



December 5th, 2021

SEZF Minutes
VIA ZOOM

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Roll Call

Facilitator

Secretary Treasurer

Web Servant

Alabama/NW Florida RD

Alabama/NW Florida AD

Carolina RD

Carolina AD

Florida RD

Florida AD

Georgia RD

Georgia AD

North Carolina RD

North Carolina AD

South Florida RD

South Florida AD

Additional Needs Task Force

BMLT Task Force

H&I Task Force

PR Task Force

- 1. Meeting was opened at 9:01 am est. Jeff led the Serenity Prayer**
- 2. The Traditions were read**
- 3. The Concepts were read**
- 4. The Mission Statement was read as follows**

The mission of the Southeastern Zonal Forum is to provide a regularly scheduled time and place where representatives of the member regions come together to further our primary purpose, "to carry the message of recovery to the still suffering addict", through service oriented discussions, workshops, events and task forces. The Southeastern Zonal Forum's primary function is to facilitate joint, multi-regional efforts that serve our member regions and are directly responsible to the Regional Service Committees within the zone.

Roll Call/Contact Sheet

Name	Position	Here	Phone Number	Email Address
Jeff P.	Facilitator	Y	954-850-0122	Jpaul095bv@gmail.com
Harold H	Secretary Treasurer	Y	205 243 7854	handsafetyolutions@gmail.com
Patrick J	Webservant	Y	508-939-1663	pjaudiomv@gmail.com
Kelly S	RD Alabama NW Florida	Y	909-263-2300	navykel@gmail.com
John R	AD Alabama NW Florida	Y		
Randy T	RD Carolina	Y	704-904-3707	rd@crna.org
Patrick J	AD Carolina	Y	508-939-1663	alt.rd@crna.org
Kristi-Beth	RD Florida	Y	727-459-8905	kbfagen@gmail.com
Joel B	AD Florida	Y	518-461-1174	joel_bergman@msn.com
Bob D	RD Georgia	Y	404-591-0074	robertdabov@bellsouth.net
Jimmy N	AD Georgia	Y	770-855-9235	dubose.nunn@gmail.com
Lucas V	RD North Carolina	Y	336-202-5485	mrlucas336@gmail.com
Jacob S	AD North Carolina	Y		jmshonberg@protonmail.com
Mat S	RD South Florida	Y	754-368-2212	goldcoastmat@gmail.com
Jon B	AD South Florida	Y	239-980-1528	Jvbacon61@gmail.com
Joann	H&I Taskforce	Y	954-850-0122	Cyberjoann2001@yahoo.com
Ramone R	PR Taskforce	Y		tiogoody@gmail.com
Jonathon B	BMLT Taskforce	Y	404-542-9363	jon.braswell@gmail.com
Jacho	Additional Needs Taskforce	Y		hareodog@mindspring.com

12/12 voting members present. Note: Only RDs and ADs are voting members

The following list is for interested members that will be blind carbon copied on official SEZF correspondence.

Name	Region	Email Address
Mark M		csemark.office@gmail.com

Reports - SEZF:

Facilitator –

1. Attend the multi-zonal forum, topic of discussion voting
 2. Form a task force to work at US Zones and the role of the zones
 3. next meeting in January hosted by the western zone. Meeting is somewhat of value, lots of activity taking place,
 4. Discussion on combining zones, there was a meeting in November on this.
- No notes.

B. Secretary/Treasurer

Southeastern Zonal Forum

Secretary/Treasurer Report

December 5, 2021

Hello family,

First, I want to thank God for allowing me to be here clean and in recovery, and it's always good to participate in my recovery. Glad to be of service as SEZF Secretary/Treasurer.

Nothing much to report on from the secretary side. If you are not getting your minutes, please be sure to let me know by sending me an email at, handhsafetysolutions@gmail.com.

The treasurer side, as you may or may not know, the majority of all transactions are automatic, exceptions checks are written when I am directed to. On that note, last cycle we paid deaf services of Houston \$960.00 for services performed during the Florida Service Symposium. They were contacted and informed of this and their reply as to why it was the said amount was that there was a breach of contract, however when asked about returning the amount in dispute, they said that they would issue SEZF a credit of \$710.00 which equates to about 18 hours of service.

In service to be of service;
Harold H.

