



Revised May 4, 2020

Deadline Dates

World Service Business Conference 2021
April 19-24

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| July 2020 | <ul style="list-style-type: none"> • <i>Delegate Support Fund letter and application</i> posted to OA website | OA Website |
| August 2020 | <ul style="list-style-type: none"> • <i>Final Conference Report</i> available on OA website for delegates and service bodies | OA Website |
| August 27, 2020 (Thursday) | <ul style="list-style-type: none"> • <i>Conference e-Documents #1</i> available on OA website for delegates and service bodies (includes Conference notification, delegate registration materials, trustee application form, tentative schedule, motion/amendment template) – Materials will not be mailed. | OA Website |
| November 2, 2020 (Monday) | <ul style="list-style-type: none"> • <i>Delegate Support Fund Applications</i> due to WSO | Received (WSO) |
| December 10, 2020 (Thursday) | <ul style="list-style-type: none"> • <i>New Business Motions</i> and <i>Bylaw Amendments</i> due to WSO | Postmarked |
| December 21, 2020 (Monday) | <ul style="list-style-type: none"> • Notification to eligible service bodies of need for region trustee nominations | |
| January 11, 2021 (Monday) | <ul style="list-style-type: none"> • <i>Conference e-Documents #2</i> available on OA website for delegates and service bodies (includes proposed new business motions and bylaw amendments, agenda questionnaire) – Materials will not be mailed. | OA Website |
| January 19, 2021 (Tuesday) | <ul style="list-style-type: none"> • <i>Trustee Nominee Applications</i> due to WSO | Received (WSO) |
| February 8, 2021 (Monday) | <ul style="list-style-type: none"> • <i>Delegate Registration Forms</i> due to WSO | Received (WSO) |
| February 18, 2021 (Thursday) | <ul style="list-style-type: none"> • <i>Agenda Questionnaire</i> due to WSO • Committee reports, committee meeting agendas, workshop outlines due to WSO (delegate binder) | Postmarked Received (WSO) |
| March 5, 2021 (Friday) | <ul style="list-style-type: none"> • <i>Conference Mailing #3</i> available on OA website for delegates (includes trustee nominee applications, agenda questionnaire results, manuscripts submitted for Conference Seal of Approval) – Materials will not be mailed. • <i>Reference Subcommittee</i> member names submitted by regions to WSO | OA Website Received (WSO) |
| March 19, 2021 (Friday) | <ul style="list-style-type: none"> • Committee/workshop room setup requests due to WSO • New service body registration due to WSO (in order to seat delegate at Conference) • Bylaws and/or Summary of Purpose Statements due to WSO (from service bodies who have not previously submitted them) • Copies of scripts/presentation outlines due to WSO • <i>Committee Preference</i> due to WSO | Received (WSO) Received (WSO) Received (WSO) Received (WSO) Received (WSO) |
| April 6, 2021 (Tuesday) | <ul style="list-style-type: none"> • <i>Hotel Reservations</i> due to Embassy Suites Hotel & Spa (please do not submit reservations to the WSO) | Received (Hotel) |
| April 21, 2021 (Wednesday) | <ul style="list-style-type: none"> • <i>Saturday Dinner</i> tickets purchased by noon (OA registration desk) | Received (WSO) |
| April 24, 2021 (Saturday) | <ul style="list-style-type: none"> • Committee reports/goals/summaries/rosters due to WSO | Received (WSO) |
| May 10, 2021 (Monday) | <ul style="list-style-type: none"> • <i>Committee and Workshop Reports</i> due to WSO (for inclusion in Final Conference Report) • Post Conference letters or notification of trustee vacancy mailed to service bodies (if applicable) | Received (WSO) |