



Revised May 17, 2016

Deadline Dates

World Service Business Conference 2017

May 1-6

July 2016	<ul style="list-style-type: none"> • <i>Delegate Support Fund letter and application</i> mailed to all service bodies (quarterly service body mailing)/posted to OA website 	OA Website SB Mailing
August 2016	<ul style="list-style-type: none"> • <i>Final Conference Report</i> available on OA website for delegates and service bodies 	OA Website
September 6, 2016 (Tuesday)	<ul style="list-style-type: none"> • <i>Conference e-Documents #1</i> available on OA website for delegates and service bodies (includes Conference notification, delegate registration materials, trustee application form, tentative schedule, motion/amendment template) – Materials will not be mailed. 	OA Website
November 1, 2016 (Tuesday)	<ul style="list-style-type: none"> • <i>Delegate Support Fund Applications</i> due to WSO 	Received (WSO)
December 10, 2016 (Saturday)	<ul style="list-style-type: none"> • <i>New Business Motions</i> and <i>Bylaw Amendments</i> due to WSO 	Postmarked
January 3, 2017 (Tuesday)	<ul style="list-style-type: none"> • Notification to eligible service bodies of need for region trustee nominations 	
January 10, 2017 (Tuesday)	<ul style="list-style-type: none"> • <i>Conference e-Documents #2</i> available on OA website for delegates and service bodies (includes proposed new business motions and bylaw amendments, agenda questionnaire) – Materials will not be mailed. 	OA Website
January 31, 2017 (Tuesday)	<ul style="list-style-type: none"> • <i>Trustee Nominee Applications</i> due to WSO 	Received (WSO)
February 20, 2017 (Monday)	<ul style="list-style-type: none"> • <i>Delegate Registration Forms</i> due to WSO 	Received (WSO)
March 2, 2017 (Thursday)	<ul style="list-style-type: none"> • <i>Agenda Questionnaire</i> due to WSO • Committee reports, committee meeting agendas, workshop outlines due to WSO (delegate binder) 	Postmarked Received (WSO)
March 17, 2017 (Friday)	<ul style="list-style-type: none"> • <i>Conference Mailing #3</i> available on OA website for delegates (includes trustee nominee applications, agenda questionnaire results, manuscripts submitted for Conference Seal of Approval) – Materials will not be mailed. • <i>Reference Subcommittee</i> member names submitted by regions to WSO 	OA Website Received (WSO)
March 31, 2017 (Friday)	<ul style="list-style-type: none"> • Committee/workshop room setup requests due to WSO • New service body registration due to WSO (in order to seat delegate at Conference) • Bylaws and/or Summary of Purpose Statements due to WSO (from service bodies who have not previously submitted them) • Copies of scripts/presentation outlines due to WSO • <i>Committee Preference</i> due to WSO 	Received (WSO) Received (WSO) Received (WSO) Received (WSO) Received (WSO)
April 17, 2017 (Monday)	<ul style="list-style-type: none"> • <i>Hotel Reservations</i> due to Embassy Suites Hotel & Spa (please do not submit reservations to the WSO) 	Received (Hotel)
May 3, 2017 (Wednesday)	<ul style="list-style-type: none"> • <i>Saturday Dinner</i> tickets purchased by noon (OA registration desk) 	Received (WSO)
May 6, 2017 (Saturday)	<ul style="list-style-type: none"> • Committee reports/goals/summaries/rosters due to WSO 	Received (WSO)
May 22, 2017 (Monday)	<ul style="list-style-type: none"> • <i>Committee and Workshop Reports</i> due to WSO (for inclusion in Final Conference Report) • Post Conference letters or notification of trustee vacancy mailed to service bodies (if applicable) 	Received (WSO)