



**WORLD SERVICE OFFICE, INC.
NARCOTICS ANONYMOUS**

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MEMORANDUM

To: Fellowship Service Offices
From: World Service Office
Date: November 13, 1990
Subject: Service Office Meeting

Most of you are already aware that the World Service Office is holding a meeting with representatives from service offices throughout the U.S. to discuss issues relative to literature distribution.

The meeting will take place on Friday, December 7, 1990 at 12:00 noon and continue until approximately 12:00 noon on Sunday December 9, 1990, at the Howard Johnson's Hotel at O'Hare International Airport in Chicago Illinois. The room rates for this meeting are \$55.00 single or double occupancy plus 9% tax or \$59.95 per night. Reservations can be made by calling the hotel at (708)671-6000. The hotel's address is 10249 Irving Park Road, Schiller Park, Illinois 60176. The hotel has complementary shuttle service to the airport every twenty minutes.

The primary topics which will be discussed at this meeting are:

The Direction of N.A. Service Offices

Effective Literature Distribution Mechanisms

Literature Distribution Outside of Regional Boundaries

Bulk Literature Discounts

Regional Offices Giving Literature Discounts to Areas

The Possibility of Establishing WSO Branch Distribution Centers

We will also spend some time discussing the general direction of the World Service Office as it relates to literature distribution. Our hope is that the primary workers and a member of the Board of Directors from each service office will be able to attend this meeting. We suggest these individuals because the office workers are generally better informed about the detail specific matters of a service office

operation, and the board of director member is usually better informed about the office's present and future direction.

On Saturday morning, December 8, 1990 there will be a five hour presentation of the usual service office topics that have been presented at previous office workshops; however, the service office meeting will be going on at the same time. One person will not be able to do both things.

We consider this meeting to be very important as there has never been a meeting of this type held previously. We intend to prepare a summary report after the meeting to provide the general fellowship with some idea of what the collective thinking was on these important issues.

If you have any questions please feel free to contact Anthony at the WSO at (818)780-3952 or Patty at the Chicago Service Office who is assisting us with the details for this meeting.