

## **PROGRAMMING:**

### **SUGGESTED CLEAN TIME GUIDELINES FOR SPEAKERS AND SECRETARIES**

**MAIN STAGE - 8 YEARS**

**WORKSHOPS AND SIDE ROOMS - 4 YEARS MARATHON MEETING - 1 YEAR**

**MARATHON MEETING SECRETARY - 6 MONTHS**

**SECRETARIES FOR MAIN AND SIDE ROOMS - 2 YEARS**

Speakers are to be asked to share once in a three-year period to enable new speakers the opportunity to take part.

It is recommended that the Programming Committee has at least 4 members, one each from the North, South, East and West of the UK; this should ensure that the whole of the UK is represented by the convention speakers.

Without a good programme the trouble and expense of putting on a convention isn't justified. The reports of the Programme Subcommittee should therefore be given appropriate attention.

The Programme Subcommittee plans all the workshops and meetings at the Convention. The members of the Programme Subcommittee select speakers, meeting chairs and others to help with the programme. They schedule all events to take place during the convention and prepare the written programme to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions. One of the main problems in scheduling is the event of no-shows (people who don't call when they are unable to attend). The recommended procedure for speakers is that a check-in form will be set up and placed on the registration desk for speakers to sign in. This will include the specific location and times. This way, all programme participants can sign in, thus assuring the Programme Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show, the Programme Subcommittee should have a pool of members available from which to select replacements.

The basic qualification for participation on the programme of an N.A. convention is membership in N.A. A speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous.

Potential speakers and programme participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings to sustain their recovery. These qualifications assure an N.A. member gets an N.A. convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to N.A. These workshops allow attending members to ask questions, and learn about various aspects of the programme and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

Recording the speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home, or sharing them with others. Care should be taken to inform the speakers and/or workshop participants that they are being recorded. When contracting with someone to record meetings, it should be clearly understood that the copyrights to the recordings are held by the Convention Committee.

Procedures for reimbursing travel expenses vary with different conventions. Whenever funds are available, a speaker's travel expenses are paid, thereby assuring attendance and participation. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Programme Subcommittee with an idea of available funds for securing speakers.

It is often the case that Programming provides the floral displays and makes sure there is water for the speakers and chairs.