

Hosting Area Guidelines

Note: The highlighted sections of this document are sections that are already in policy, but because they are relevant to the duties required of the hosting area, they are included in these guidelines as well.

I. Hosting ORSCNA Business Meeting

- A. All business meetings of the Ohio Regional Service Committee shall be the financial responsibility of the Regional Service Committee. The location and facilitation of the quarterly Regional meetings shall be the responsibility of the Regional Service Committee Chairperson in cooperation with the hosting Area. In the event that there is a function following the Regional Business meetings, the function shall be the responsibility of the host Area. Distribution of any additional monies shall be decided by the host Area Service Committee.
- B. Preparation of the informational flier (for distribution at the prior Regional meeting, if possible) should include the following information:
 - 1. Meeting date
 - 2. Contact phone number(s) for hosting Area
 - 3. Hotel address and phone number
 - 4. Room rate with group rate deadline date and code (ORSCNA) for negotiated discount, if applicable.
 - 5. Map with directions
- C. Hotel Meeting Room:
 - 1. The main meeting room capacity should accommodate 30 -50 people, have adequate power outlets for laptops or other electronic equipment, and include a table set up for flyers, schedules, etc.
 - 2. The H&I and PR committees may each require a separate space to meet. It is not necessary to rent another space; a dining area or another part of the meeting facility will suffice if large enough to accommodate 5-10 people for each subcommittee.
 - 3. The RSC will reimburse the hosting area per ORSCNA Policy & Administration Guidelines (see Section 4.3.1) for expenses associated with hosting the business meeting. Hosting Area fills out an expense report and submits it to the Treasurer on Sunday in order to be reimbursed.
- D. Guest Rooms: At the Regional meeting prior, there is typically discussion on who will arrive on Friday. Customarily 5 rooms are blocked for Friday and 15 for Saturday. Individual members must reserve their own hotel room.
- E. Refreshments: If available the hosting area may provide snacks and coffee.
- F. Morning Recovery Meeting: Hosting Area usually facilitates and chairs the morning recovery meeting (both days) from 9:00 am to 9:45 am. Suggested items to have on hand for this meeting:
 - 1. Readings
 - 2. Just for Today meditation book
 - 3. Meeting format is at the discretion of the hosting Area
- G. Additional helpful information to have on hand:
 - 1. Local meeting information
 - 2. Local restaurant information
 - 3. Local copy center information