March Minutes were approved

Web Servant – verbal only

Everything is good, Website is up and running, it's constantly being updated
If yo reach out to me and can't catch me, keep trying, working with the

BMLT Task Force

Root server provider, currently stable. Update root server - NAWS Exports updates are sent from us to world service. The pandemic has caused a few issues. We are on hold on sending updates. Updates have been migrated to a newer server, side effect - cost \$1.00 more. November 18, YAP down for about six (6) hours due to migration update.

H and I

No written report

Report given verbally, Committee has met twice since our last meeting
(fourth Sunday at 7pm on ZOOM)

Getting ready for the zonal symposium.

A request for all RD's to invite their H&I chairs to participate in the H&I task force meetings. Also we are looking for assistance at the symposium in Atlanta.

PR Task Force - See attached

Moving slow but steady, Suggestion to start a strategic plan. Meeting last Sunday to update information. One of the meeting items was suggesting a work plan that describe the needs of areas and regions in our zone. **Info is needed on what are your needs to help formulate the plan.** The draft will be brought back for review and approval. The local service task should be absorbed into the PR Task Force.

Additional Needs Task Force – See attached

- Report sent, read by Matt
- Please announce that we have the additional needs task force at the SEZF
-

Nominations/Elections

Ron M WS HRP - Proposal carried unanimously

Questions asked about the process?

(Craig NC) explained the process

(Randy Carolina) asked how many nominees can go on the ballot? (three (3) names for each open position

Old Business- Atlanta Symposium

- Need approval from this body on this event (Professional Day - Atlanta Symposium)
- The meeting will be a Hybrid meeting, tech support will be provided by the Florida Region; **see attached for schedule**
- Four (4) rooms will be used for workshops
- Zonal meetings will be held on Sunday, looking for approval today.
- Room commitment 80 nights, Westin Airport, Atlanta, Ga.
- Florida region will support as much as they can.
- Since we have a credit with Deaf Services of Houston, we will use them at the symposium.
- Conventions need to show additional needs room block and any other additional needs solutions for physical challenges

New Business

There has been informal discussion on reconfiguration of the Zones - the Vision is a Zone that will cover the entire East Coast. Collecting resources would be the benefit of the merger.. Leverage of the resources would be the chief benefit.

- SFL - Boundaries does not make sense (AL., MS.) in difference zones
- FL - would like to hear more on this and the discussion
- GA - Re-structuring the Zones would help with equal representation at the WSC
- AL - how would combined zones help?
- FL - Curious to know how many regions (NEZF-10, AZF-4, SEZF- 6) total of 20
- H&I - How can we get services like PSA's NEZF no H&I, need to reach out to AZF for more info.
- AN - Collaboration?
- PR - Collaboration is going good and has been happening the last 2 years
- Craig - Good discussion - zones are not set up to provide services, but to support and provide training and resources.
- SFL - talked about cultural differences

- Ron - collaborating, resources, training, look at the common ground
- SFL - Zonal separation - the numbers have been hovering at around 40%
- AL - what about southern remote areas and common ground?
- Car - agree with much of what has been said, we need plan to get going, - collaboration is good, rural/remote is rural/remote. We need to look at the commonalities, we need to expand on this.

Fac - Look at helpline that ties into BMLT/YAP also, we need to look at development of one billboard that would make all our meetings accessible.

Call for straw poll - Would you like to continue this conversation.

Results: no opposition - the discussion will continue in Atlanta, Saturday after the lunch break at the symposium (open forum),

Break -10:10 am - 10:20 am est.

New Business Continue

- Terms end December 2022

Proposal that we extend the trusted servants positions (Facilitator and Secretary/ Treasurer) and budgets to match current WSC cycle.

Nominations in July 2023, election takes place December 2023, take office 2024 (one time deal)

No opposition - passed unanimously

- Additional need submitted convention draft for review

Comments, looks good.

Unanswered questions

1. Do we need to take back to the regions?
2. Do we take back for feedback

- Proposal for US Zone - voting threshold

Passed unanimously

- Proposal to increase ASL and Professional budget ro \$1500.00

Passed unanimously

Plans for the next Zonal meeting (Atlanta Symposium)

February 12 and 13, 2022

July meeting will be held in the Carolina Region

Meeting closed at 11:32am CST with the Serenity prayer.

