

**R8 CONVENTION AND ASSEMBLY
OVEREATERS ANONYMOUS CCA-OA
Physical, emotional and spiritual recovery: The Golden Dream
Bogotá, November 14 – 16 - 2014**

FINAL REPORT

1. REGISTRATIONS

40 through Eventbrite, 4 Venezuelans and 36 Americans.
US\$43 were received in donations.
Money transfer was requested (US\$2.000) to cover expenses.
US\$2.491 were left for the R8 (remain in the USA)

28 registered in Bogotá
35 registered in Medellín
3 in other cities (Barranquilla, Montería y Villavicencio)
5 from Chile

Total attendance: 112 people

2. MONEY REPORT

MONEY RECEIVED			
SUBJECT	DETAIL	AMOUNT	QUANTITY
Registrations	Received	\$ 7.350.000	72
	Eventbrite	\$ 4.280.000	40
	SUBTOTAL	\$ 11.630.000	112
Lunches and diners	Received	\$ 6.253.000	
	Eventbrite	\$ 4.808.000	
	SUBTOTAL	\$ 11.061.000	
	Total received	\$ 22.691.000	

FINAL MONEY REPORT	
RECEIVED	
\$ 22.691.000	Total Received from Event
\$ 3.333.140	Received - Other
\$ 26.024.140	Total Received
EXPENSES	
\$ 11.584.000	Hotel
\$ 5.043.140	Event
\$ 16.627.140	Total Expenses
DISTRIBUTION	
\$ 9.397.000	Total Profit
\$ 4.982.000	R8 Share
\$ 4.415.000	Balance – for Colombia

EXPENSES LIST	
SUBJECT	TOTAL
Samples	\$ 36.300
Mochilas (traditional bags)	\$ 520.000
Lanyards and Badges	\$ 72.840
Wooden Case	\$ 366.000
Materials for wooden vault	\$ 233.000
Squared Boxes	\$ 19.200
Banners	\$ 19.000
Balloons	\$ 165.000
Literature	\$ 492.000
Golden boat	\$ 115.200
Pre Columbian Necklace	\$ 60.000
Transport	\$ 65.000
Stationary	\$ 116.600
Photocopies	\$ 223.000
Welcome Committee T-Shirts	\$ 60.000
Audio and Video Equipment	\$ 2.320.000
Banner	\$ 19.000
Salsa Lesson	\$ 140.000
Lunches, diners, tips	\$ 11.584.000
TOTAL EXPENSES	\$ 16.626.140

3. COMITEES REPORT

We'd like to thank our friends from Medellin for sharing their 2011 experience with us. Their experiences and comments, and their moral support to us were a great help.

3.1 General Coordination of the event:

What we did:

- Organize the event mainly with the people from IG and some others from the committees that were included later.
- Keep people motivated and organized for the service. There were more people needed to be committed with the service.

To improve:

- It is important to rely on responsible and committed people in order to accomplish an event of this magnitude without giving a hard workload to the available officers.
- All people involved, should carefully read the event's manual, this will help us be on the same page and we will all know what to do without someone repeating the information all the time. The manual estates a schedule of activities that if followed, there would be less stress and less last minute activities.
- Every officer should be clear about their duties and commitments and perform them between the time it was agreed. Meetings should be aimed to make advancements on the proposed matters and not reminders of what was already said.

3.2 Treasure

What we did:

- Collect the money from the beginning of the year making monthly payments easier.
- We made payments to the hotel, according to what we were getting.

To improve:

- At very last minute the information about quantity of dinners and rooms wasn't clear. It is very important to have this information at least one week before the event as there were mismatches with the hotel for this reason. The Americans

were very organized and there was no problem with them as they provided the information on time.

- It is important to have a person in charge of the “Seven Tradition” or remind speakers they must pass the box to collect them.

3.3 Contacts with the Hotel.

What we did:

- We chose a good hotel not only for its location but for its quality. Although some people found it difficult to pay, we are sure that the hotel was worth it.
- Tried to keep as many people staying in the hotel as possible, so no extra costs for the event were generated, also a 6 room quota in triple accommodation was achieved despite the hotel’s category, it is usually not permitted .
- We chose good menus. Menus that were paid were consumed. The hotel was ready to add more menus if needed.
- Changed the second floor lounge for the mezzanine where we had the entire event, improved and facilitated the organization.
- In total, 4 meeting rooms were used (1 for the Assembly, 2 for the convention and one for hospitality and the Boutique).

To Improve

- Send the definitive accommodation lists ahead and achieve it. We had some drawbacks with the hotel for this reason at the time of reviewing payments or trying to locate a person.
- Have all the meeting rooms in the same floor with easier accessibility to elevators.

3.4 Programming Coordination

What we did:

- A committee was formed with members from Bogota, Medellin and Venezuela.
- Put together a comprehensive program focused on the strategic plan of the World Conference and Region 8, including the three legacies.

