



Revised January 4, 2024

Deadline Dates

World Service Business Conference 2024

May 7-11, 2024

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| July 2023 | <ul style="list-style-type: none"> • <i>Delegate Support Fund letter and application</i> posted on OA website | OA Website |
| August 2023 | <ul style="list-style-type: none"> • <i>Final Conference Report</i> available on OA website for delegates and service bodies | OA Website |
| August 28, 2023 (Monday) | <ul style="list-style-type: none"> • <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) | OA Website |
| November 1, 2023 (Wednesday) | <ul style="list-style-type: none"> • <i>Delegate Support Fund Applications</i> due to World Service Office | Received |
| December 1, 2023 (Friday) | <ul style="list-style-type: none"> • <i>New Business Motions</i> and <i>Bylaw Amendments</i> due to World Service Office | Postmarked |
| January 5, 2024 (Friday) | <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, registration materials) | OA Website |
| January 8, 2024 (Monday) | <ul style="list-style-type: none"> • Notification to eligible service bodies of need for trustee nominations | OA Website/ Email |
| February 6, 2024 (Tuesday) | <ul style="list-style-type: none"> • <i>Trustee Nominee Applications</i> due to World Service Office | Received |
| March 7, 2024 (Thursday) | <ul style="list-style-type: none"> • <i>Agenda Questionnaire</i> due to World Service Office • Committee reports and committee meeting agendas for Delegate Binder, workshop outlines due to World Service Office | Postmarked Received |
| March 22, 2024 (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) • <i>Reference Subcommittee</i> member names submitted by regions to World Service Office • <i>Interpretation Forms</i> due to World Service Office | OA Website Received Received |
| March 27, 2024 (Monday) | <ul style="list-style-type: none"> • <i>Delegate Registration Forms</i> due to World Service Office | Received |
| April 1, 2024 (Monday) | <ul style="list-style-type: none"> • <i>Committee Preference</i> due to World Service Office | Received |
| April 5, 2024 (Friday) | <ul style="list-style-type: none"> • Committee/workshop room setup requests due to World Service Office • New service body registration due to World Service Office (to seat delegate at Conference) • Copies of scripts/presentation outlines due to World Service Office | Received Received Received |
| April 22, 2024 (Monday) | <ul style="list-style-type: none"> • <i>Hotel Reservations</i> due to hotel (the World Service Office does not make hotel reservations) | Received |
| May 7, 2024 (Tuesday) | <ul style="list-style-type: none"> • <i>Onsite registration</i> open | Onsite |
| May 8, 2024 (Wednesday) | <ul style="list-style-type: none"> • <i>Saturday Dinner</i> tickets purchased by noon (OA registration desk) | Received |
| May 27, 2024 (Monday) | <ul style="list-style-type: none"> • Post Conference letters or notification of trustee vacancy sent to service bodies (if applicable) | OA Website/ Email |
| June 10, 2024 (Monday) | <ul style="list-style-type: none"> • Committee reports/goals/summaries/rosters due to World Service Office • <i>Committee and Workshop Reports</i> due to World Service Office (for inclusion in Final Conference Report) | Received |