



Revised 5/15/09

**Deadline Dates
World Service Business Conference 2010
April 26 – May 1, 2010**

July 2009	<ul style="list-style-type: none"> • Mailing to service bodies: Includes delegate support fund letters to all service bodies
September 8, 2009 (Tuesday)	<ul style="list-style-type: none"> • Mail Final Conference Report • Conference Mailing #1: Includes notification of Conference, delegate registration materials, trustee application forms, tentative schedule
November 2, 2009 (Monday)	<ul style="list-style-type: none"> • Delegate Support Fund applications due to WSO
December 10, 2009 (Thursday)	<ul style="list-style-type: none"> • Postmarked date for submitted new business motions and bylaw amendments
December 28, 2009 (Monday)	<ul style="list-style-type: none"> • Delegate registration due to WSO • Notification to eligible service bodies of need for nominations for regional trustee
January 11, 2010 (Monday)	<ul style="list-style-type: none"> • 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
January 26, 2010 (Tuesday)	<ul style="list-style-type: none"> • Trustee nominee applications due to BOT
February 25, 2010 (Thursday)	<ul style="list-style-type: none"> • Responses to agenda questionnaire due to WSO • Committee reports, committee meeting agendas, workshop outlines due to WSO for Conference binder • Committee selection forms due to WSO
March 12, 2010 (Friday)	<ul style="list-style-type: none"> • Conference Mailing #3: Includes trustee nominee applications, agenda questionnaire results, any manuscripts submitted for Conference Seal of Approval • Reference Subcommittee member names submitted by regions due to WSO
March 26, 2010 (Friday)	<ul style="list-style-type: none"> • Committee/workshop meeting room setup requests due to WSO • Registration of new service bodies due to WSO in order to have a delegate seated at Conference • Bylaws and/or Summary of Purpose statements due from service bodies who have not submitted them previously • Copies of scripts/presentation outlines due to WSO for inclusion in packet for May BOT meeting
April 2, 2010 (Friday)	<ul style="list-style-type: none"> • Hotel reservations due to Hotel Albuquerque at Old Town
April 29, 2010 (Thursday)	<ul style="list-style-type: none"> • Dinner tickets purchased no later than 12:00 noon
May 1, 2010 (Saturday)	<ul style="list-style-type: none"> • Summary committee reports/goals, committee sign-up sheets, Conference evaluations (if applicable) and other feedback forms due to WSO
May 17, 2010 (Monday)	<ul style="list-style-type: none"> • Written reports for committees/workshops due to WSO for Final Conference Report • Post Conference letters to Fellowship or notification of trustee vacancy to be mailed (if applicable)