



55TH ANNUAL WORLD SERVICE BUSINESS CONFERENCE

Theme: *Responsibility – To Carry the Message*

May 2-7, 2016

Delegate Registration Instructions

GENERAL INFORMATION

Delegate registration must be submitted on the **Delegate Registration form and signed by the chair of the service body**. Delegates must also sign the delegate registration form in the appropriate box affirming they are in compliance with Subpart B, Article X, Section 3c) 1 of the OA, Inc. Bylaws. (*Refer to Delegate/Alternate Qualifications below.*)

A \$119 USD registration fee is required for each delegate listed on the Delegate Registration form. \$20 USD of the registration fee is non-refundable. Refunds will not be given on or after **April 1, 2016**. Payment is required in US funds.

Bylaws stipulate that delegates and alternates shall be registered 70 days prior to Conference. Therefore, the registration deadline is **February 22, 2016**.

NOTE: Service bodies may register delegates after the February 22, 2016 deadline date, but Conference information will not be available to the delegate until properly registered with the World Service Office (WSO.)

All delegates **MUST** register for the Conference with the WSO. Returning delegates are **NOT** registered automatically.

All Conference information will be available for download through the OA website at <http://www.oa.org/world-service-events/world-service-business-conference/>. Documents will **NOT** be mailed.

ALTERNATES

Alternates may be registered by submitting their name to the World Service Office on the official Delegate Registration form under Alternate Registration. Payment is **NOT** required for alternate registration. Service bodies do not need to register alternates unless the alternate plans to attend the Conference. All registered alternates must also sign the Delegate Registration form in the appropriate box affirming they are in compliance with Subpart B, Article X, Section 3c) 1 of the OA, Inc. Bylaws.

If an alternate replaces a registered delegate, the World Service Office **must be immediately notified in writing** of the alternate's change of status.

Alternates do not receive Conference documents and are not given a delegate binder if they attend Conference. Alternates who choose to attend Conference **will only** receive the agenda and a badge. If the alternate replaces a registered delegate at Conference, the registered delegate's materials should be transferred to the alternate.

DELEGATE/ALTERNATE QUALIFICATIONS

Qualifications for selection of World Service delegates/alternates shall be set by each intergroup, region (in the case of region delegates) or service board provided that each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level. (Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by application to the World Service Office.)

SERVICE BODY ATTENDANCE

Each intergroup or service board is allowed one delegate for up to the first fifteen affiliated registered groups, and an additional delegate for each additional block of fifteen groups, or any fraction thereof.

Example:

- 1-15 registered groups = 1 delegate
- 16-30 registered groups = 2 delegates
- 31-45 registered groups = 3 delegates

Service boards shall not include registered groups which are also affiliated with an intergroup.

A region that was represented at the last WSBC by fewer than 40 percent of its intergroups and other eligible service bodies may send up to five additional delegates from the region. Preference shall be given to delegates selected from service bodies which would otherwise be represented by delegates. **NOTE: Regions Eight, Nine, and Ten were represented by fewer than 40 percent of its service bodies at WSBC 2015. Please check with your region trustee for assistance.**

The World Service Office makes the final determination of the number of delegates allowed each intergroup and service board based on affiliated groups properly registered with the WSO.

To determine the number of registered groups for your intergroup or service board, log onto <http://www.oa.org/membersgroups/find-a-meeting/>, click on the Find Service Body tab, and enter your 5-digit intergroup or service board number (ex. 09100) in the "Or Search by Your 5-Digit Service Body Number" field. This will populate a full list of registered groups for your intergroup or service board. Immediately notify the World Service Office if there are discrepancies in the number of registered groups. Group additions, deletions or changes must be submitted to the WSO on the appropriate group registration form.

BYLAW REQUIREMENTS

In order to be a registered service body, the World Service Office must have information on all affiliated groups and must have a copy of the service body's bylaws or statement of purpose.

Service bodies must be registered with the World Service Office thirty days prior to the Conference (**April 1, 2016**) in order for their delegate(s) to be seated at Conference.

The WSO will provide sample intergroup/service board bylaws for any service body requiring assistance in developing their bylaws.

APPEALS PROCESS FOR SERVICE BODIES DENIED DELEGATE CREDENTIALS

Per WSBC Policy 2004b (Amended 2009 and 2014), it was adopted that:

Appeals process for service bodies denied credentials at WSBC because they do not meet the requirements of OA, Inc. Bylaws, Subpart B, Article X, Section 3c – Qualifications/Selection.

- 1) The World Service Office shall notify the service body of any challenges to delegate credentials within seven days of receipt of delegate information by the World Service Office.
- 2) Each region will provide, at the time they submit their delegate information, a list of up to five individuals willing to serve on an Appeals Committee.
- 3) The Appeals Review Committee shall be composed of two members of the Board of Trustees, two region chairs and two representatives of the region bringing the appeal.
- 4) Service body notifies the World Service Office if it wishes to appeal denial of delegate credentials.
- 5) The Appeals Review Committee, via electronic and/or written communications, will consider relevant information and collectively decide the final disposition of each appeal with a deadline of one month prior to the first session of the upcoming WSBC.
- 6) At the expense of the service body, a telephone conference call may be scheduled to review the findings of the committee within two weeks of notification of the Appeals Review Committee's decision.