Regional Reports:

1. Alabama/NW Florida

- Not a lot going on
- We have virtual meetings happening in our region
- Conventions are a main focus
- Not many workshops being done
- We want to look into getting service positions filled
- Slow growth, need service workshops

2. Carolina – See Attached

Looking forward to seeing everyone in Atlanta

3. Florida

- Fellowship develop
- The pandemic and coming back face to face has created issues in service
- Region is doing very well, Financially, donated over \$40,000 to world service, at the region there were some issues that allowed us to send \$1000.00 to zone (policy restrictions) Contradicts the \$3000.00 in the zonal budget.
- Discussion on how to best handle the new cycle year in regards to the FSS, looking at 2024.
- Part of the money we had taken has been recovered through insurance.
- Looking for approval for the extra expense for the symposium, and GSR assembly in Orlando.

4. Georgia – See attached

- Sixteen areas to date, Hybrid meetings available, face to face meeting attendance has increased

Need copy of the Symposium agenda

- New area, Southwest Atlanta, split from South Atlanta
- Circle of Sisters did not get approval to meet at the Georgia Regional however, South Atlanta Area has agreed to host the Convention
- GRCNA will be held in Peachtree City last of April
- Still working on History of NA in Georgia

5. North Carolina – See attached

- Eleven member Area, welcomed two new areas
- PR reports less people reporting issues
- Special thanks to the BMLT Task Force

6. South Florida – See attached

- RSC met in October 11 of 17 present
- Policy motion to default to Hybrid, areas can bid, the meeting will be virtual
- \$25,000 profit from the convention
- Workshop speakers were in person
- Convention raised seed fund by \$10,000, set aside \$5000.00 for Hybrid capability at the convention
- All areas have moved to YAP
- H&I - It’s been a struggle to have the chair participate during the pandemic
- Working steps behind the walls, have Jeff send flyer
- Area from the Florida Keys is coming back to the region and they need help in starting a ZOOM meeting

Review Attached Budget and Treasurer’s Report

Southeastern Zonal Forum Statement of Financial Position

December 2021 - 3rd Meeting - Carolina

Beginning Balance:	\$6,957.99
Credits (+):	\$2,681.80
Sub-Total:	\$9,639.79
Debits (-):	\$498.70
Ending Balance:	\$9,166.09

Assets	
Cash in Bank	\$9,166.09
Other (Credit from deaf services of Houston- 18 hours)	\$710.00
Total Assets	\$9,876.09
Liabilities	
Current	\$0.00
Other	\$0.00
Net Assets	\$0.00
Total Liabilities and Net Assets	\$9,876.09

Expense

Date	Check Written To	Description	Budget Category	Check Number	Check Amount	Budget Amount
11/29/2021		DEPOSIT XXXXX9336				
11/9/2021		DEPOSIT XXXXX6415				
11/2/2021		RECURRING DEBIT CARD XXXXX9306 DIGITALOCEAN.COM				
10/4/2021		RECURRING DEBIT CARD XXXXX9306 DIGITALOCEAN.COM				
9/10/2021		RECURRING DEBIT CARD XXXXX9253 ZOOMUS XXXXX9666				
9/2/2021		RECURRING DEBIT CARD XXXXX9306 DIGITALOCEAN.COM				
8/20/2021		DEPOSIT XXXXX3701				
8/2/2021		RECURRING DEBIT CARD XXXXX9306 DIGITALOCEAN.COM				
7/13/2021	Emily Riley	CHECK 5029 072400008	Add Needs	5029	\$25.00	
Total					\$25.00	\$0.00

Written Reports

SEZF BMLT Task Force Report, December 5, 20201

Summary

The SEZF BMLT Task Force provides a BMLT Root Server, Yap, and general BMLT support to all member service bodies.

Status

- Everything is currently stable and running smoothly. The Root Server is running the latest version, 2.16.4.
- Yap is running version 3.9.9, though the latest version is 4.x. While Yap 4.x is believed to be stable, we are waiting until 2022 to upgrade, allowing any bugs or gotchas to surface and be fixed.
- Previously, we sent exports to NAWS every 4-6 weeks. These exports allow NAWS to keep their meeting list up-to-date with what is in our BMLT. NAWS is now proactively pulling these exports. A special worker from NAWS notified me that they are currently merging the latest exports into their database, so we should be up-to-date.

What did we do?

