

### 7<sup>th</sup> Tradition Pitch:

Give a brief talk on the history of the conference. Let people know that if they cannot afford to contribute, please don't feel obligated. We're just glad you're here.

Wait until everyone gets settled down from the break. Send people out to the smoking area to herd people back in from the break beginning about 5 minutes before scheduled speaker time.

Have four people, one at each corner of the room, making sure the flow of the baskets is organized to (1) ensure everyone has opportunity to contribute and (2) to expedite the movement of the baskets so that the conference can continue as quickly as possible.

Don't call up the next speaker host until the baskets have been collected.

You should be wearing a shirt & tie or equivalent for women.

### Speaker Hosts

You should be wearing a shirt & tie or equivalent for women.

Do not make introductions beyond simply saying, I'd like to introduce (name) from (city/state).

After the speaker finishes, from the podium, announce that on behalf of the Acts of Recovery (City) we'd like to present the speaker with this token of appreciation. Give them the gift.