

KANSAS AREA CONFERENCE GUIDELINES

Revised 7-2023

REFERENCES: a. Kansas Area Assembly Service Structure Guidelines

b. AA Guidelines – Conferences and Conventions c. AA Guidelines – Relationship Between AA and
Al-Anon

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1. PURPOSE

1.1 The Kansas Area Conference is an AA Service Conference. The following Guidelines are based on the experience, strength and hope of those who have conducted prior Area Conferences. These Guidelines are to assist those hosting future Kansas Area Conferences.

2. GENERAL

2.1 The location for the Kansas Area 25 conference will be at a designated location until changed.

Beginning in 2023 the conference will be located at the Great Bend Event Center.

2.2 The Standing Kansas Area Conference Committee shall consist of the following five (5) members:

2.2.1 Conference Chairperson

2.2.2 Co-Chairperson (Selected by current Area Chair then becomes chair for following year)

2.2.3 Area Chairperson

2.2.4 Area Alternate Delegate

2.2.5 Area Treasurer

2.3 The conference Committee in addition to the members listed above, shall also consist of the following five (5) members appointed by the Conference Chair.

2.3.1 Registration Chair

2.3.2 Promotions Chair

2.3.3 Hospitality Chair

2.3.4 Facilities Chair

2.3.5 Entertainment Chair (If needed)

2.3.6. Additional Chairpersons will appointed for Subcommittees as needed:

2.3.6.1 Ice Cream Social, Coffee, Greeters, Accessibilities, Etc...

2.4 Voting members of the Conference Committee will consist of the Standing Conference Committee and all other Committee members.

2.4.1 All voting members (or their Alternates) are expected to attend all Area Conference meetings called by the Conference Chairperson.

2.5 All Documents, Contracts, and agreements pertaining to the Kansas Area Conference shall be signed by the Conference Chair, and one of the following; Area 25 Chair, or the KAAAAI Chair.

2.6 The Conference shall use the Area 25 bank account.

2.6.1 All bills/invoices will be paid by check from this account by the Area Treasurer.

2.6.2 Checks must be signed by the Conference Chairperson and the Area Treasurer or the Alternate Area Treasurer.

2.6.3 All functions associated with the Kansas Area Conference (i.e. speakers expenses, entertainment, ice cream social, etc.) will be processed through the Area Treasurer.

2.6.4 No funds shall be spent or obligated without the prior approval of the Conference Chairperson

2.7 No decision shall be made without the prior approval of the Conference Chairperson and/or the Conference Committee.

2.8 A final Conference meeting shall be held prior to or at the next Area Assembly (normally January) to allow the Conference Chairperson to give the final report on the Conference.

2.9 All Committee members are urged to submit written reports, including suggestions, to the Conference Chairperson for the use of future Conference Committee Chairpersons and their Subcommittee Chairpersons.

3. SPECIFIC RESPONSIBILITIES AND GUIDELINES

3.1 CONFERENCE CHAIRPERSON

3.1.1 You are responsible for the entire Kansas Area Conference.

3.1.2 You as Conference Chairperson are responsible to carry out three main functions:

3.1.2.1 Steps and Traditions

3.1.2.2 Declaration of Unity

3.1.2.3 Duties of your Committee

3.1.3 Special attention must be given to Tradition One: "Our common welfare should come first; personal recovery depends upon AA unity."

3.1.4. You will approve all expenditures of funds; no one will obligate any funds without first getting approval of the Conference Chairperson.

3.1.4.1 Any requirement for "out of pocket" expenses must have prior approval of the Conference Chairperson.

3.1.4.2 Any request for reimbursement must be supported by a copy of the bill/invoice.

3.1.4.3 In the case of telephone calls, a copy of the phone bill reflecting the calls placed will be annotated, indicating the person called and the purpose of the call.

3.1.4.4 The Conference Chairperson will approve/disapprove the request.

3.1.4.5 The approved request, with copies of the bill/invoice will be submitted to the Area Treasurer for reimbursement to the individual.

3.1.4.5.1 *NOTE: A form is available for this purpose (see Appendix A).*

3.1.5 You are responsible to select the Committee Chairpersons necessary to work on your Kansas Area Conference Committee (i.e. Facilities, Entertainment, Registration, Hospitality, Promotions).

