



Revised May 9, 2017

**Deadline Dates**

World Service Business Conference 2018

April 23-28

July 2017	<ul style="list-style-type: none"> <li>• <i>Delegate Support Fund letter and application</i> posted to OA website</li> </ul>	OA Website
August 2017	<ul style="list-style-type: none"> <li>• <i>Final Conference Report</i> available on OA website for delegates and service bodies</li> </ul>	OA Website
September 5, 2017 (Tuesday)	<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, delegate registration materials, trustee application form, tentative schedule, motion/amendment template) – <b>Materials will not be mailed.</b></li> </ul>	OA Website
November 1, 2017 (Wednesday)	<ul style="list-style-type: none"> <li>• <i>Delegate Support Fund Applications</i> due to WSO</li> </ul>	Received (WSO)
December 10, 2017 (Sunday)	<ul style="list-style-type: none"> <li>• <i>New Business Motions</i> and <i>Bylaw Amendments</i> due to WSO</li> </ul>	Postmarked
December 26, 2017 (Tuesday)	<ul style="list-style-type: none"> <li>• Notification to eligible service bodies of need for region trustee nominations</li> </ul>	
January 10, 2018 (Wednesday)	<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) – <b>Materials will not be mailed.</b></li> </ul>	OA Website
January 23, 2018 (Tuesday)	<ul style="list-style-type: none"> <li>• <i>Trustee Nominee Applications</i> due to WSO</li> </ul>	Received (WSO)
February 12, 2018 (Monday)	<ul style="list-style-type: none"> <li>• <i>Delegate Registration Forms</i> due to WSO</li> </ul>	Received (WSO)
February 22, 2018 (Thursday)	<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>	Postmarked Received (WSO)
March 9, 2018 (Friday)	<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) – <b>Materials will not be mailed.</b></li> <li>• <i>Reference Subcommittee</i> member names submitted by regions to WSO</li> </ul>	OA Website Received (WSO)
March 23, 2018 (Friday)	<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>	Received (WSO) Received (WSO) Received (WSO) Received (WSO) Received (WSO)
April 8, 2018 (Sunday)	<ul style="list-style-type: none"> <li>• <i>Hotel Reservations</i> due to Embassy Suites Hotel &amp; Spa (please do not submit reservations to the WSO)</li> </ul>	Received (Hotel)
April 25, 2018 (Wednesday)	<ul style="list-style-type: none"> <li>• <i>Saturday Dinner</i> tickets purchased by noon (OA registration desk)</li> </ul>	Received (WSO)
April 28, 2018 (Saturday)	<ul style="list-style-type: none"> <li>• Committee reports/goals/summaries/rosters due to WSO</li> </ul>	Received (WSO)
May 14, 2018 (Monday)	<ul style="list-style-type: none"> <li>• <i>Committee and Workshop Reports</i> due to WSO (for inclusion in Final Conference Report)</li> <li>• Post Conference letters or notification of trustee vacancy mailed to service bodies (if applicable)</li> </ul>	Received (WSO)