International CoDA Convention Workshop Questionnaire & Agreement

Please complete and submit to the events@coda.org. We are currently accepting submissions for the 2018

 International CoDA Convention. This year's theme is “Sailing Into A New Day”

The deadline for this workshop questionnaire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thank you.

First Name & Last Initial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CoDA Meeting You Are Attending:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Providence/Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How has CoDA Improved Your Life:

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 Workshop Title:

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Brief workshop description: (will be used in program)

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What activities do you plan on doing during your workshop, e.g. lecture, Q&A, writing, sharing, role play, art, panelists, or other?

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How will this workshop relate to one or more Steps or Traditions?

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Which piece(s) of CoDA literature, if any, will be used or referenced?

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Equipment needed: \_\_\_laptop \_\_\_\_LED projector \_\_\_\_tripod screen \_\_\_\_ microphone

Have you facilitated a CoDA workshop before? \_\_\_ yes \_\_\_ no

**Workshop Facilitator Guidelines**

 **Traditions** – Please see the long form of Tradition 6, 8, 10, 11 and 12 and be sensitive to these while in service at this convention.

**#6** CoDA groups do not use the CoDA name to promote or support any outside author or written material, organization, therapy, religion, political group, charity, business or financial enterprise.

**#8** Professionals attending CoDA meetings do so as members only, and do not use the fellowship to promote their business interest.

**#10** Codependents Anonymous has no opinion on outside issues; hence the CoDA name ought never be drawn into public controversy.

**#11** Our public relations policy is based on attraction rather than promotion.

**#12** Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

**There will be nothing advertised or sold at the conference except CoDA approved literature and official conference merchandise.**

**Workshop Format**  – Ideally, workshops are designed to be interative and engage participants in their own recovery by exploring a topic hands-on. It is recommended 50% or more of the workshop’s content be interactive.

**Workshop Substitutes** - If you are unable to facilitate your workshop, please call or send email to Workshop Chair. There is a list of substitutes we can call upon. If you have to find a substitute for one of your co-facilitators, please email the Workshop Chair so they can give them the waiver and guidelines for Workshop Facilitators.

**Expenses** – There are no financial reimbursements or discounts in exchange for being of service as a workshop facilitator. You are responsible for all travel, hotel, registration and meal expenses.

**Copies** –We do not make copies for the workshops. If you are using a handout in your workshop, you will need to provide it yourself. We will send you an email 7 days prior to the event telling you how many copies you may need. It is suggested, but not required, to include contact information on your handout in case participants have more questions than time allows. ***If you choose to include contact information, please do not use professional information in keeping with Tradition 6.***

**\_\_\_Yes, I agree to follow guidelines \_\_\_ No, I do not agree to follow these guidelines**

**Submission and User Waiver**

Please read this submission and use wavier before permitting audio recording. If you do not agree to all of the terms and conditions of this agreement, do not agree to be recorded**.** By permitting myself to be recorded, I agree to the following:

No compensation of any kind will be paid to me by any person or entity affiliated with Co-Dependents Anonymous, Inc. (CoDA,Inc.) in connection with the making, recording or distribution of this recording, including any proceeds from the sale of this recording to members of CoDA or other parties. I hereby transfer all copyrights, title and interest in and to the recording to CoDA,Inc. in any electronic or audio format so long as my last name is not used. I understand that this recording may be published or disseminated, and will not be material endorsed or approved by CoDA. I agree that CoDA Resource Publishing Inc.(CoRe), and Co-Dependents Anonymous have the right to revise, edit and review my recording prior to public distribution or sale and to make such changes, revisions, corrections, deletions or minor additions as it deems appropriate and in line with CoDA Steps and Traditions. An unedited copy of this recording will be for sale at the conference by an outside vendor.

**\_\_\_Yes, I have read and agree to Use Waiver \_\_\_No, I do not agree to Use Waiver**

If you have questions email iccworkshops@coda.org

*Grateful for your service,*

*CoDA Events Committee*