



NA WORLD SERVICES

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Date: 27 October 2025
To: WSC 2026 Participants
From: NA World Services
Re: WSC 2026 Travel

We have already posted information about registration and hotel reservations for WSC 2026. This memo provides information that you will need to book airline tickets and travel to WSC 2026. With the mix of in-person and virtual attendees that the conference now involves, we need your help to plan effectively. We are asking you to complete the registration form posted at 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 na.org/conference and in the conference participant Dropbox. If you need help accessing the Dropbox, let us know: matt@na.org

WSC 2026

WSC 2026 will be held in Woodland Hills, California, USA, from Sunday, 3 May through Saturday, 9 May 2026. We are currently planning to begin pre-conference activities on Saturday, 2 May. North American participants may choose to travel on Friday, 1 May or wait until the morning of Saturday, 2 May, and international participants may choose to come in on Thursday, 30 April or Friday, 1 May.

Funding to attend WSC 2026 is available **only** upon request for one delegate from each seated region and zone. This funding could be requested for all or some of the following expenses: round-trip airfare, meal allowances, ground transportation to and from the airport, and lodging, based upon double occupancy. Regional and zonal delegates who request funding from NA World Services are expected to room with another conference participant. Delegates from North America who request funding can be funded for up to nine nights. Therefore, we can pay for half of their hotel room from Friday, 1 May until Sunday, 10 May. Delegates from outside North America who request funding can be funded for up to 10 nights. Therefore, we can pay for half of their hotel room from Thursday, 30 April until Sunday, 10 May.

The deadline to request funding to attend WSC 2026 is 4 March 2026, but we ask you to please send your funding request along with the registration form as soon as possible so we can plan appropriately.

If you have any questions, contact Elaine at NA World Services (elaine@na.org), and we can work out your travel needs individually.

Conference Registration and Hotel Reservations

You can register for WSC 2026 and make hotel reservations starting immediately and continuing through 4 March 2026 for the hotel. Please go to 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 2026 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. 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 rate is \$200.00 per night-including tax. Half of a room is \$100.00 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 \$100-a-day hold (maxed out at \$500 for stay) 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 by 1 March to make other arrangements. As with most hotels, using a debit card will result in the hotel putting a \$100-a-day hold (maxed out at \$500 for your stay) 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

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 CTM Travel by emailing na.westcorpteam1@travelctm.com. They can also be reached at +1 303 333-6161 from 8:30 am to 3:00 pm Pacific Standard time. There is also after hours assist available.

CTM 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

CTM 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 CTM 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 na.westcorpteam1@travelctm.com.

Elaine works closely with the travel provider, so if you have questions, you can also email her at elaine@na.org.

Ground Transportation and Meal and Incidental Expenses

NAWS will be emailing all NAWS-funded participants an Uber voucher for transportation to the hotel and back to the airport. We will be sending out instructions on how this will work later, and we will share information on ground transportation options from the airport to the Warner Center Marriott with all conference participants, funded or not.

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. The daily allowance for WSC 2026 remains at \$70.00 per day.

COVID Protocols

The details of the protocols for attendance at WSC 2026 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.
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