COMMITTEE ASSIGNMENTS

Committee choices should be made by determining the needs of the service body and the particular talents the delegate can bring to the committee. **Per WSBC Policy 1991a, “Service on a committee is expected and the commitment is maintained until the following WSBC.”**

A maximum of thirty delegates (three from each region) will be assigned to each committee. Delegates from virtual service boards will be included in addition to the thirty delegates from regions. Committee assignments are made on a first come, first served basis. Please remember it is customary for those serving at the World Service level to rotate committee assignments every two years.

NOTE: The Conference-Approved Literature Committee (CLC) is a closed committee and assignments will be made by the cochairs. If you are interested in serving on the CLC, please make your selection on the Delegate Registration form and your information will be forwarded to the cochairs for review and approval.

A list of committees and their statements of purpose are available on the OA website at <http://www.oa.org/world-service-events/world-service-business-conference/>. Delegates can make their committee selection on the Delegate Registration form.

MENTOR PROGRAM

The Mentor Program was developed to connect delegates who are new or returning after more than ten years away (green dots) with recently returning delegates (mentors) during the week of Conference. This program helps to address any concerns green dot delegates may have, such as general questions about Conference, what meetings to attend, how the business meetings operate, and what workshops to attend. All green dots will be automatically assigned to the program. To sign up as a mentor, please complete the information on the Delegate Registration form.

ROOMMATES

If a delegate/alternate requires a roommate, the WSO will provide that delegate/alternate with a list of OA members who are looking for roommates. It is the delegate's/alternate's responsibility to contact the members on the list and to make the appropriate arrangements with the hotel. The WSO does not make hotel reservations for delegates and alternates.

To be placed on the roommate list, please contact Sandy Zimmerman, Member Services Manager, at szimmerman@oa.org or 1-505-891-2664 and provide her with the contact name, arrival date, departure date, number of roommates and any special requests.



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Delegate/Alternate Registration Form

Bylaws stipulate that delegates and alternates shall be registered 70 days prior to Conference. Therefore, the registration deadline is **February 22, 2016**.

NOTE: Service bodies may register delegates after the February 22, 2016 deadline date, but Conference information will not be available to the delegate until properly registered with the World Service Office (WSO.)

SERVICE BODY INFORMATION (PLEASE PRINT)		
<i>Service Body Name</i>		<i>Service Body #</i>
<i>Street/PO Box Address</i>		<i>Region #</i>
<i>City</i>	<i>State/Province</i>	<i>For Office Use Only – Do Not Write Within the Shaded Area!</i>
<i>Postal Code</i>	<i>Country</i>	<i># of Registered Groups</i>
<i>Telephone</i>	<i>Email</i>	<i>Date</i>

CERTIFICATION
I certify that the delegates/alternates listed on this Delegate Registration form were duly elected by our service body to serve at the World Service Business Conference 2016. These elected delegates/alternates meet the qualifications stated in the OA, Inc. Bylaws, Subpart B, Article X, Section 3c) 1 listed on the Delegate Registration Instructions document.

SERVICE BODY CHAIR/REGION CHAIR INFORMATION	
<i>Name of Service Body Chair/Region Chair</i>	
<i>Service Body Chair's/Region Chair's Signature</i>	
<i>Email Address</i>	
<i>Telephone Number</i> (<input type="checkbox"/> <i>primary</i>)	<i>Mobile Number</i> (<input type="checkbox"/> <i>primary</i>)

DELEGATE REGISTRATION (PLEASE PRINT)	
<i>Delegate Name</i>	<i>Delegate Signature (required)*</i>
<i>Street/PO Box Address</i>	
<i>City</i>	<i>State/Province</i>
<i>Postal Code</i>	<i>Country</i>
<i>Telephone Number</i> (<input type="checkbox"/> <i>primary</i>)	<i>Mobile Number</i> (<input type="checkbox"/> <i>primary</i>)
<i>Email Address</i>	<i>Badge Name</i>
<p>Special Needs Please list any special needs you may have (<i>i.e. physical disabilities, language barriers, special seating, traveling with guide dog or healthcare professional, etc.</i>). NOTE: Please do not list any special food needs as OA will make every effort to provide healthy meals during planned meal functions.</p>	
<p>*By signing in the Delegate Signature field above, you are affirming that you meet the qualifications as delegate/alternate per OA, Inc. Bylaws, Subpart B, Article X, Section 3c) 1. In addition, this signature will be placed on file at the WSO for any audio recordings produced at the World Service Business Conference.</p>	

