference, the names of the people meeting the speakers at the airport. These people will be responsible for hosting the speakers throughout the weekend and for returning the speakers to the airport.

The Chairperson should assist the NCCAA Chairperson in selecting sites within the convention center for functional tables such as Registration, Free Drawing, Literature, GOOD NEWS, etc.

The Chairperson should schedule a walk-through of the convention center that includes the entire host committee in advance of the conference.

The Chairperson will give out the Host Committee Ribbons to be worn by all conference volunteers. Host committee ribbons will be furnished by NCCAA.