3.1.5.1 Appoint Committee Chairpersons as soon as possible after the January Assembly.

3.1.5.2 Present individual guidelines and expectations to each Committee Chairperson and Subcommittee Chairperson.

3.1.5.3 We need people who represent the principles of AA.

3.1.5.4 No decisions will be made by Committee Chairpersons or Subcommittee Chairpersons without first getting approval of the Conference Chairperson.

3.1.5.5 Your first responsibility will be with your Conference Committee, but you may help with other committees or subcommittees.

3.1.5.6 Coordinate the work of the other Chairpersons and Subcommittee Chairpersons.

3.1.6 Call Kansas Area Conference Committee meetings when necessary.

3.1.6.1 Chair all Conference Committee meetings

3.1.6.2 You are required to attend all Conference Committee meetings.

3.1.6.3 Be prepared to give your Conference report.

3.1.6.4 In the event you are unable to attend a Conference Committee meeting, make sure your Co-Chairperson is aware and informed that he/she is *required* to attend in your place and give your Conference report.

3.1.7 Anyone on the Conference Committee who misses more than two (2) Conference Committee meetings without a legitimate reason will go off the Committee and a new person will be appointed by the Conference Chairperson.

3.1.8 Keep informed on the progress of all arrangements concerning the Area Conference.

3.1.9 Work with the Facilities Chairperson to make arrangements for a facility to handle the Area Conference at least twenty-one (21) months in advance.

3.1.9.1 This may require making tentative arrangements “penciled-in” several years in advance to accommodate the booking requirements of the proposed facility.

3.1.9.2 Written confirmation or cancellation of the booking will be made immediately after the January Assembly meeting.

3.1.9.3 Work directly with the Conference Committees to meet facility requirements (i.e. insurance, smoking regulations, seating and layout).

3.1.10 You and/or your Co-Chairperson are expected to be at the Conference facility at all times during the Conference.

3.1.11 You and/or your Co-Chairperson may speak *of the Conference*, but not *for the Conference*.

3.1.12 Maintain a file of all correspondence including a list of expenditures with copies of all approved expenses and invoices.

3.1.13 If you feel you are unable to carry out your responsibilities or the duties of your Committee, or that you will be unable to attend the Conference, let the Co-Chairperson know so a replacement can be selected.

3.1.13.1 The Co-Chairperson would become Chairperson and then the Area Chair will appoint a new Co-Chairperson.

3.1.14 Acquire people to MC and read at meetings

3.1.15 Performs other duties as required.

3.2 CONFERENCE CO-CHAIRPERSON

3.2.1 Keep abreast of Conference activities and assist the Conference Chairperson.

3.2.2 Be familiar with AA Guidelines for Conferences and Conventions and Relationship Between AA and Al-Anon.

3.2.3 You as Conference Co-Chairperson will make contact with the AA Area 25 Al-Anon liaison to acquire the name of the Al-Anon Chairperson.

3.2.3.1 Coordinate and cooperate with the Al-Anon Chairperson on scheduling of Al-Anon activities to avoid scheduling conflicts. 3.2.3.2 The Al-Anon Chairperson will be responsible for all Al-Anon activities during the Conference.

3.2.4 The Southwest Regional Trustee will be invited to participate in the Conference in non-election years and the Conference will pay his/her expenses.

3.2.5 A GSO staff member is to be invited to the Conference as a speaker every year.

3.2.6 You are responsible for securing Conference AA speakers for the following year.

3.2.6.1 Call all proposed AA speakers to determine their availability to speak at the Conference on specific dates/times.

3.2.6.2 Tell them you will contact them with the full details of the Conference at a later date.

3.2.6.3 After the speakers are approved by the Conference Committee, call or write the approved speakers again with exact details of the Conference (example form letter, see Appendix B).

3.2.6.4 Communicate with the speakers to keep them updated on the dates and times, along with any changes to the Conference schedule.

3.2.6.5 Arrange for the speakers' hotel/motel accommodations through Facilities Chair

3.2.6.6 Meet speakers upon their arrival at the Conference.

3.2.6.7 Make sure the speakers' needs are attended to during the entire Conference and coordinates with the Conference Chairperson to acquire Hosts/Hostesses for the speakers.

