

Conference Participant Quick Start Guide—November 2023

Welcome and thank you for your service to NA! There is a lot to learn as a conference participant (CP). Here are some places to start:

Conference Web Page

Important WSC-related files and forms, including the *Conference Agenda Report (CAR)*, Conference Approval Track (CAT) materials, WSC minutes, and more—are posted here: www.na.org/conference. Some helpful links on the page:

[WSC Archives](#) for previous cycles' reports and minutes

[Important dates and deadlines](#) for the cycle
[A Guide to World Services in NA](#) (*GWSNA*) which describes conference policies and procedures. *GWSNA* is updated at least once a cycle and is always posted on the conference page.



WSC Portal

The WSC Portal contains a deep dive into materials for the 2023 World Service Conference. Anyone can access the portal by entering as a guest. To see material intended just for conference participants, log in with the email address we have for you in the WSC Participants contact list. The password is the same as for the CP Dropbox. The portal log-in page sees spaces as characters, so if you are having trouble logging in, try typing out the password, rather than cutting and pasting it.

We are in the process of transitioning from Dropbox to the WSC Portal as the primary repository of CP resources, so if you can't find something in one place, try the other. Don't hesitate to reach out if we can help you find something! All of the cautions in the Dropbox description below apply to the Portal as well. Please do not share the password with non-CPs!

Publications

As a conference participant, you are automatically subscribed to *NAWS News*, all conference publications (*CAR*, *CAT*, *Conference Report*), the *NAWS Annual Report*, and *NAWS Update* emails. (If you have a Hotmail or AOL email address, you may want to consider another option like gmail because we have had some challenges delivering to AOL and Hotmail at times.) All *NAWS* publications are posted on www.na.org. Just click the Periodicals tab at the top of the page. (Conference related publications are posted on www.na.org/conference.)

CP Web Meetings

We have regular web meetings for conference participants to discuss issues, give input, and get updates. In addition to conference participants, zonal contacts, HRP members, and the WSC Cofacilitators are welcome to attend. Dates are listed on www.na.org/dates. Email instructions are sent before each meeting, but you can begin preparing now: 1. Download Zoom: https://zoom.us/download#client_4meeting. 2. Read the Web Meeting Participant Orientation posted on the conference web page.



DiscourseHub

There is a mobile-friendly discussion board for conference participants, zonal contacts, HRP, and the WSC Cofacilitators. New conference participants will be added to the group using the email address we have for you in the WSC Participants contact list. Be on the lookout for an invitation email from notifications@wsc.discoursemail.com. **Check your spam or junk email settings if you do not see the invitation in your inbox**

Follow the prompt in the email and click on the activation link to activate your account. If you become stuck with a password prompt, you may then go to <https://wsc.discourse.group/login>. From there, Select "Login" and then "forgot my password" to generate a password reset request.

There are two documents in the CP Dropbox that will help you add the DiscourseHub app to your mobile device (IOS or Android). You will need to accept the initial invitation email and have logged in before you will be able to add the WSC Discourse Group to the mobile app.



Questions & Contact Info

We are here to help. Don't be shy about asking questions. The quickest way to get a response is to email worldboard@na.org. And please make sure we have your current contact information.

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