- We migrated the Root Server and Yap software to a new server and more modern server. This will ensure that the zone is compatible with Root Server and Yap version for years to come.
- We had a lot of duplicate format codes from when we merged the Florida region server into the zonal server. These duplicate formats were merged, when possible.
- Moved New Hope Area from Carolina Region to North Carolina Region.

Incidents?

- Yap was down for 6 hours on Thursday, November 18. This was related to a configuration error from the server migration. A trusted servant from the Florida Region called to report the outage, and it was immediately resolved.

South Florida Region RD report to the SEZF December 2021

The region last met in October with 11 of 17 areas present. We sent a donation of about \$4700 to the zone after that meeting. We have several open positions, Alternate's in particular seem hard to fill right now. A policy motion passed effectively making our RSC default to virtual unless an area requests to host it. We had a successful convention, resulting in motions being sent back to area's for a larger seed money, and extra funds to update the technology both on the website and to better accommodate a hybrid convention in the future. H&I is struggling to get back up and running across the region. PR has been focused on switching to YAP from grasshopper. We will be paying travel for some members to Atlanta and we are looking forward to the event.

Greetings from the **North Carolina Region,**

We represent eleven member areas across the state from the ocean to the mountains. We have recently welcomed the Capital Area (Raleigh) and New Hope Area (Durham). Our last regional meeting was a hybrid format and had eight member areas participate. Public Relations reports less people filling out the contact form on web site indicating smoother navigation for meeting searches. (Big ups to BMLT crew.) Several areas report an increase in activities/functions/conventions. Several areas report an increased need for members to serve. Our next RSC is in January.

ILS,

Lucas v & Jacob S

Delegate Team North Carolina

Florida Region Report 12/2021

The Florida Region has 19 Areas I am glad to report we are doing well and over the past year, we have forwarded Down to NAWS over \$40,000.00.

We had elections and there are newly elected trusted servants:

Facilitator: Alan R. from the Bay area
Co-facilitator: Ernest E. from the Bay area
FD Leader: Mark B. from the Orlando area
FD Co-leader: Belynda N. from the Bay area
Secretary: Megan G. from the Suncoast
Alt. Secretary: Ezra K. from the Orlando area

A workgroup has started to be put together to address and help areas return to face-to-face meetings smoothly.

The RD and AD team is currently working on the Multi zonal Symposium we as a Zone are putting on in Atlanta, Georgia the second weekend in February 2022. see website

RD and the AD team are also working on the Florida Region GSR Assembly Scheduled for the third weekend in March 2022 (flyer attached).

FRCNA 40: Florida Regional Convention of Narcotics Anonymous is in preparation for the annual convention at the Rosen Center in Orlando June 30 – July 3, 2022

It is the hope of the RD/AD team that in January 2022 at the Florida Regional Service Weekend we will be sending more funds to the SEZF. providing that they are available.

PR is busy. 38th regional convention was a success. Working on FRCNA 40. RSO is still strong after the 100k theft. The special worker could get 5-10 years for theft. Please see Florida RSO to purchase merchandise and literature.

Georgia Region Report for SEZF

Date: 12/5/2021

Submitted by: Jimmy N. – RD

Robert L. - AD

- Georgia Regions has 19 Areas
- Region is meeting in Hybrid format and attendance is strong
- Our last Regional Meeting was held as Hybrid meeting on September 11 th and 12th.
- Next Region is December 11 th and 12 th
- We are also studying Hybrid technology options to upgrade and purchase new equipment. Thinking is that Hybrid may become permanent
- The convention Circle of Sisters is now being sponsored by South Atlanta area
- WEANA 35 was held Nov 25 th -28 th in Atlanta and was a success
- Many Areas and other service bodies are meeting through Zoom only
- We are seeing more live meetings coming back in person. Most meetings have so already or have plans to do so in the near future.
- Multi Zonal update in 2022.
- Hotel has been secured at Westin Atlanta Airport for Feb 12th an 13 th
- Westin Atlanta Airport 4736 Best Rd., Atlanta GA 30337
- 40 Room Blocked per night
- 1 Big room and 4 breakout rooms reserved
- GRCNA will be held in Peachtree City at the Crowne Plaza April 28- May 1, 2022
- Additional needs policy drafts for addition to Regional; policy have been published are being considered by Region
- H&I/PR held two workshops. One in Savannah Low Country Area and the other in Piedmont Area.
- Electronic donations are now being accepted at Region
- Progress continues on the Georgia History Book sub Committee. They have completed interviews and research and are in the writing phase of the project.
- Two sub committees are being formed:
 - One to study policy with GRCNA Inc
 - The other is Diversity Workshop

SEZF Additional Needs Task Force Report Dec 2021

The Task Force has been hard at work this past quarter, with multiple projects in the works.

