



Revised May 16, 2022

**Deadline Dates**  
 World Service Business Conference 2023  
 April 26-29, 2023

<b>July 2022</b>	<ul style="list-style-type: none"> <li>• <i>Delegate Support Fund letter and application</i> posted to OA website</li> </ul>	<b>OA Website</b>
<b>August 2022</b>	<ul style="list-style-type: none"> <li>• <i>Final Conference Report</i> available on OA website for delegates and service bodies</li> </ul>	<b>OA Website</b>
<b>August 29, 2022</b> (Monday)	<ul style="list-style-type: none"> <li>• <i>Conference e-Documents #1</i> available on OA website for delegates and service bodies (includes Conference notification, trustee application form, tentative schedule, motion/amendment template)</li> </ul>	<b>OA Website</b>
<b>November 1, 2022</b> (Tuesday)	<ul style="list-style-type: none"> <li>• <i>Delegate Support Fund Applications</i> due to WSO</li> </ul>	<b>Received (WSO)</b>
<b>December 1, 2022</b> (Thursday)	<ul style="list-style-type: none"> <li>• <i>New Business Motions</i> and <i>Bylaw Amendments</i> due to WSO</li> </ul>	<b>Postmarked</b>
<b>December 27, 2022</b> (Tuesday)	<ul style="list-style-type: none"> <li>• Notification to eligible service bodies of need for trustee nominations</li> </ul>	
<b>January 5, 2023</b> (Thursday)	<ul style="list-style-type: none"> <li>• <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, registration materials)</li> </ul>	<b>OA Website</b>
<b>January 26, 2023</b> (Thursday)	<ul style="list-style-type: none"> <li>• <i>Trustee Nominee Applications</i> due to WSO</li> </ul>	<b>Received (WSO)</b>
<b>February 15, 2023</b> (Wednesday)	<ul style="list-style-type: none"> <li>• <i>Delegate Registration Forms</i> due to WSO</li> </ul>	<b>Received (WSO)</b>
<b>February 24, 2023</b> (Friday)	<ul style="list-style-type: none"> <li>• <i>Agenda Questionnaire</i> due to WSO</li> <li>• Committee reports, committee meeting agendas, workshop outlines due to WSO (delegate binder)</li> </ul>	<b>Postmarked Received (WSO)</b>
<b>March 13, 2023</b> (Monday)	<ul style="list-style-type: none"> <li>• <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)</li> <li>• <i>Reference Subcommittee</i> member names submitted by regions to WSO</li> </ul>	<b>OA Website Received (WSO)</b>
<b>March 27, 2023</b> (Monday)	<ul style="list-style-type: none"> <li>• Committee/workshop room setup requests due to WSO</li> <li>• New service body registration due to WSO (in order to seat delegate at Conference)</li> <li>• Bylaws and/or Summary of Purpose Statements due to WSO (from service bodies who have not previously submitted them)</li> <li>• Copies of scripts/presentation outlines due to WSO</li> <li>• <i>Committee Preference</i> due to WSO</li> </ul>	<b>Received (WSO) Received (WSO) Received (WSO) Received (WSO) Received (WSO)</b>
<b>April 25, 2023</b> (Tuesday)	<ul style="list-style-type: none"> <li>• <i>Onsite registration</i> open</li> </ul>	<b>Onsite (WSO)</b>
<b>April 26, 2023</b> (Wednesday)	<ul style="list-style-type: none"> <li>• <i>Saturday Dinner</i> tickets purchased by noon (OA registration desk)</li> </ul>	<b>Received (WSO)</b>
<b>May 15, 2023</b> (Monday)	<ul style="list-style-type: none"> <li>• Post Conference letters or notification of trustee vacancy sent to service bodies (if applicable)</li> </ul>	<b>Received (WSO)</b>
<b>May 29, 2023</b> (Monday)	<ul style="list-style-type: none"> <li>• Committee reports/goals/summaries/rosters due to WSO</li> <li>• <i>Committee and Workshop Reports</i> due to WSO (for inclusion in Final Conference Report)</li> </ul>	<b>Received (WSO)</b>