

## Planning a Workshop

In planning a Workshop, whether the Workshop is for a District, an Area, or some other group, there are several things to be considered.

### First, **What is a Workshop?**

A workshop is generally an opportunity for the group to exchange information and ideas on one or more topics.

A Workshop can be a single meeting lasting an hour or longer, or it can be an event lasting one or more days and using various methods of communication.

A Workshop is not a social event, although it may at times be held in conjunction with one.

### Second, **How does a Workshop differ for a conference or Conventions?**

A Workshop and a Conference or Convention have different purposes.

A Convention is generally a social event held over a two or three day span, including AA meetings and frequently including social events such as a banquet or dance or a sporting event. AA sharing is usually through Speaker meetings and/or Marathon participation meetings.

A Conference is usually a Service Assembly, which may also be combined with some of the social elements of a Convention, but which has a Primary Service Purpose. The Area Assemblies at which we elect our Delegate and other Trusted Servants, or instruct our Delegate according to our Group Conscience are examples of Conferences.

A Workshop, on the other hand, is for the purpose of learning from each other and/or sharing our experience and ideas regarding the topic of the Workshop. Workshops are one good way to move toward an informed Group Conscience.

### Third, **Why is the Workshop being planned?**

Workshops are sometimes held in response to a problem we experience in a Group or Area, sometimes as a regularly scheduled way to inform attendees about voting issues or the General Service Conference Theme, and sometimes as a way to become more familiar with some aspect of the AA Program.

### Fourth, **Who will this Workshop service?**

Workshops can be held for various groups, and each Workshop should be planned with the specific group in mind, which will be attending. For instance, the same topics may be present differently for a group, a District, or an Area Workshop. The format should be pertinent to the group receiving and sharing the information, the time allowed for the Workshop, and the facility utilized.

### Fifth, **Where will the Workshop be held?**