We started a project of making an Informational Video on how to make flyers and other documents readable with screen readers. One attempt was made to make this video and record it, but there were multiple issues with the recording. Another attempt is pending, waiting on the presenter to have the time to create this video. When created, we will send it to an ASL interpreter to be interpreted, and then merge the two recordings, therefore making it fully accessible to all.

The Task Force also created information to submit to the WSC Toolbox Workgroup Best Practices for Virtual Meetings. Our recommendations were sent and received a special thanks from the project coordinator, Nick, of NAWS for our contribution. He stated this is very helpful and exactly what he hoped for from the Task Force.

The Task Force continues to work on the best practices for virtual meetings concerning additional needs creating a guideline for the SEZF.

The ADTF has also committed to participating in the Multizonal Service Symposium, presenting in both the Leadership workshop and doing an Additional Needs workshops. I have also been attending the MZSS planning group and have kept the Task Force informed. In addition, and exciting news, the Brazil Additional Needs Committee will also present workshop. In the atmosphere of getting the Additional Needs message worldwide, and of working with other Zones, to include International, the Brazilian Additional Needs Committee has been participating in both our TF meetings and our projects. We are super excited that they have decided to participate in this upcoming service symposium.

Another project we are working on is a guideline for Conventions, Conferences and Events concerning additional needs. Our latest draft is included with this report. Your feedback and review are very important to us, as this service body, and the members you represent, need to have their questions and challenges shared and answered. Our intention is to have this guideline the topic for our Symposium presentation.

Thank you for allowing me to serve,

Jocho B.

Additional Needs Task Force Chair

Conventions Draft v4

Disclaimer: Narcotics Anonymous does not enforce the law. This listing of the law, and the consequences for groups not complying with the law, are included so that your group can make a fully informed choice. This is in line with Chapter 4 in the Basic Text: “We believe that the sooner we face our problems within our society, in everyday living, just that much faster do we become acceptable, responsible and productive members of that society”. Additionally, Narcotics Anonymous supports the right of every addict to find recovery through Narcotics Anonymous. To assist Groups and the NA service Structure to fulfill Tradition 3 and Tradition 5 in reaching out to those with Additional Needs, the following guidelines are being provided. This guideline is only a general guidance on a complex set of issues. Service Entities may find that their situation may not be covered in these guidelines. In these cases, or at any time, it is highly encouraged to contact your Area, Region, Additional Needs Point of Contact (POC), Zonal Forum or NAWS to obtain further assistance.

Statement of Purpose: The South Eastern Zonal Forum (SEZF) is committed to supporting the right of every addict to find recovery through Narcotics Anonymous. This guideline is to help with suggestions on how to address accessibility issues at Conventions, Conferences and Events concerning addicts with physical, visual and hearing disabilities.

At the present time, there is no Narcotics Anonymous Fellowship or Conference approved literature that addresses Additional Needs and these events. There have been many issues and questions that Narcotics Anonymous members have that have not been addressed. This guide contains information that can assist with those issues.

This guide will address Conventions, Conferences and Events, each in its own separate section.

As individual Convention, Conference and Events guidelines may have various names for the same type of committee, this guide was created as broad as possible.

It is also important to note that the U.S. does have laws that affect our public events. Those laws have been referred to, but not quoted here.

A. Trusted Servants/Add Needs Committee:

It is suggested that a trusted servant be delegated to be an Additional Needs Point of Contact (POC) or a volunteer who is disabled and can both review handicapped rooms for accessibility and assist with those with Additional Needs. Another choice would be to have an Additional Needs Committee.

B. Contracts:

When selecting a hotel and convention hall venue, it is important to ensure that all aspects of the venue are fully accessible including meeting

rooms, banquet halls, pathways and amenities may be overlooked. The following will assist in making your selection:

1. Site Selection:

a. Handicapped rooms are not automatically part of the reservations contract booking. Handicapped rooms must be specified to be included in the contract. They may be in the total room count, or in addition to the room count.

