



NA WORLD SERVICES

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Date: November 2009
To: WSC 2010 Participants
From: NA World Services
Re: WSC 2010 Travel

This memo provides information that you will need to register, make hotel reservations, and purchase airline tickets for the 2010 World Service Conference. If you have not updated your regional delegate or alternate information with NA World Services, please contact us to do so *prior* to making any reservations. We will use the information we have on file as of 15 January to approve all reservations. If you have any questions or need to update your information, please send an email to Elaine@na.org or call 818.773.9999, extension 116.

Can't find something we sent you in a prior mailing? No problem; now you can go to www.na.org/conference, where all conference participant mailings will be posted for your convenience. You can also "talk" to other conference participants here and ask questions about the upcoming conference via the *WSC participant bulletin board* at <http://www.naws.org/wsc-forum/>.

WSC 2010

WSC 2010 will be held in Woodland Hills, California, USA, from Sunday, 25 April through Saturday, 1 May 2010. We are currently planning to begin pre-conference activities in the morning Saturday, 24 April. US participants may choose to travel on Friday, 23 April or wait until the morning of Saturday, 24 April and International participants may choose to come in on Thursday 22 April.

We will fund one delegate from each *seated* region, including round-trip airfare, meal allowances, ground transportation to and from the airport, and lodging, based upon double occupancy. Regional delegates who are funded by NA World Services (NAWS-funded participants) are expected to room with another conference participant. Delegates from North America will be funded for up to nine nights. Therefore, we will pay for half of your hotel room from Friday, 23 April through Sunday, 02 May. If you are coming from outside North America, contact NAWS staff and we can work out your travel needs individually.

Conference Registration and Hotel Reservations

You can register for WSC 2010 and make hotel reservations starting 1 December 2009 and airline reservations starting 15 January and continuing through 15 March 2010. If your contact information is correct, please go to www.na.org/conference and click on the *Conference Registration and Housing Form*, complete your information and click submit. If you do not have access to the Internet, you can fill out the attached *Conference Registration and Housing Form* and mail it to the address at the bottom of the form or fax it to 818.700.0700. *All* participants, regardless of whether they are funded by NAWS or not, must complete this form to register for WSC 2010 and make a hotel reservation. 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 NAWS staff. **Registration must be completed by 15 March 2010.**

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, he or she will be responsible for half of the room expense (\$79.30 per night, tax included). If you are a NAWS-funded participant and you prefer to room alone, you will be responsible for half of the room expense.

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 or \$50.00 cash deposit.

Airline Reservations

Airline tickets will only be approved for NAWS-funded travelers whose names are on our list of conference participants. If the contact information we sent out is not correct, please get in touch with NAWS staff immediately. Special airfare discounts will be available for all conference participants (funded or not). To make your airline reservation, contact Phyllis Mulvehill at Montrose Travel by emailing her at PMulvehill@MontroseTravel.com. You must include the following information in your email:

- ❖ Your preferred travel dates and times
- ❖ Preferred airport (if cost is substantially less for a nearby airport, you may be asked to fly from there)
- ❖ Name as it appears on your government-issued identification or passport
- ❖ Address where Montrose can send your ticket
- ❖ Home phone number

Montrose Travel will have a list of who is being funded by NAWS and will send each itinerary to NAWS for final approval. Participants who are being funded by their regions or who are funding themselves are 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 Montrose 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 or call 800.766.4687 or 818.553.3228 and ask for Phyllis.

Ground Transportation and Meal Expenses

Shuttle transportation to the Warner Center Marriott is available from Los Angeles International Airport (LAX) and Burbank Airport via Super Shuttle. We will mail shuttle vouchers to NAWS-funded participants and \$2.00 discount coupons to other participants prior to the conference. NAWS-funded, US participants will receive an advance check for their daily meal allowance. NAWS-funded travelers from outside the US will receive their advance upon arrival to the Warner Center Marriott.

International Travelers

If you are a NAWS-funded traveler, please email or call NA World Services collect to make your travel arrangements. If you are funded by your region, please either complete the *Conference Registration and Housing Form* online or mail or fax it to NAWS. You can make your travel arrangements through our travel agent if you choose.

<p>Need Help? International travelers and those with questions regarding travel and conference registration please email Elaine@na.org or call 818.773.9999, extension 116.</p>
