

Timeline for 2012 General Service Conference

We are providing this schedule to be helpful. It outlines some of the communications that will be sent from G.S.O. to 2012 Conference Members and some important due dates.

DECEMBER

- Dec 21:** The 62nd General Service Conference (G.S.C.) Communications Kit is mailed to all 2012 Conference Members. The kit contains the following:
- Checklist and Forms A – G (*Various on Hotel Reservation, Travel Expenses, Final Conference Reports, Spouses/Guests, etc.*).
 - Advance Information.
 - Letter on delegates' fees from Don Meurer, C.F.O.
 - *Preliminary* schedule for Conference Week.
 - *Preliminary* list of Agenda Items.
 - Workshop Questions.
 - Makeup of the G.S.C.
 - List of Conference Members.
 - Alphabetical List of Panel 61 and Panel 62 delegates.
 - List of Conference Committee Members.
 - Documents: "How the General Service Conference Operates"; "On Trust–The Spirit of the General Service Conference"; "Guidelines for Use of Personal Electronic Devices at G.S.C."; "Information and Suggestions for Conference Committee Chairperson."
 - Memorandum on Buddy System and Buddy List.

JANUARY

- Jan 6:** Letter is sent to Panel 62 Delegates with details for preparing Area Highlights.
- Jan 9:** 2012 G.S.C. Dashboard is activated for Conference Members.
- Jan 13:** Loving Invitations for Presentations are sent to *assigned* Panel 61 delegates.
- Jan 15:** Deadline for submitting Agenda Items for 2012 G.S.C.
- Jan 27:** Conference Committee Chairpersons attend Orientation Meeting at G.S.O.
- Jan 28-30:** General Service Board Weekend.
- Jan 30:** Deadline for Area Highlights from Panel 62 Delegates.
Deadline for Form A from Conference Members.

FEBRUARY

Feb 10: Conference Committee Background is sent to committee members.

Feb 13: Compilation of Conference Committee Background is sent to Conference Members.

Deadline for Presentations from *assigned* Panel 61 delegates.

Letter is sent to Trustees' committee members with information on Joint Meeting with Conference Committee.

Feb 15: General Service Board's Invitations for the Conference Opening Dinner are mailed to Conference Members with R.S.V.P. (*April 11*).

Feb. 24: Loving Invitations are sent to *assigned* Panel 61 delegates (*workshop moderators and recorders, vote counters, AM & PM readings, etc.*).

MARCH

March 1: Delegates' Fees due.

March 2: Deadline for Forms B–G from Delegates.

Deadline for Forms E–G from Trustees/Directors/Staff.

March 30: Trustees' committee report is sent to trustees' and Conference committee.

APRIL

April 6: Corporate Board Reports are sent to Conference Members.

April 11: R.S.V.P. on Conference Opening Dinner Invitation is due.

April 22-28: General Service Conference.

MAY

May 11: 2012 Conference Advisory Actions and Additional Committee Considerations are sent to Conference Members.