There is no information in ADA that addresses this directly, but it is suggested to use the ADA ratio for hotels overall for the number of handicapped rooms for the room blocks. For example, when reserving 200 rooms, 7-10 handicapped rooms would be reserved, with at least 3 with a roll in shower.

See Appendix A for a guide of how many handicapped rooms to include in your contract.

b. Some hotels have refrigerators in every room; some have refrigerators per request; and some have no refrigerators. This information is needed by guests as there are some with medications that need refrigeration (example diabetic insulin).

c. When conducting the hotel and convention hall inspection, in particular the hotel rooms, also inspect the handicapped rooms. Many hotels claim to have handicapped accessible rooms and bathrooms and they are not. If you are not sure what a handicapped room is supposed to have, check with either the Additional Needs Trusted Servant you have selected or contact the SEZF Additional Needs Task Force.

d. In addition, check the meeting/workshops rooms for accessibility. Major hotels and convention halls should be no problem, but many times smaller venues do present challenges. Workshop choices being restricted to those with Additional Needs should not happen.

2. Amenities/Hotel Support:

Hotel amenities may be included in the contract. Some examples are the hotel pool, exercise room, hotel beachside access, parking and shuttle service. By U.S. Federal law, these amenities are required to be accessible. However, many hotels, especially the smaller ones, are not in compliance. Some examples include: the hotel pool has no lift, beach access does not have a rubber runway, inadequate parking close to the venue and shuttle bus has no wheelchair capability. [Guests with Additional Needs are paying the same* money for these amenities, while not being able to enjoy their use]. Please do check, and negotiate, for accessibility. (Bracketed section needs discussion. Another thought to add in, or instead, is that if the amenities are not handicapped accessible, there needs to be, by the hotel, an accommodation either to use the amenities or a deduction in room rental).

C. Support Committee/Planning Committee/Hotel Liaison:

Support/Planning Committees or Hotel Liaison are service bodies responsible for planning, communication and liaison with the hotel, depending upon how the Convention committee has set up their guidelines. They play a significant role in assisting those with Additional Needs to be able to fully participate in the Convention.

One such role would be with room accessibility challenges. After a guest has done everything they can to self-advocate for accessibility, and has not met with success, these groups should step in and advocate for the guest. Making it known that there is such help would also be invaluable. No guest should ever feel that they must leave the hotel and Convention, due to rooms, activities or meetings being inaccessible, often losing their investment of money, time and travel expenses. A better solution is having a committee, or an Additional Needs committee to which they may turn.

1. Programming:

- A. Main Evening Event with Main Speaker:

1. Seating:

- a. Reserved Section: Reserve a section in the front and center of the Main Event room reserved for those with Additional Needs. This would include some spaces for wheelchairs. Please label it "Reserved" and not "handicapped," "ADA" or any other type of disability label.

- b. Allow ability for wheelchair users to choose seats throughout the room. Most, if there are moveable chairs, will choose an aisle seat.

- c. Encourage, and include time for, those with Additional Needs to enter into the room first, giving them the time and safety to choose a seat. Inform them ahead of time that this opportunity will be given.

- d. Exiting Main Events have been dangerous to those with Additional Needs. There have even been instances where crowds tipped wheelchairs over. Allow the time and opportunity for them to exit early and safely.

2. Main Speakers: Attempt to invite main speakers with Additional Needs. It is rare, if ever, that Conventions have a speaker with Additional Needs.

- a. ASL interpreters: At the very least, ASL interpreters should be contracted as early as possible for the public, main speakers event. Many interpreters are booked out as far as 3-6 months, especially those knowing NA specific language. Monies for contracting an interpreter should be built into the budget.

1. Workshop ASL Interpreters: this will need to be a case-by-case basis. Many times, it is unknown exactly which workshops will be offered until late in the planning process. However, if a group needing ASL interpretation can make it known in a timely manner, accommodations could possibly be made.

- a. If there are only 1 or 2 individuals needing interpretation, there are many ways where technology could be the more cost-effective means. Also, giving information of what the workshop is presenting to these individuals ahead of time, such as a copy of the power point, can also be used.

2. Included in Appendix B is the NA ASL Glossary. This can be given to the interpreter ahead of time so that they may familiarize themselves with our NA language and ensure a clear NA message.