3.2.6.8 Host/Hostesses requirements will be as follows:

3.2.6.8.1 Be responsible for meeting the speakers at the airport when their plane arrives.

3.2.6.8.2 Must have a valid driver's license and drive a properly insured vehicle.

3.2.6.8.3 Provide necessary transportation for the speakers, including escorting the speakers to the Conference facility and back to their hotel/motel room (if appropriate).

3.2.6.8.4 Be responsible for arranging meals for the speakers, including transportation to local restaurants (if necessary). Conference will not pay for room service.

3.2.6.8.5 Get receipts of speakers' expenses and arranges with Area Treasurer and Conference Chairperson for their own reimbursements at the end of the Conference.

3.2.6.8.6 Provide any other reasonable assistance the speakers request.

3.2.6.8.7 Always drive vehicles transporting speakers in a prudent manner.

3.2.6.9 Make travel arrangements for the speakers in one of two ways:

3.2.6.9.1 Speakers may pay for their own flight/travel arrangements and send the receipts/invoices to you to be reimbursed when they

arrive at the Conference; or Co-Chairperson mails the receipts to the Conference Chairperson and Area Treasurer for reimbursement and forwards the reimbursement to the speaker.

3.2.6.9.2 Co-Chairperson makes flight/travel arrangements through a travel agency (checking for best rates) and forwards the tickets to the speaker.

3.2.6.10 Assist the speakers in obtaining reimbursements for their travel arrangements so they can be taken care of before their departure from the Conference (i.e. plane fare, bus fare, taxi, food on trip and possibly car rentals, when more economical than other means of transportation).

3.2.6.11 In the event a speaker wishes to provide his/her own transportation (i.e. privately owned vehicle), expenses will be reimbursed at the discretion of the conference committee not to exceed the standard IRS deductible allowance.

3.2.6.12 NOTE: We do not pay for limousine rentals, pay per view movies, wild parties, extravagant meals, room service, etc.

3.2.6.13 Coordinate with Host Chairperson to arrange for small gifts to be placed in the speakers' hotel/motel room.

3.2.6.14 NOTE: No fruit baskets or large gifts that will be difficult to transport on airplanes.

3.2.7 Assist Conference Chairperson in acquiring DCM's, GSR's, Area Standing Committee members, (including Delegates, past Delegates and Alt. Delegates) throughout the state of Kansas, to take part in our AA Service Conference by doing the following:

3.2.7.1 Acting as MC (Chairperson) for the AA speaker meetings

3.2.7.2 Reading the AA Preamble

3.2.7.3 Reading "How It Works"

3.2.7.4 Reading "The 12 Traditions" 3.2.7.5 Chairing Committees and Subcommittees.

3.2.8 Perform other duties as required.

3.3 SECRETARY

3.3.1 Keep written minutes of all Conference Committee meetings.

3.3.2 Send out notices of upcoming Conference Committee meetings and other correspondence to Committee members.

3.3.3 Read previous meeting minutes at each Committee meeting.

3.4 AREA TREASURER

3.4.1 You are responsible for all money, including all revenues and expenditures for the Conference.

3.4.2 Provide financial reports for all Committee meetings.

3.5 REGISTRATION CHAIRPERSON

3.5.1 You are responsible for all aspects of Registration for the Area Conference

3.5.2 Acquire name tags for *all* attendees of the Conference.

3.5.3 Acquire signs for Registration from Promotions

3.5.3.1 Pre-registered, paid

3.5.3.2 Pre-registered, not paid

3.5.3.3 Not Registered

3.5.3.4 Possibly a sign for volunteer booth/table

3.5.4 Is responsible for all registrations for the Conference including:

3.5.4.1 Maintains all registration slips

3.5.4.2 Makes sure extra registration forms and pens/pencils are out on Registrations table for those who have not pre-registered.

3.5.4.3 Keep the Conference Chairperson, Treasurer, and Facilities Chair informed of the number of registrations and the total money received.

3.5.4.4 Keep tally of all scholarships donated and make frequent contact with local entities that would facilitate a need for scholarships to the conference.

3.5.5 Get a Post Office Box for the Conference:

3.5.5.1 NOTE: PO Box must be obtained before the first registration flyer, not before January of the Conference Year.

3.5.5.2 Pick up mail regularly

3.5.5.3 Give all mail not pertaining to Registration to the Conference Chairperson.

3.5.6 Communicate your Registration requirements to the Facilities Chairperson (i.e. tables, etc.)

3.5.7 Coordinate with the Facilities Chairperson for set up of tables for Registration.

3.5.8 You are responsible for collection of all Registration money, and accounting of same, in coordination with the Area Treasurer, and:

3.5.8.1 Safeguard all money received, and make out deposit slips and deposit money daily (if possible) into the Area account.

