



## NA WORLD SERVICES

19737 Nordhoff Place  
Chatsworth, CA 91311 USA  
Phone +1/818.773.9999  
Fax +1/818.700.0700  
Web [www.na.org](http://www.na.org)

**Date:** November 2017  
**To:** WSC 2018 Participants  
**From:** NA World Services  
**Re:** WSC 2018 Travel

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This memo provides information that you will need to register, make hotel reservations, and purchase airline tickets for the 2018 World Service Conference. If you have not updated your regional delegate or alternate information with NA World Services, please contact us to do so *prior* to making any reservations. We will use the information we have on file as of 15 January to approve all reservations. If you have any questions or need to update your information, please send an email to [Elaine@na.org](mailto:Elaine@na.org) or call 818.773.9999, extension 116.

Don't forget—you can find most material related to the Conference on our webpage [www.na.org/conference](http://www.na.org/conference). You can also “talk” to other Conference participants and ask questions about the upcoming Conference via the WSC participant bulletin board at <http://disc.na.org/wsc2012/activity.php>

## WSC 2018

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WSC 2018 will be held in Woodland Hills, California, USA, from Sunday, 29 April through Saturday, 5 May 2018. We are currently planning to begin pre-conference activities in the morning of Saturday, 28 April. US participants may choose to travel on Friday, 27 April or wait until the morning of Saturday, 28 April, and international participants may choose to come in on Thursday 26 April or Friday 27 April.

We will fund one delegate from each **seated** region, including round-trip airfare, meal allowances, ground transportation to and from the airport, and lodging, based upon double occupancy. Delegates from North America will be funded for up to nine nights. Therefore, we will pay for half of your hotel room from Friday, 27 April through Sunday, 6 May. If you are coming from outside North America or have questions, contact Elaine at NA World Services and we can work out your travel needs individually.

## Conference Registration and Hotel Reservations

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You can register for WSC 2018, make hotel reservations, and book your airline reservations starting immediately and continuing through 1 March 2018 for the hotel and 15 March 2018 for travel. If your contact information is correct, please go to [www.na.org/conference](http://www.na.org/conference), click on the *Conference Registration and Housing Form*, complete your information, and click submit. If you do not have access to the internet, you can fill out the *Conference Registration and Housing Form* and mail it to the address at the bottom of the form, fax it to 818.700.0700, or call Elaine. *All* participants, regardless of whether they are funded by NAWS or not, must complete this form to register for WSC 2018 and make a hotel reservation. You can request a particular roommate on the form, but each of you must complete your own form. If you need to modify any part of your

registration or reservation, please contact NAWS staff. **Registration for the hotel must be submitted by 1 March 2018.**

All NAWS-funded participants should expect to share a room. You may room with whomever you choose, but NAWS will not incur an additional expense as a result of such a choice. If your roommate is not funded by NAWS, he or she will be responsible for half of the room expense (\$82.69 per night, tax included). If you are a NAWS-funded participant and you prefer to room alone, you will be responsible for half of the room expense. Full room is \$165.38 per night, tax included.

All participants, NAWS-funded or not, will be responsible for all room incidentals (telephone calls, room service, movies, etc.). Upon arrival to the Warner Center Marriott, please be prepared to provide a credit card or \$50.00 cash deposit.

## Airline Reservations

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Airline tickets will only be approved for NAWS-funded travelers whose names are on our list of Conference participants. If the contact information we sent out is not correct, please get in touch with NAWS staff immediately. To make your airline reservation, contact Phyllis Mulvehill at Montrose Travel by emailing her at [PMulvehill@MontroseTravel.com](mailto:PMulvehill@MontroseTravel.com). You must include the following information in your email:

- Your preferred travel dates and times
- Preferred airport (if cost is substantially less for a nearby airport, you may be asked to fly from there), window or aisle seat preference, frequent flier numbers if you have one.
- Name exactly as it appears on your passport, passport number, country of issuance, passport expiration, nationality. If you are traveling within the United States and do not have a passport, your driver's license information should suffice.
- Date of Birth (month/day/year)
- Cell phone number & Email Address

Montrose Travel will have a list of who is being funded by NAWS and will send each itinerary to NAWS for final approval. Participants who are being funded by their regions or who are funding themselves are encouraged to use our travel agent but may choose to purchase tickets by another means. If a NAWS-funded participant wants to travel with a participant who is not funded by NAWS, they should both purchase their tickets at the same time by contacting Montrose Travel. Make sure to include the credit card number that should be charged for the non-funded participant's portion of the ticket in the email, or call **800.766.4687** or **818.553.3228** and ask for Phyllis.

## Ground Transportation and Meal Expenses

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Shuttle transportation to the Warner Center Marriott is available from Los Angeles International Airport (LAX) and Burbank Airport (BUR) via Super Shuttle. We will mail shuttle vouchers to NAWS-funded participants and \$2.00 discount coupons to other participants prior to the Conference. NAWS-funded, US participants will receive an advance check for their daily meal allowance. NAWS-funded travelers from outside the US will receive their advance upon arrival to the Warner Center Marriott.

## International Travelers

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If you are a NAWS-funded traveler, please email or call NA World Services collect to make your travel arrangements. If you are funded by your region, please either complete the *Conference Registration and Housing Form* online or mail or fax it to NAWS. You can make your travel arrangements through our travel agent if you choose.

<p><b>Need Help?</b> International travelers and those with questions regarding travel and conference registration please email <a href="mailto:Elaine@na.org">Elaine@na.org</a> or call 818.773.9999, extension 116.</p>
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