



## WORLD SERVICE PARTICIPATION REQUEST FORM

This form **must** be completed and submitted when requesting NA World Services participation at an event. Once completed, it can be 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*. 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, *Conference Agenda Report* workshop, PR workshop, regional assembly) :

\_\_\_\_\_

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

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

For the 2012-14 conference cycle, even as we have found it necessary to greatly reduce our travel budget, we continue to make good use of the zonal meetings as an opportunity to interact and communicate with RD teams from many regions in a single setting. With this diminished capacity for funding travel, or holding larger workshops to reach broader portions of the fellowship, we want to explore greater partnerships with zones as a way to reach more local members. For example, one idea is to work with zones to plan larger fellowship-oriented workshops on Friday evening and all day Saturday, and using Sunday for a more formal meeting of the zone.

In any case, because of the time and resource commitment required to attend events, generally we ask that we are able to conduct a minimum of six to eight hours of sessions. We can do more, but generally to do less does not warrant the expense of travel from NAWS. Our experience at

conducting workshops is that it is also not productive if there are concurrent workshops or activities. We ask that scheduling considerations are made so that most attendees are able to attend NAWS sessions. And if NAWS is unable to attend the event, we have many tools available to help you facilitate your own workshops.

**How much time is available in your agenda for NAWS?** \_\_\_\_\_

**How many sessions would you like NAWS to facilitate?** \_\_\_\_\_

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

**Please offer session topic ideas.** In determining the session topics, it is helpful to consider who will be attending the event. Following are some ideas for workshop topics for this cycle: Service System Project, one of the current Issue Discussion Topics (Inspired by our Vision – Collaboration – Group Conscience, Accountability, & Delegation). These are our primary focus for this cycle as well as the literature projects which will occur in 2013. We are also prepared for other topics of interest to local members such as Building Strong Home Groups, Social Media, Planning Basics, Current NAWS activities, Fellowship Development, Facilitation Training, or Public Relations. These are just a few ideas; feel free to forward any topics that serve your event and community or to contact us for ideas about what might be best tailored to the event and attendees.

Proposed session topics and reason for each session (more information is better here, please feel free to attach an additional sheet if the space below is not enough.):

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**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 \_\_\_\_\_

If a trip is approved, NAWS will handle and pay for all travel related expenses. In the principle of self-support, we ask that your committee do its best to make a contribution.

**GO TO WWW.NA.ORG AND COMPLETE THIS FORM ONLINE**