

## Process for updating meeting lists for on line publication

February 2, 2008

1. We (the Mid-America Region of Narcotics Anonymous public information subcommittee) humbly ask that each Area elect or appoint one person who is authorized to send meeting list changes to the regional web servant for posting on the website. We also ask that the RCM's keep the regional web servant informed as to who this individual is both by name and by e-mail address. This can be done either by phone (the web servant will provide this number to the RCM's who request it) or by e-mail by sending a note to [info@marscna.net](mailto:info@marscna.net) . If no contact person is chosen for an Area, the web servant will post meeting lists from anyone who sends that Area's meeting list.
2. The person in each Area who is responsible for updating the Area's meeting list should update the list as soon changes to the Area's meetings are reported to him or her. This should be done regardless of the printing date for next hardcopy. As soon as the list is updated, the list should be sent as an attachment to the regional web servant using the following e-mail address: [info@marscna.net](mailto:info@marscna.net) . ***The whole meeting list needs to be sent, not just the changes. The format used on line is such that making changes cannot be done directly to it; only a replacement file will work.***
3. Meeting lists can be created and sent using the following programs:
  1. Microsoft Word
  2. Microsoft Excel
  3. Microsoft Publisher
  4. Adobe PageMaker
  5. Adobe In Design
  6. Adobe Acrobat
  7. A JPEG file
  8. A BMP file

If the authorized contact person cannot send the file in one of these formats, please contact the regional web servant through the RCM for your Area or using the e-mail address: [info@marscna.net](mailto:info@marscna.net) . It may be that another format will work as well.

The advantage to making changes to our meeting lists and then having them immediately posted on our website is that we will have current information on line at any time, even if our hard copies are out of date. There is no cost associated with this and anyone can then get the most current meeting list at any time.

The regional web servant will get the new meeting list posted on the website within 24 hours barring any unexpected emergencies and or problems. The format for the meeting lists that are posted will be PDF which is a format that can be opened on virtually any computer.

The person who is compiling the regional meeting list (this is not necessarily the web servant, though it might be) works from the meeting lists that are found on the website. This person will be working from the meeting lists that are available on line on the following dates:

1. January 15<sup>th</sup>
2. April 15<sup>th</sup>
3. July 15<sup>th</sup>
4. October 15<sup>th</sup>

If you have changes after these dates, you may contact the person creating the meeting list and he or she may be able to incorporate the changes into the new regional meeting list. This will depend on how far along in the process he or she is and will be determined by this individual.

Thank you,  
Kirk Brown

Mid-America Region of Narcotics Anonymous web servant  
(Working in conjunction with the Mid-America Region of Narcotics Anonymous public information  
subcommittee.)