

Announcement

November 21, 2025

FOR CONVENTION COMMITTEES IN THE UNITED STATES BRANCH TERRITORY

1. We eagerly look forward to the “Eternal Happiness” regional conventions for 2026. Along with your assistants, please read and discuss this announcement as a committee. We encourage all Convention Committee members and their assistants to become familiar with the guidelines, announcements, and forms provided in the convention domain on JW Hub.

2. **Attendant and Parking Training:** The “Attendant Training” and “Parking Training” programs continue to have positive results. Arrangements should be made for the brothers in these departments to receive this training in person. However, if they have already received such training, whether in connection with an assembly or a convention within the last 3 years, it is not necessary for them to attend this portion of the training. Nevertheless, all attendants should be at the “Emergency Preparedness Plan” portion of the training in person, if possible. Arrangements for video conferencing can be made for those who live a considerable distance away. These training programs are also available in Spanish.

3. **Convention Equipment Pool Committee (CEPC) and Proper Use of Advanced Funds:** Before requesting advanced funds or making purchases, check with the CEPC for your region. If they cannot fill your request, contact the branch office. Assist all under your oversight to take proper care of branch equipment. This includes keeping equipment secure during and in between conventions. Your cooperation in following the inventory procedures provided by the CEPC is important. Please use the advanced funds responsibly and reduce costs wherever possible.—See *Convention Organization Guidelines (CO-1)*, Appendix F.

4. **Convention Operating Plan:** Please review and update the operating plan as needed. If adjustments are necessary, continue to follow the current operating plan until adjustments are approved by all committees, the contract representative, and the branch office.

5. Whether your convention is held in a rented facility or at an Assembly Hall, the approved operating plan should be followed by all Convention Committees.

6. **Emergency Procedure:** When an emergency arises during a regional convention, the Convention Committee should call the after-hours emergency number for the Convention and Assembly Desk: **(917) 825-7756**. When handling an emergency, such as severe weather, power outages, or threatening actions by disruptive individuals, the safety and security of the attendees is the priority. If necessary, the police should be called immediately. After the immediate needs are cared for, the after-hours emergency number for the Convention and Assembly Desk should be called.

7. **Joint Committee Meeting:** Included with this announcement is an outline that should be covered at the joint committee meeting.—See *Convention Organization Guidelines (CO-1)* 1:28.

8. **Rooming:** Rooming coordinators should have a separate meeting with the rooming overseers and discuss the following points.

- (1) Reminders regarding the rooming application on JW Hub

- (2) How the Rooming Desk at the convention should function
- (3) What qualities are needed for brothers selected to work at the Rooming Desk
- (4) Consider timely excerpts from the rooming training videos and appropriate information from the *Convention Rooming Guidelines* (CO-80)
- (5) Provide unified documents to be used by rooming desks at all the conventions in your city
- (6) Provide clear guidance on the types of records that should be kept to identify recurring issues at hotels
- (7) Highlight the importance of a self-sacrificing spirit by all who work in the rooming department (**Read Philippians 2:4, 19, 20**)

9. **Program Overseers:** *Convention Organization Guidelines* (CO-1), chapter 1, paragraph 18, states: “The program overseer cares for the physical matters that support the convention program (audio, video, stage, and so forth).” Thus, the program overseer should be actively involved with these aspects of the assignment. He should work closely with the contract representative when reviewing the audio/video layout for the convention and take the lead from move-in day until the conclusion of the convention when the equipment is packed and shipped. The program overseer is responsible for the quality and operation of the audio and video aspects of the program. On Thursday before the convention, he should work closely with the audio/video overseer to ensure that the standards outlined in *Audio/Video Guidelines for Assemblies and Conventions* (CO-160) are met. This includes the use of cameras, lighting, and video-screen calibration. When questions arise, the program overseer and the audio/video overseer should arrange for a conference call with the Broadcasting Department at **(718) 560-6433**. With advance preparation, the audio/video setup and testing should be completed by the end of the normal move-in work day.

10. **Safety:** The Convention Committee should emphasize safety, particularly during convention setup and move-out. The committee should arrange for a 10-15-minute safety meeting to be held on the day selected to set up the stage and the audio/video equipment. An outline for this purpose will be provided. Prior to move-out, each department overseer should hold a brief meeting with the volunteers in his department providing general safety reminders. Emphasis should be placed on the implementation of safety procedures and the use of protective equipment rather than on the speed of the work.

11. **Staffing and Department Visits:** To assist with staffing, Convention Committees should refer to the latest assembly organization roster(s) sent by the respective circuit overseers. Prior to the convention, the committee should confirm that departments are properly staffed and that the work is organized in harmony with *Convention Organization Guidelines* (CO-1). The number of volunteers needed for each department is decided in advance by the Convention Committee(s) and the contract representative. These numbers should be posted on JW Drive and included in the operating plan for each department. If you have challenges recruiting volunteers, contact the branch office.

12. During the convention, the Convention Committee and their assistants should frequently visit the departments they oversee to offer encouragement and assistance.

13. **Stage:** To improve the line of sight, the height of the video walls may be increased to six feet, depending on the stage decking provided. Offsetting the rows of seats on the floor may

improve the line of sight. For locations that use printed theme banners, the banner should be mounted above the stage wall instead of on the floor in front of the stage, if possible.

14. Temperature Control: A temperature of 71 degrees should be maintained at the stage level. Assembly Hall overseers have been notified of this requirement. Contract representatives should work with venue management to maintain this temperature. Convention Committees should assign a brother to regularly check and record the temperature readings so that adjustments can be made as needed. Balance will be needed to keep proper temperature when doors are opened at lunchtime.

15. Additional Matters for Consideration:

- (1) An evacuation walkthrough should be conducted by the Emergency Response Team (ERT) with key personnel on move-in day.
- (2) The attendance should be counted each day at times that will not distract from a feature video presentation.
- (3) Announcements should be brief, prepared in advance, and standardized for all conventions held in the same location, when possible. The same would be true of any letters sent to congregations.
- (4) The sign indicating the FM frequency being used should be large enough so that it can be easily seen. It may also be posted electronically on digital ribbon boards, if available.
- (5) *Risk Incident Reports* (TO-5) should be submitted using the online-entry version of the form on JW Hub.
- (6) The move-out meeting with department oversight may be held on Sunday morning before the session or during the noon break so that the brothers do not miss the program.
- (7) In an effort to expedite the move-out, the equipment is at times packed poorly. This has resulted in loss of equipment and damage to trailers, as well as extra work for the Convention Equipment Pool Committee (CEPC) and those assisting them. Rooming overseers should review this reminder with the Trucking and Equipment Department overseer and assistant during the move-out meeting and personally ensure that equipment is packed carefully.
- (8) Each year, prior to the convention, the Convention Committee, their assistants, the cleaning overseer, and the attendant overseer should watch the video, *Selecting Convention Committee Assistants Unit 2—Making Recommendations to the Branch*.