

# New England Intergroup (NEI) Meeting Information Form

Fill out this form so that NEI has the most up-to-date meeting info. for NEI mtg. list which covers Eastern MA & RI and is published 4 times per year on 8.5 X 14 paper list. Info. is also used by NEI's 24-hour answering service when newcomers call to attend a meeting for the first time, visitors attending meetings from out of town, etc. Each meeting, on a group-by-group basis, should also decide whether to publish their address on NEI's web site at <http://slaanei.org/meetings/>. If a new meeting starts, one ends, or there is some other important change, PLEASE let us know.

NEW MEETING    CHANGE OF MEETING INFORMATION    CHANGE GROUP CONTACT / REPRESENTATIVE

## GROUP INFORMATION

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The following address information will go onto NEI's meeting printed list, and if chosen NEI's meeting information web page, and NEI's Google meeting map. While NEI may share meeting listing with S.L.A.A.'s [Fellowship-Wide Services](#) (FWS) office (S.L.A.A. at the worldwide level), you will also need to register directly with FWS in order to be included in their mailing list.

**GROUP NAME (optional):** \_\_\_\_\_

**MEETING DAY(s) AND TIME(s):** \_\_\_\_\_

Is the meeting: Closed  or Open  Handicap-accessible? Y  or N  Perfume/fragrances allowed? Y  or N

Meeting Format (write "yes: for all that apply): Literature Study: \_\_\_\_\_ Speaker: \_\_\_\_\_ Step: \_\_\_\_\_

Discussion: \_\_\_\_\_ Tag Discussion: \_\_\_\_\_

Special Interest Meeting (be specific, examples: "Women only", "Gay only". Please be mindful of Tradition 3.):

**Publish FULL address on <http://www.slaanei.org>? YES  NO**

LOCATION (Building/Room): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**Does the meeting want a newcomer contact name, telephone number and/or email on printed meeting list and/or NEI web site for meeting questions, such as whether group is still meeting on major holiday or during inclement weather, etc.? (please see NEI's meeting page at <http://slaanei.org/meetings/> for different ways groups list newcomer contact info.)**

\_\_\_\_ yes<sup>+</sup> \_\_\_\_ no<sup>+</sup> \* If yes please specify (all which apply): \_\_\_\_\_ printed meeting list \_\_\_\_\_ NEI meeting web page

NEWCOMER CONTACT(S): Please list first name & telephone # and/or email address: \_\_\_\_\_

**(Please do not fill in some else's contact information in this section unless you have explicit permission from them to do so)**

**(Information below is CONFIDENTIAL and will NOT be shared. It is for NEI's monthly mailing list or if NEI needs to get in touch with a group)**

**GROUP CONTACT**    **ALTERNATE GROUP CONTACT**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Send NEI mailings via (check one): E-mail\*: \_\_\_\_\_ Regular mail: \_\_\_\_\_

**NEI GROUP REPRESENTATIVE**    **ALTERNATE GROUP REPRESENTATIVE**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Send NEI mailings via (check one): E-mail\*: \_\_\_\_\_ Regular mail: \_\_\_\_\_

\* If you choose to receive the monthly mailing via email, and you provide your U.S. mailing address so we can send you the full meeting list which is published four times per year available in print.

A copy of this form is on NEI's website at <http://slaanei.org/wp-content/uploads/meetinginformationform.pdf>. Please return completed form to **New England Intergroup, P.O. Box 1375, Brookline, MA 02446** or scan completed form via e-mail to [meetinglist@slaanei.org](mailto:meetinglist@slaanei.org). Thank you.