3.5.9 *NOTE: The only people authorized to make deposits are the Conference Chairperson, Registration Chairperson, and Area Treasurer.*

3.5.10 Establish a schedule for all Registration volunteer help.

3.5.11 Perform other duties as required.

3.6 PROMOTIONS CHAIRPERSON

3.6.1 You are required to work closely with the Conference Chairperson and Co-Chairperson, as well as the Facilities Chairperson and their Subcommittees.

3.6.2 Coordinate action with the Conference Chairperson, Co-Chairperson and other Committee Chairpersons for date for Registration forms and flyers (i.e. cost of registration, cost of meals if appropriate, cut-off dates for meals and hotel reservations, box indicating smoking or non-smoking rooms, name of entertainment, box for special needs).

3.6.3 Coordinate with the Conference Committee in establishing an agenda of meetings, meals, speakers, and time of events.

3.6.4 Be responsible for the preparation and distribution of flyers with the date, location, speakers, and time of events for the Area Conference.

3.6.5 Have Registration forms and information and mailing flyers printed commercially at the most reasonable cost and give to Registration.

3.6.5.1 Contact Central Offices of cities that have a current mailing list and bulk postage to Groups & Districts.

3.6.5.2 Promotions/Committee to mail out flyers from the Prior year registration mailing list.

3.6.6 There will be one (1) mailing of conference flyers plus an information flyer.

3.6.6.1 The information flyer will contain dates and location of upcoming Conference (next year) and is to be distributed at:

3.6.6.1.1 The current Kansas Area Conference 3.6.6.1.2 The next Kansas Area Committee meetings

3.6.6.2 The Registration flyer:

3.6.6.2.1 Provide flyers at Area Assemblies January and July and to Committee meetings April and October, and to all AA meetings in state.

3.6.6.2.2 The registration flyer will include dates, location, program, speakers, a registration form with a mailing address for information on registration, and phone numbers for the Conference Chairperson and Registration Chairperson.

3.6.6.2.3 Care will be exercised not to place individual names on any envelope or flyer with an AA identification and no reference will be made to AA on the return address.

3.6.6.3 The Registration flyer to be mailed:

3.6.6.3.1 Will be mailed not later than six (6) weeks prior to commencement of the Conference.

3.6.6.3.2 The Registration flyer will contain all Conference information, including time and dates of all events, names of speakers, and the time they will talk, etc. 3.6.6.3.3 *NOTE: There will be no "return service requested" on this flyer (see example, Appendix D).*

3.6.7 Notify Box 4-5-9, the Grapevine, the Grape Free Press, and any other available fellowship publications, as well as the Area website, of the upcoming Kansas Area Conference.

3.6.8 Provide AA Anonymity card, Big Book, How It Works, AA Preamble, and 12 Steps and Traditions, banner with current year's theme, and any other material that may be required for the Conference meetings/events.

3.6.8.1 Have banner made early and hangs at Area Assembly, Area Committee meetings, and Conference

3.6.8.2 Acquire large 12 Steps, 12 Traditions, and 12 Concepts banners from the Kansas Area Co-Chair and hangs them behind the stage.

3.6.9 Notify the Chamber of Commerce in writing of the upcoming Conference.

3.6.10 Prepare Information packages for attendees of the conference including:

3.6.10.1 List of area restaurants

3.6.10.2 Meal and ice cream social, if appropriate

3.6.10.3 Pamphlets from Chamber of Commerce

3.6.10.4 Any other information the Committee deems necessary.

3.6.11 Perform other duties as required.

3.7 HOSPITALITY CHAIRPERSON

3.7.1 You will work *only* with the Facilities Chairperson to address your needs/requirements for the Hospitality room(s) (i.e. coffee, cups, ice, etc.).