3. Zoom/Virtual Platform: (to be filled in)

B. Banquets and Dances:

1. Venues for Banquets and Dances are often inaccessible either due to their location or how they are set up.

a. Banquets: Attention to the placement of tables and chairs, along with any chairs placed in the back of the room for a speaker, will help those with physical and vision challenges tremendously. Aisles should be at least a 32" wide. That measurement should include the table chairs moved out for a person to sit in, along with room for feet in front of the chairs at the back of the room. Many times, trying to get the most out of a room, this is not taken into consideration. Overcrowded spaces present a challenge for safe movement.

1. Banquet Location: If the Banquet location is planned to be outdoors, for example a beach or a park, it needs to have a safe pathway for those with wheelchairs, and those with mobility and sight challenges. For the beach, this would include a runner for wheelchairs and any others that may need it. Trusted servants available to safely assist on uneven ground would be an additional assistance.

b. Dances (and Banquets): A place to park scooters to keep them out of the way would be a welcome idea.

C. Workshop Room set ups and presentations:

1. Room Set up:

a. Placement of tables and chairs: Attention to spacing so that accessible navigation is possible. The same 32" spacing for aisles, as explained previously, applies here.

1. Reserve a small section at the front for those with Additional Needs, such as spots for wheelchairs and those needing the services of the interpreter and/or hearing impaired. The option to choose other seating if the person so wishes should be available.

2. Presentation considerations:

a. Sign Language Interpreter:

1. Lighting and stationing: Check that there is adequate lighting on the interpreter. For the best visibility, the interpreter should be close to the speaker. A platform for the interpreter to stand on may need to be considered.

2. Interpreter preparation: Please give a copy of any materials and handouts available to the interpreter ahead of time so that interpreter can familiarize themselves with the material. This would include a copy of ASL Glossary (see Appendix). If the interpreter is on a virtual platform, this information still needs to be provided.

3. Workshop Presentation:

If there is a PowerPoint presentation, remember that those with vision impairments may not be able to see the PowerPoint. Please read aloud the information that is on the PowerPoint, including a description of any graphics or pictures.

D. Registration:

1. Provide a block for Additional Needs accommodations on the registration form with sufficient space to write in their needs. Examples of

Additional Needs are handicapped room, refrigerator for medication and requires ASL interpretation.

The information will be important when determining if any additional handicapped rooms will need to be added to the room block. Serenity Keepers and Greeters will also need this information to plan for any additional assistance that may need to be provided.

a. *Gifts or information that may require reading could be or voice recording with a link provided. Ask what the preferred method of receiving information is by that guest.* (to be fixed)

b. Website information: Sometimes, guests do not know what Additional Needs encompasses. Additional information may be included on the Convention website to further explain.

c. If you have an Additional Needs POC or Additional Needs Committee, this information can be passed over to them for further action.

2. Announcement Flyers:

a. Often, Announcement Flyers are not created in a way that is readable by reader apps for the vision impaired. This can be resolved by using a PDF version.

1. When posting Announcement Flyers on pages like Facebook, ensure the information can be read by writing out the information in addition to posting the flyer.

2. Include on the flyer that, at the least, the main events will be ASL interpreted along with listing any other interpreted events.

E. Hospitality/Registration Table/Convention Information:

Depending on individual Convention Guidelines, any of the above can be tasked to assist with the following:

1. Program/Convention Layout: Written information handed out at registration is not readable by those with vision impairments. Please be aware and make any accommodations needed to assist those guests. This can be either by the guest's preferred way of receiving information or a voice recording with a link.*

2. Hospitality Room:

a. When placing coffee, refreshments and/or snacks, please be aware that if they are placed on a high counter, there are those that cannot reach them.

b. Be aware that if the location of the refreshments is moved, those with vision impairments will need to be informed of the new location and placement of those items.

3. Convention Info:

Some Convention guidelines have a Convention Information Booth. An Additional Needs committee or representative could fit well here. Another idea would be to have a specific location for assistance for those with Additional Needs.*

(What other jobs does Hospitality do that could aid those with Add Needs?)

F. Serenity Keepers/Greeters:

Serenity Keepers and Greeters are an invaluable aid and are the front-line people to assist those with Additional Needs. Here are some suggestions:

1. Convention entry: Accessibility challenges for those with Additional Needs starts at the Convention entry doors. This is especially true for those who are blind/vision impaired. Having someone to assist with navigating the convention would be a tremendous help. Many with Additional Needs feel that they cannot attend a Convention without bringing a personal assistant.

a. If the guest does attend alone, and no one reaches out, there is the feeling of being alone or different. Addicts in general have those feelings, but when a disability is involved, the feeling is intensified. A welcoming greeter can make an enormous difference in the Convention experience.

