



## WORLD SERVICE PARTICIPATION REQUEST FORM

**2008-2010**

This form **must** be completed and submitted when requesting NA World Services participation at an event. It can be completed online at [www.na.org](http://www.na.org), emailed to [Elaine@na.org](mailto:Elaine@na.org), faxed to 818.700.0700, or mailed to NAWS, attn: Elaine Wickham. Please note that request submission deadlines are published in *A Guide to World Services in NA, 08-10 Conference Cycle*. Please make your requests as early as possible to allow for adequate planning.

### EVENT INFORMATION

Name of event (full name and acronym): \_\_\_\_\_

Type of event: (i.e. zonal forum meeting, *Conference Agenda Report* workshop, multi-regional PI workshop, regional assembly, etc.) : \_\_\_\_\_

Dates and times of event: \_\_\_\_\_

Location of event: \_\_\_\_\_ Phone: \_\_\_\_\_

Closest hotel (if not 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

Because of the time and resource commitment required to attend events, generally we ask that we are able to conduct a minimum of two to four 90-minute sessions. Obviously we can do more. To do less does not warrant the time and expense of travel from NAWS. Our experience at conducting workshops at conventions is that it also not productive for us to attend if there are competing workshops and activities. We ask that scheduling

considerations are made so that most attendees are able to attend NAWS sessions. We have many tools available to help you facilitate your own workshops if NAWS is unable to attend.

As part of our ongoing effort to improve the communication between NA World Services and local NA communities, we can frame sessions on a variety of topics. In order to do this effectively, timely preparation information is needed.

With all of that considered:

**How much time is available in your agenda for NA World Services?** \_\_\_\_\_

**How many sessions would you like NA World Services to facilitate?** \_\_\_\_\_

**What other activities are planned for the same time frame?** \_\_\_\_\_

**When might we expect to receive a draft of the entire event agenda?** \_\_\_\_\_

**Are you open to NAWS ideas for planning this agenda?** \_\_\_\_\_

**Please offer session topic ideas.** Examples might include Leadership, Translations, Current NAWS Projects (Service Pamphlets, Living Clean, Our Service System, Self-Support, or *In Times of Illness*) or 08-10 *Issue Discussion Topics*, (Our Freedom, Our Responsibility, Effective Communications), the Area Planning Tool, How to Be an Effective RD or RCM, or Public Relations.

Type or Topic of Session	Outcome or Reason for Session

#### 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.

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#### FUNDING INFORMATION

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

This is to help your committee think about the principle of self support. If a trip is approved, NAWS will handle and pay for all travel related expenses. This would be simply considering a donation to NAWS.

**GO TO [WWW.NA.ORG](http://WWW.NA.ORG) AND COMPLETE THIS FORM ONLINE**