3.7.2 Be responsible for the operation of the Hospitality room(s) and any programs (i.e. slides, films, etc.) shown in the Hospitality room(s) that are authorized only by the Conference Committee including:

- 3.7.2.1 Provide coffee, decaf, tea, water, cookies, cakes, pies, etc., for the Conference (if allowed by the facility).
- 3.7.2.2 Order coffee *only* from the Facilities Chairperson
- 3.7.2.3 Be responsible for keeping the Hospitality room's tables clean and neat.
- 3.7.2.4 You and your Committee members must be friendly and familiar with the Conference facilities and Conference schedule so you can answer any possible questions.
- 3.7.2.5 Direct people without name tags to Registration.
- 3.7.2.6 Encourage loners to mix and make introductions if possible.
- 3.7.2.7 Make sure the Hospitality room(s) are closed during *all* speaker meetings.
- 3.7.2.8 Appoint additional Greeters as required to welcome guests to the Conference site:
 - 3.7.2.8.1 Help keep a path clear to the Registration area.
 - 3.7.2.8.2 Direct people to the appropriate Registration table
- 3.7.3 Make sure all Hospitality room volunteers and Greeters wear their identification badges at all times.
- 3.7.4 Perform other duties as required.

3.8 FACILITIES CHAIRPERSON

- 3.8.1 You are the liaison between the Kansas Area Conference Committee and the host facility.
- 3.8.2 You will be responsible to coordinate with the facility to ensure that all Kansas Area Conference functions operate efficiently. Only the Conference Chairperson and the Co-Chairperson and Facilities Chairperson talk with the facility.
- 3.8.3 Work with the Conference Chairperson and Co-Chairperson to decide exactly what is needed from the facility for setting up the Conference (i.e. seating, stage, number of banquet rooms, space for Taper, etc.).
- 3.8.4 Coordinate with Taper to:
 - 3.8.4.1 Insure that the taper has a full understanding of our Tradition of anonymity at the public level.
 - 3.8.4.2 Make sure taper does not include full names on tape labels and does not identify speakers by last names, titles, service jobs, or descriptions.
 - 3.8.4.3 In keeping with a 1980 General Service Conference recommendation, it is suggested that speakers not be videotaped.
 - 3.8.4.4 Assure that taping is not an official part of the Conference.

3.8.5 Work closely with the facility staff to make sure the facility fully understand the Conference's requirement.

3.8.6 Appoint Subcommittee Chairpersons as needed in your Facilities Committee (i.e. Coffee Chairperson, etc.).

3.8.6.1 Coffee Chairperson's duties and responsibilities are:

3.8.6.1.1 You will order all coffee through the Facilities Chairperson ONLY.

3.8.6.1.2 Insure that an accurate record is kept of coffee ordered and delivered.

3.8.6.1.3 Safeguard and count all money collected or donated and deliver this money to the Registration Chairperson who will give it to the Area Treasurer for deposit.

3.8.6.1.4 Insure that sufficient people are available to serve coffee/tea at the Committee's designated locations (AI-Anons may want to serve their own coffee).

3.8.6.1.5 Insure that a donation can is set up at each serving location.

3.8.6.1.6 Coordinate with Hospitality Chairperson for coffee/tea/decaf requirements for the Hospitality room(s) and the AI-Anon meeting.

3.8.6.1.7 Insure that coffee is not ordered when meetings are about to close, or when no other functions are scheduled.

3.8.6.1.8 Perform other duties as required (i.e. coffee for marathon meetings).

3.8.6.2 Accessibilities Chair to work with Facilities Chair to see that any and all requirements are taken care of. (Suggest Accessibilities Chair for Host district fill job)

3.8.6.3 Ice Cream Social Chairperson duties and responsibilities are:

3.8.6.3.1 You will be responsible to work closely with the Conference Chairperson, Co-Chairperson, as well as the Facilities Chairperson to assure proper seating, set up, and clean up.

3.8.6.3.2 Get volunteers to help serve, set up, sell tickets, and clean up.

3.8.6.4 If the Conference Committee chooses to have ice cream socials, banquets, buffets, and/or dances, our experience has shown these events must be managed closely or there may be detrimental financial effects to the overall Conference costs.

3.8.7 Work closely with the other Committee Chairpersons and the facility to insure that their Committee's needs are met.

3.8.8 Arrange with the Conference facility for meeting rooms, Committee rooms, room blocks and discounts, etc.

3.8.8.1 You will work with the Conference Chairperson and Co-Chairperson on the exact number of the above rooms.

3.8.9 Promptly make arrangements with the facility for any and all changes that need to be made during the Conference (i.e. seating, room set up, audio, etc.).