2. Seating: Many Convention guidelines have instructions for Serenity Keepers that include guidance on seating throughout the Convention and its events. Information that may be included:

a. Monitoring room sets ups to insure safe navigation

b. Assist with or explain accessible seating in a given meeting.

3. Wheelchair/scooter travel: Especially in the larger conventions, it is very difficult to navigate a wheelchair from one location to another. Guests and obstacles often fill the hallways.

a. When possible, especially at the larger conventions, consider a defined route for wheelchairs. Some venues have taped off or marked a right or left section by the wall for the chair to safely travel.

1. Some larger conventions have certain elevators closed off prior to the main event. Please announce this information so that guests needing the elevator are aware.

4. Emergency Contingency Planning: Convention guidelines include emergency planning. Include those with Additional Needs in those plans, as a disabled person can easily be injured or left behind.

In the U.S., hotels are jointly responsible along with the hosting organization. It is highly suggested not to rely on the hotel and for the Convention Committee to be proactive to ensure the safety of its guests. Keep in mind that elevators are inoperable during an emergency. Having a trusted servant with a list of those guests that have shared they have Additional Needs, along with their room numbers, to communicate this information to First Responders, would be invaluable.

G. Merchandise/Vendors: The vendor area presents a variety of challenges for those with Additional Needs. Here are some suggestions:

1. Those with vision challenges may not have another person with them to assist. Vendors and Serenity Keepers could be aware and offer assistance.

a. Vendors do need to take the time to explain what the items are on display, giving the same attention to all guests.

b. Disrespect and/or bullying of those with Additional Needs while waiting in line is unacceptable, which may include walking around the person or pushing them out of the way. Serenity Keepers and Vendors can be instrumental in resolving these situations, as well as encourage self-advocacy when situations like this happen.

Miscellaneous:

Allowing pets at no pet locations, thereby causing problem for service dogs (or do we make a separate section addressing service dogs and pets? Or possibly put the contract considerations in contracts and address scenarios in a SD/pet section?) Site selection section e insurance discussion

Parking

There should be sufficient handicapped parking spaces to accommodate the guests in the case of self-parking. In the case of valet parking, ensure the hotel will accommodate the guest.

Possible Appendices:

1. For persons with Additional needs. "What to expect". "Things to know" .
Possibly as part of registration packet?
Ex. The walk from the rooms to the conference rooms often times is literally almost a half-mile. By the time I get to the conference room, I am exhausted.
Self-advocacy if need lower floor room, or closer to elevator.
2. *Tips for Serenity Keepers.* Angela to make a list for what we would like Serenity Keepers and Greeters to know.
3. ADA hotel room requirement for handicapped rooms.
4. ASL interpreter glossary
5. Virtual Meetings guide as an appendix?

Atlanta Symposium Schedule

Friday 500 Person link

11:30 am to 4 pm Professionals day

Saturday Room 1 and 2 will have a bigger link of 500 person link

Room 1, world board Cat / Cat 9: am break at 10:15 to 10:30 to 11:45

ASL DF

Room 1, Leadership panel 12 pm to 1:15 **ASL DF**

Lunch 1:15 to 2:30

Room 1, Zonal Facilitators workshops and east coast collaboration to combine zones to one

2:30 to 3:45 = 4:00 to 5:15 = 6:45 to 6:45 **ASL DF**

Room 2, tech workshops

Room 2, Yap 2:30 to 3:45 **ASL DF**

Room 2, BMLT 4:00 to 5:15 **ASL DF**

Room 2, TBD 5:30 to 6:45 **ASL DF**

Room 3, H&I and Public Relations

Room 3, h & I and Public Relations Collaboration **ASL DF**

Room 3, Zonal Public Relation **ASL DF**

Room 3, H&I before and after Covid **ASL DF**

Room 4 Additional Needs and Convention work shops

Room 4, Inclusivity at conventions; who is missing 2:30 to 3:45

supply their own ASL

Room 4, Additional needs in NA Brazil Acessibilidade; Necessidades Adicionais em NA

4:00 to 5:15 **ASL DF**

Room 4, Convention Best practice 5:30 to 6:45 **ASL DF**

BMLT/YAP/Phone