COMMITTEE PREFERENCE		
<p>Committee assignments are made on a first come, first served basis. Per WSBC Policy 1991a, "Service on a committee is expected and the commitment is maintained until the following WSBC."</p>		
<p>Please rank the committees below 1-9 (1 indicates your first choice, etc.). A list of committees and their statements of purpose can be located on the OA website at http://www.oa.org/world-service-events/world-service-business-conference/.</p>		
<p>Note: The Conference-Approved Literature Committee is a closed committee. Selections will be made by the committee cochairs. If you are interested in serving on this committee, please make your selection below and your information will be forwarded to the cochairs for review and approval.</p>		
<input type="checkbox"/> Bylaws <input type="checkbox"/> Conference Literature <input type="checkbox"/> Finance	<input type="checkbox"/> Professional Outreach <input type="checkbox"/> Public Information <input type="checkbox"/> Twelfth Step Within	<input type="checkbox"/> Unity with Diversity <input type="checkbox"/> Web/Technology <input type="checkbox"/> Young Persons'

MENTOR PROGRAM
<p>Please make your selection below. Program information is included in the Delegate Registration Instructions document.</p>
<p>Have you been a delegate to the World Service Business Conference at any time in the past ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><input type="checkbox"/> I am a returning delegate and would like to offer service as a mentor in the Mentor Program.</p>

DELEGATE REGISTRATION (PLEASE PRINT)	
<i>Delegate Name</i>	<i>Delegate Signature (required)*</i>
<i>Street/PO Box Address</i>	
<i>City</i>	<i>State/Province</i>
<i>Postal Code</i>	<i>Country</i>
<i>Telephone Number</i> (<input type="checkbox"/> <i>primary</i>)	<i>Mobile Number</i> (<input type="checkbox"/> <i>primary</i>)
<i>Email Address</i>	<i>Badge Name</i>
<p>Special Needs Please list any special needs you may have (i.e. physical disabilities, language barriers, special seating, traveling with guide dog or healthcare professional, etc.). NOTE: Please do not list any special food needs as OA will make every effort to provide healthy meals during planned meal functions.</p>	
<p>*By signing in the Delegate Signature field above, you are affirming that you meet the qualifications as delegate/alternate per OA, Inc. Bylaws, Subpart B, Article X, Section 3c) 1. In addition, this signature will be placed on file at the WSO for any audio recordings produced at the World Service Business Conference.</p>	

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<p>Note: The Conference-Approved Literature Committee is a closed committee. Selections will be made by the committee cochairs. If you are interested in serving on this committee, please make your selection below and your information will be forwarded to the cochairs for review and approval.</p>		
<input type="checkbox"/> Bylaws <input type="checkbox"/> Conference Literature <input type="checkbox"/> Finance	<input type="checkbox"/> Professional Outreach <input type="checkbox"/> Public Information <input type="checkbox"/> Twelfth Step Within	<input type="checkbox"/> Unity with Diversity <input type="checkbox"/> Web/Technology <input type="checkbox"/> Young Persons'

MENTOR PROGRAM
<p>Please make your selection below. Program information is included in the Delegate Registration Instructions document.</p>
<p>Have you been a delegate to the World Service Business Conference at any time in the past ten years?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><input type="checkbox"/> I am a returning delegate and would like to offer service as a mentor in the Mentor Program.</p>

ALTERNATE REGISTRATION (PLEASE PRINT)	
<i>Alternate Name</i>	<i>Alternate Signature (required)*</i>
<i>Street/PO Box Address</i>	
<i>City</i>	<i>State/Province</i>
<i>Postal Code</i>	<i>Country</i>
<i>Telephone Number</i> (<input type="checkbox"/> <i>primary</i>)	<i>Mobile Number</i> (<input type="checkbox"/> <i>primary</i>)
<i>Email Address</i>	<i>Badge Name</i>
<p><i>* By signing in the Alternate Signature field above, you are affirming that you meet the qualifications as delegate/alternate per OA, Inc. Bylaws, Subpart B, Article X, Section 3c) 1. In addition, this signature will be placed on file at the WSO for any audio recordings produced at the World Service Business Conference.</i></p>	

PAYMENT INFORMATION	
<p>Payment is required in US funds. The fee is \$119 USD for each registered delegate and includes the Saturday banquet. A \$20 non-refundable fee will apply for all cancellations. No refunds on or after April 1, 2016. Please make checks payable to "Overeaters Anonymous."</p>	
<p><i># of Delegates @ \$119 each</i> _____ <i>Total Enclosed \$</i> _____</p>	<p><i>For Office Use Only</i> <i>Do not write within the shaded area.</i></p>
<p><i>Type of Payment</i> <input type="checkbox"/> <i>Discover</i> <input type="checkbox"/> <i>MasterCard</i> <input type="checkbox"/> <i>Visa</i> <input type="checkbox"/> <i>Check/Money Order #</i> _____</p>	<p><i>Total Amount</i></p>
<p><i>Name on Card</i></p>	<p><i>Check/Money Order #</i></p>
<p><i>Card Number</i></p>	<p><i>CC Authorization #</i></p>
<p><i>Expiration Date</i> <i>Security Code (3-digit code on back of card)</i></p>	
<p><i>Billing Address</i></p>	
<p><i>Signature</i></p>	

Return this form with the following:

- ✓ \$119 USD registration fee for each delegate (\$20 non-refundable fee on cancellations)
- ✓ Signature of service body chair/region chair
- ✓ Signature of delegate(s)/alternate(s) affirming qualifications

World Service Office – Jeanette Romero
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