3.8.10 Coordinate with the facility and the other Chairpersons and subcommittee Chairpersons on requirements for coffee, tea, decaf, and ice cream social needs.

3.8.11 You and/or your Co-Chairperson must be at the Conference facility at all times during the Area Conference.

3.8.12 Insure that the meeting stage is set up including:

3.8.12.1 Provides cups/glasses, coffee/water for speakers.

3.8.13 Make hotel/motel reservations for the following people:

3.8.13.1 Conference Chairperson

3.8.13.2 Conference Co-Chairperson

3.8.13.3 Area Treasurer

3.8.13.4 Registration Chairperson

3.8.13.5 Facilities Chairperson

3.8.13.6 Any other person the Conference Committee deems necessary.

3.8.13.7 *NOTE: The Conference will pay for these reservations.*

3.8.14 Perform other duties as required.

3.9 ENTERTAINMENT CHAIRPERSON

3.9.1 You are responsible for working closely with the Conference Chairperson and the Facilities Chairperson/Committee.

3.9.2 You will communicate your facility requirements to the Facilities Chairperson so that he/she can address these requirements to the Conference facility.

3.9.3 You will locate entertainment and bring bids to the Conference Committee for selection and approval and:

3.9.3.1 *NOTE: You are not authorized to enter into any agreement with anyone.*

3.9.3.2 Authorization of all entertainment is handled by the Conference Chairperson.

3.9.3.3 Upon approval of the entertainment by the Conference Committee, you are responsible to explain AA's principle of anonymity to the entertainers and their staff.

3.9.3.4 You are to get a list of these people to the Registration Chairperson so name tags may be made for them.

3.8.3.5 Inform entertainers and their staff that they MUST wear their name tags at all times during the Conference.

3.8.3.6 You will coordinate with the Facilities Chairperson for the set up for the entertainment, including communication with the facility staff for possible help in moving chairs, lighting, tear-down, etc.

3.9.4 Perform other duties as required.

3.10 MARATHON MEETING CHAIRPERSON

3.10.1 Have signage indicating where the meeting is located

3.10.2 Appoint meeting leaders for each meeting

3.10.3 Have binder with readings and suggested meeting format easily available for meeting leaders

3.10.4 Promote upcoming conference events (i.e., Hospitality room, Entertainment events)

3.10.5 Make sure there are no dark meetings, that there is always someone there to lead (be available to step in if needed)

3.10.6 Keep meeting on topic with a respectful atmosphere

KANSAS AREA CONFERENCE GUIDELINES

APPENDIX A

To: Area Treasurer **Through:** Conference Chairperson

From: Name

Address:

City, ST, Zip:

Subject: Request for Reimbursement

Date Submitted:

Request for reimbursement of “out of pocket” expenses incurred for the Kansas Area Conference.

Invoice(s)/ bill(s) attached.

Item (i.e. telephone bills, stamps, etc) Amount

1. \$

2. \$

3. \$

4. \$

5. \$

6. \$

7. \$

8. \$

Total \$

() Approved Signed: _ () Disapproved Conference Chairperson

Date:

Request for reimbursement APPENDIX A

KANSAS AREA CONFERENCE GUIDELINES

APPENDIX B

KANSAS AREA CONFERENCE

Date:

Dear

I would like to thank you for accepting the Kansas Area Conference's invitation to speak at our Area Conference. The dates for the Conference are . It is an honor to have you on our speaker platform. The Conference Committee would like to confirm our telephone invitation and your acceptance. We have enclosed a letter as well as a self-addressed, stamped envelope for your convenience.

In the months to come, I will be in contact with you about finalizing plans, as well as additional information about the Conference. If you have any questions or need additional information at this time, please contact myself or our Conference Chairperson, . Our addresses and phone numbers are listed below.

In closing, it is truly a privilege to have you share your experience, strength, and hope with us at our Area Conference. We are looking forward to meeting you.

Sincerely yours,

Kansas Area Conference Co-Chairperson

(Co-Chairperson) (Conference Chairperson) Name Name

Address Address

City, St, Zip City, St, Zip

Home Phone Home Phone

Work Phone Work Phone

Speaker Confirmation letter example APPENDIX B

KANSAS AREA CONFERENCE GUIDELINES

APPENDIX C

Registration Mailing Flyer: do not use “return service requested”. Example:

First Mailing Flyer APPENDIX C