This form **must** be completed and submitted when requesting NA World Services participation at an event. Once completed, it can be emailed to Elaine@na.org, faxed to 818.700.0700, or mailed to NAWS, attn: Elaine Wickham. Make your requests as early as possible to allow for adequate planning. Participation request submission deadlines for the 2014-2016 conference cycle are 15 November for January–March events, 15 February for April–June events, 15 May for July–September events, and 15 August for October–December events.

** EVENT INFORMATION **

Name of event (full name and acronym):

____________________________________________________________________________________

Type of event: (i.e. zonal forum, *Conference Agenda Report* workshop, PR workshop, regional assembly):

____________________________________________________________________________________

Dates and times of event: __________________________________________________________

Location of event: _________________________________ Phone: _________________________

Language of the event: ______________________________________________________________

Estimated number of attendees: _______ From where? ______________________________

Contact person name: (for ongoing communication in planning) _________________________

Email address: _________________________________ Phone: _________________________

Secondary contact person name: ______________________________________________________

Email address: _________________________________ Phone: _________________________

** NA WORLD SERVICE SESSION INFORMATION **

For the 2014–16 conference cycle, we continue to make good use of zonal meetings as an opportunity to interact and communicate with RD teams from many regions in a single setting. As we expressed last cycle, with this diminished capacity for funding travel, or holding larger workshops to reach broader portions of the fellowship, we want to explore greater partnerships with zones as a way to reach more local members. For example, one idea is to work with zones to plan larger fellowship-oriented workshops on Friday evening and all day Saturday, and using Sunday for a more formal meeting of the zone.

In any case, because of the time and resource commitment required to attend events, generally we ask that we are able to conduct a minimum of six to eight hours of
sessions. We can do more, but generally to do less does not warrant the expense of travel from NAWS. Our experience at conducting workshops is that it is also not productive if there are concurrent workshops or activities. We ask that scheduling considerations are made so that most attendees are able to attend NAWS sessions. And if NAWS is unable to attend the event, we have many tools available to help you facilitate your own workshops.

How much time is available in your agenda for NAWS? ____________________________________________

How many sessions would you like NAWS to facilitate? ____________________________

What other activities are planned for the same time frame? ____________________________

Please offer session topic ideas. In determining the session topics, it is helpful to consider who will be attending the event. Following are some ideas for workshop topics for this cycle: one of the current Issue Discussion Topics (Traditions, Welcoming All Members, Planning, and Group Support); one of last cycle’s IDTs (Collaboration and Group Conscience); or a topic related to one of this cycle’s projects (Service System Implementation and Adaptations, CBDM). We are also prepared for other topics of interest to local members such as Building Strong Home Groups, Social Media, Planning Basics, Current NAWS activities, Fellowship Development, Facilitation Training, or Public Relations. These are just a few ideas; feel free to forward any topics that serve your event and community or to contact us for ideas about what might be best tailored to the event and attendees.

Proposed session topics and reason for each session (more information is better here, please feel free to attach an additional sheet if the space below is not enough.):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

BACKGROUND AND ADDITIONAL COMMENTS

Please provide us with any other relevant details about your region(s), zone, or issues of concern that your NA community may be experiencing. This information will support our success in framing sessions and also in selecting NAWS travelers for the event.

__________________________________________________________________________________________
__________________________________________________________________________________________

FUNDING INFORMATION

Will the hosting region/forum/committee be making a contribution to NAWS for the traveler(s) expenses? Yes _______ No _______

If a trip is approved, NAWS will handle and pay for all travel related expenses. In the principle of self-support, we ask that your committee do its best to make a contribution.

GO TO WWW.NA.ORG AND COMPLETE THIS FORM ONLINE