To Improve:

- Include something special in the program for abstinence day (November 15).
- We failed at the coordination guidelines for the final meetings.
- We failed on punctuality for some of the meetings.
- We didn’t have alternative speakers or coordinators.
- The Evaluation Sheets for the conventioners were not given.
- Define delivery/messenger roles for the assembly.
- Same to the audiovisual aids issue. It’s important to clearly identify who needs this equipment and who doesn’t. No one asks for the aid because they assume

it is included, but in reality everything has to be paid separately and it's an unnecessary expense when not using it.

- Be aware of the needs of the Assembly as Americans asked the equipment suppliers team for some large screens that generated unanticipated costs (we eventually managed to cut costs and remain true to the original budget).
- More “sharings” from the Americans were expected at the convention.
- There was not enough publicity made in the USA neither by us or the R8.
- Through this experience we've learnt that we need to bring more Americans in the process of Recovery and abstinence so Latin Americans can learn and benefit from both new knowledge and sponsors.
- The Americans were primarily in the Assembly. The Convention was attended by almost only Latin Americans. Comments and input from the Americans at the convention were missed.

3.5 Hospitality Coordinator, Boutique, raffles and auctions

What we did:

- Donations were received several months back; we cleaned and then organized the objects into bags and by price.
- At the hotel, tables by price were placed which facilitated the organization and sales.

To improve:

- The commitment of the officers for the service was not the best.
- It is important that the coordinator establishes schedules for all to be able to take breaks.
- Auctions: We are not used to this practice and the Americans did not bid much. We didn't achieve what we expected with this activity.
- Raffle: Only very few people bought tickets for the raffles; 9 gifts were donated and some notebooks and a couple of things that were not offered in the auction were included in the raffles.
- Hospitality: We thought getting fruit and water for sale would be a good idea, but it wasn't, sales were very low. The fruit was sold at very low prices only to cover costs and water bottles had to be returned to the supermarket.
- We had great expectations regarding the products to sell but we did not have the expected result.

Suggestion:

When the hotel gets the drinks, they should be sold as in any event, with a price per serving. There must always be taken into account that less will be consumed. Ask the hotel to provide the drinks by quantity of cups rather than per person, thus,

the issue about coffee will pay for itself. Do not leave price for coffee as an optional donation.

3.6 Transportation Committee

What we did:

- A person was designated to wait at the airport for conventioners whom were taken to the hotel at in a van. The person stayed at the airport waiting for upcoming flights.
- Travelers paid the cost of transportation, thus there was no need to incur in extraordinary expenses.
- There were 8 trips made by van and 3 were made by taxi.

To improve:

- Quote ahead for different transport options including the ones provided by the airport.
- Always keep in mind that at the airport you can get what you need, guaranteeing size, comfort and price.

3.7 Design Committee (decoration and love notes)

What we did:

- The best thing we did was having joint proposals from everybody and have achieved a very nice and coordinated event theme such as 'El Dorado'. It was a clear concept for everybody, nice, beautiful and very meaningful.
- Manually, we decorated the small cases that included a welcome message inside. Some of the cases were not picked up and many of them were left on the table.
- Medellin helped with the preparation of the "poporos" for dinner table decorations. They were very elegant and appropriate for the event. Attendees took a few home.

To improve:

- Delivery times for the final materials didn't work. Much stress trying to meet delivery times. The solution for this issue is to be more committed to the activities and have much more clarity in the quantities and specifications for each item to prepare in advance, instead of leaving everything to the last minute.
- There was not enough space for the love notes cases.
- Have simpler ideas that need less manual work and less dedication.

3.8 Play Committee

What we did:

- The script was written and necessary adjustments were made by e-mail.
- During the rehearsals, some additional changes were made.
- It was convenient that the play was short, with just a few actors.
- We tried to maintain the principle that ‘what really matters is the message’, not the presentation itself, leaving aside the critical perfectionism.

To improve:

- More commitment. Until the last day of the event, we were looking for people to help us.
- We did not make a general rehearsal with all the actors and the technical people included.

3.9 Registrations Committee

What we did:

- It was agreed to have three lines for registration: One of Medellin, one of Bogota and other cities and one for the Assembly, where the requirement was that the person in charge had to speak English.
- Each line leader had a list of people with their payment information, so that they could pay the remainder.

To improve:

- It wasn’t easy to find people who wanted to help in with registrations, but at the end they were enough and committed to the activity.
- There were some problems with people who had not paid for everything and for some reason they didn’t check in at the registration table.
- A better location for the table, having meeting rooms on different floors, it wasn’t easy to identify the location for registrations.
- Ideally, people should arrive at the event with all expenses already paid.

3.10 Welcome Committee

What we did:

- The committee wore shirts with distinctive Colombian motifs according to the theme of the convention.
- The accessories that were given to all those attending the event were consistent to the theme, despite having been made in another city.

To improve:

- Conduct the organization of the activities on schedule according to the manual.
- Proper space and time to develop the activity.

3.11 Integrating Activities

The physical activity on Saturday night was well received and enjoyed by many attendees.

Until here we reported the activities made to realize this event but we not talk about the liaison with Region 8 and his vice-president. It was a very easy relation and Sander helped us with everything we needed. Sometimes he taught us what was necessary. We want to thank all the people that were involved from R8 and helped us with the Assembly and Convection in Bogotá.

Together we can and it works.

Adriana Alvarez
Chair
IG Bogotá