



## NA WORLD SERVICES

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**The Date:** January 2023  
**To:** WSC 2023 Participants  
**From:** NA World Services  
**Re:** WSC 2023 Travel

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You have already received information about registration and hotel reservations for WSC 2023. This memo provides information that you will need to book airline tickets and travel to WSC 2023. We expect this conference to be unlike any other, with the mix of in-person and virtual attendees, and we need your help to plan effectively. We are asking you to complete the registration form posted at [www.na.org/conference](http://www.na.org/conference) now if you have not already done so. We know that changes may occur in the upcoming months; we are asking you to register now regardless, and we will help you make updates later if needed. Thank you to all who have already done so.

Don't forget—you can find most material related to the conference on our webpage [www.na.org/conference](http://www.na.org/conference) and in the conference participant Dropbox. If you need help accessing the Dropbox, let us know: [matt@na.org](mailto:matt@na.org)

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## WSC 2023

WSC 2023 will be held in Woodland Hills, California, USA, from Sunday, 30 April through Saturday, 6 May 2023. We are currently planning to begin pre-conference activities on Saturday, 29 April. North American participants may choose to travel on Friday, 28 April or wait until the morning of Saturday, 29 April, and international participants may choose to come in on Thursday, 27 April or Friday, 28 April.

We will fund one delegate from each *seated* region and zone. This funding includes round-trip airfare, meal allowances, ground transportation to and from the airport, and lodging, based upon double occupancy. Regional and zonal delegates who are funded by NA World Services (NAWS-funded participants) are expected to room with another conference participant. Delegates from North America will be funded for up to nine nights. Therefore, we will pay for half of your hotel room from Friday, 28 April until Sunday, 7 May. If you are coming from outside North America or have questions, contact Elaine at NA World Services ([elaine@na.org](mailto:elaine@na.org)), and we can work out your travel needs individually. Regions and zones that are able to and wish to fund themselves fully or partially are welcome and encouraged to do so, but they need to follow the same procedures for registration and room reservations.

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## Conference Registration and Hotel Reservations

You can register for WSC 2023 and make hotel reservations starting immediately and continuing through 1 March 2023 for the hotel. 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. *All* participants, regardless of whether they are funded by NAWS or not, must complete this form to register for WSC 2023 and make a hotel reservation. This is limited to two participants per zone or region as per conference policy. 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 [elaine@na.org](mailto:elaine@na.org). We understand that visa issues may affect many, and so you may be filling out the form without being certain of your travel situation. Again, we need your registration now, and, so please fill out the form with your intentions, and if you are not granted a visa or your situation changes, we will modify the information.

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, they will be responsible for half of the room expense. 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 \$159 per night plus tax of \$24.88 = \$183.88 Half of a room is \$91.94 per night.

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 for incidentals, the hotel will put a \$50-a-day hold on the card, and the funds will be released after check out; it could take 3-5 business days for the release of funds to show on your card. If you do not have a credit card, contact Elaine to make other arrangements by 1 March. As with most hotels, using a debit card will result in the hotel putting a \$50-a-day “hold” on your debit card. Funds will be released at the end of your stay, and it could take 5-10 business days depending on your bank to be back in your account. We do not recommend that you use a debit card.

## 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 you are unsure of whether we have your correct contact information, please get in touch with NAWS staff immediately.

You may make your reservations on your own and seek reimbursement, but we encourage you to use our travel provider because that makes tracking and payment easier for NA World Services. To make your airline reservation, contact Archer Travel by emailing [NAWorldServices@archertravel.com](mailto:NAWorldServices@archertravel.com). They can also be reached at +1 800-272-4377 or +1 818-248-1511 from 8:30am to 3:00 pm Pacific Standard time. If you call, please select “live agent” and let them know that you are with NA World Services.

Archer Travel operates Monday through Friday on Pacific time office hours. Please remember that when anticipating email responses.

You must include the following information in your email:

- ✿ Your preferred travel dates and times. Please also let them know if you are waiting for a visa.
- ✿ 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 flyer numbers if you have one. If you have a preferred airline, route, or have looked at possible flights, please let them know and they will run a comparison.
- ✿ Name exactly as it appears on your passport, passport number, country of issuance, passport expiration, nationality
- ✿ Date of birth (month/day/year)
- ✿ Cell phone number & email address

Archer Travel will have a list of NAWS-funded participants and will send each itinerary to NAWS for final approval. Participants who are being funded by their regions or who are funding themselves are also encouraged to use our travel agent but may choose to purchase tickets on their own. 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 Archer 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 to [NAWorldServices@archertravel.com](mailto:NAWorldServices@archertravel.com).

Elaine works closely with the travel provider, so if you have questions, you can also email her at [elaine@na.org](mailto:elaine@na.org).

## Ground Transportation and Meal and Incidental Expenses

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Ground transportation to the Warner Center Marriott is available from Los Angeles International Airport (LAX) and Burbank Airport (BUR). We are prepared to reimburse the least expensive Uber, Lyft, or shuttle

option from LAX to the Warner Center Marriott and the return to the airport upon departure. We are unable to offer shuttle vouchers for this conference.

NAWS-funded, US participants will receive an advance check for their daily meal and incidental allowance. NAWS-funded travelers from outside the US will receive their advance once conference registration begins at the Warner Center Marriott. While we are asking the WSC to increase the daily allowance for 2023-2025, the daily allowance for WSC 2023 remains at \$60 per day.

## **Covid Protocols**

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The details of the protocols for attendance at WSC 2023 will be posted to the conference page as we get closer to the event and notice will be provided to participants.

**Need Help?** International travelers and those with questions regarding travel and conference registration, or who need to update contact information please email Elaine at [Elaine@na.org](mailto:Elaine@na.org).