



*Revised 5/12/10*

**Deadline Dates  
World Service Business Conference 2011  
April 25 – 30, 2011**

<b>July 2010</b>	<ul style="list-style-type: none"> <li>• Mailing to service bodies: Includes delegate support fund letters to all service bodies</li> </ul>
<b>September 13, 2010</b> (Monday)	<ul style="list-style-type: none"> <li>• Mail Final Conference Report</li> <li>• Conference Mailing #1: Includes notification of Conference, delegate registration materials, trustee application forms, tentative schedule</li> </ul>
<b>November 1, 2010</b> (Monday)	<ul style="list-style-type: none"> <li>• Delegate Support Fund applications due to WSO</li> </ul>
<b>December 10, 2010</b> (Friday)	<ul style="list-style-type: none"> <li>• Postmarked date for submitted new business motions and bylaw amendments</li> </ul>
<b>December 27, 2010</b> (Monday)	<ul style="list-style-type: none"> <li>• Delegate registration due to WSO</li> <li>• Notification to eligible service bodies of need for nominations for regional trustee</li> </ul>
<b>January 10, 2011</b> (Monday)	<ul style="list-style-type: none"> <li>• Conference Mailing #2: Includes all proposed new business motions and bylaw amendments received by postmarked deadline, agenda questionnaire, motion history within 5 years, submitted rationale in favor of a motion, committee selection form</li> </ul>
<b>January 25, 2011</b> (Tuesday)	<ul style="list-style-type: none"> <li>• Trustee nominee applications due to BOT</li> </ul>
<b>February 24, 2011</b> (Thursday)	<ul style="list-style-type: none"> <li>• Responses to agenda questionnaire due to WSO</li> <li>• Committee reports, committee meeting agendas, workshop outlines due to WSO for Conference binder</li> <li>• Committee selection forms due to WSO</li> </ul>
<b>March 11, 2011</b> (Friday)	<ul style="list-style-type: none"> <li>• Conference Mailing #3: Includes trustee nominee applications, agenda questionnaire results, any manuscripts submitted for Conference Seal of Approval</li> <li>• Reference Subcommittee member names submitted by regions due to WSO</li> </ul>
<b>March 25, 2011</b> (Friday)	<ul style="list-style-type: none"> <li>• Committee/workshop meeting room setup requests due to WSO</li> <li>• Registration of new service bodies due to WSO in order to have a delegate seated at Conference</li> <li>• Bylaws and/or Summary of Purpose statements due from service bodies who have not submitted them previously</li> <li>• Copies of scripts/presentation outlines due to WSO for inclusion in packet for May BOT meeting</li> </ul>
<b>April 1, 2011</b> (Friday)	<ul style="list-style-type: none"> <li>• Hotel reservations due to Hotel Albuquerque at Old Town</li> </ul>
<b>April 28, 2011</b> (Thursday)	<ul style="list-style-type: none"> <li>• Dinner tickets purchased no later than 12:00 noon</li> </ul>
<b>April 30, 2010</b> (Saturday)	<ul style="list-style-type: none"> <li>• Summary committee reports/goals, committee sign-up sheets, Conference evaluations (if applicable) and other feedback forms due to WSO</li> </ul>
<b>May 16, 2011</b> (Monday)	<ul style="list-style-type: none"> <li>• Written reports for committees/workshops due to WSO for Final Conference Report</li> <li>• Post Conference letters to Fellowship or notification of trustee vacancy to be mailed (if applicable)</li> </ul>