

INTERGROUP / CENTRAL OFFICE / AAWS / AAGV SEMINAR

2023 or 2024 SEMINAR BID FORM

If your Intergroup/ Central Office is interested in hosting the Seminar, you must fill out this form and return it to **both** BY THREE WEEKS PRIOR TO THE SEMINAR (DATE):

CURRENT HOST CHAIRPERSON

Susan Cotton
RI Central Service
1005 Waterman Ave.
East Providence, RI 02914
RICS@rhodeisland-aa.org
401-438-8860

INFORMATION SECRETARY

Mary Saja, Coordinator
Broward County Intergroup
Oakland Commerce Center
3317 NW 10th Terrace, Suite 404
Oakland Park, FL 33309
help@aabroward.org
954.462.0265

YOUR BID FORM WILL BE DISTRIBUTED TO THE SITE COMMITTEE. The Site Selection Committee consists of the Central Office/ Intergroup Managers for the past five host cities and the Intergroup Liaison at the General Service Office. The responsibility of the Site Committee is to select a **maximum** of three bids to present to entire body at the business meeting during the Seminar.

You will be expected to make a presentation to the Site Committee at the Seminar LUNCHEON MEETING TBA. If the Site Selection Committee selects your bid as a finalist, you will ***a/so present your bid to the assembled representatives*** at the annual business meeting. Following this review process the final site selection will be made by the vote of the assembly at the business meeting.

Bid Prepared by: _____

Name:

Office _____

Title of Person Presenting:

Address: _____

Phone No. _____

Email: _____ Fax: _____

List the years your Office sent a Representative to the Seminar: _____

Has this presenter attended a previous seminar? _____ What year(s): _____

The Seminar may be scheduled for a weekend in the fall, between Labor Day and Thanksgiving. Blackout dates are available from the GSO Liaison. If you wish to put in a bid for September, suggestion to consider first, third and fourth weekend, although this is not guaranteed there won't be any overlapping.

Regional Forums

- . Western Canada :
- . Northeast:
- . West Central :
- . East Central:

Board Weekends are usually:

- . Last weekend of July/First weekend in August
- . Last weekend in October/First weekend in November

Proposed Location for Seminar:

Hotel: _____

Address _____

City /State _____

Price per night: _____ (INCLUDE TAX RATE)

Special rates at hotel are in effect from (dates)

(Usually, hotels will honor their discount rate a couple days before and after the event.)

Distance from Major Airport: _____

(Is there a complimentary hotel bus / SHUTTLE/ van service available to and from airport?)

HOW OFTEN DOES IT RUN? _____

If no, the price of shuttle is \$ _____ taxi \$ _____

There is a need for one large room (SEAT 250) for Seminar Forums and between 4 and 5 breakout rooms (SEAT 50-75) for workshops and meetings.

What is the room commitment and what is the cost of the meeting space? (Attach any documentation you may have concerning this from the hotel)

Please list any experience you may have in hosting or working on a convention/conference in your area. (The prerequisite for presenting a bid is previous attendance at a seminar).

Coffee may be purchased or provided. Please fill out Coffee arrangements and price per cup for purchase.

Please include surrounding places to eat both in Hotel and within walking distance.

Attractions in your Area. (Attach any information from the Hotel or Visitors Bureau in your area).

DO YOU HAVE SUPPORT FROM YOUR COMMUNITY? (Please describe)

REMEMBER THIS IS A BIG RESPONSIBILITY AND TO REVIEW THE SCOPE, COMPOSITION & POLICY INCLUDED WITH YOUR FINAL REPORT (INCLUDING THE RESPONSIBILITIES OF THE HOST CHAIRPERSON/COMMITTEE).

Minutes of past seminars and reports (contained in the final seminar reports) can be checked and/or discussion with past Host Committee Chairs can be held to determine current trends with regards to:

- Attendance - how many people are generally coming to the seminar?
- Coffee consumption.
- Room nights accounted for credit against meeting rooms in hotels.
- AAWS & Grapevine staff - how many display tables do they need? How many of their staff are in attendance?
- Other general trends and needs.

To accommodate as many of our fellowship as possible, access to meeting rooms for those who are older or with special needs should be considered.

The proposed date, if possible, should include alternate dates that the facility is available around the specific dates proposed (to provide for flexibility at the Site review if conflicts are discovered).

The cost for the meeting facilities: If the meeting space is offered by a hotel free or at a discount based on the number of room nights, the basis for the cost should also be explained (e.g. "... the hotel meeting room will be free if we sell 150 room nights... "). If the need for additional funds is foreseen, please ask during the bid submission.

Coffee costs and terms. If we are buying coffee as part of a hotel deal, what is the price per gallon? If we are allowed to make our own coffee, what are the limitations (e.g. we can only have coffee in a hospitality room, etc.)

Some committees you will need volunteers for may include; registration, hospitality (coffee/food), logistics, transportation. It is strongly recommended that you also have a co-chair and treasurer to help with those responsibilities.

Please be aware that part of the duties after the Seminar is to produce and distribute a final report and that it will be expected within 180 days (6 months) of the close of the seminar.

Again, while a lot of work is required to prepare a bid and host a Seminar, it can have a great, positive influence on the local A.A. community. The purpose and focus of the Seminar should be kept foremost in mind as priority is given toward time to communicate among the office staff, managers & directors from across the US and Canada.

SAMPLE PROPOSED BUDGET FOR BIDDING

<i>Proposed budget:</i>	<i>Income</i>	<i>Expense</i>
Seed Money from last seminar	\$3000	
Registration (expected attendance X \$30)		
Group tours/ activities		
Hotel expenses (room fees, a/v equipment, etc)		
Bank Charges (separate account/ checks)		
Registration packets		
Program printing / Final report printing		
Postage		
Telephone /long distance charges (if applicable)		
General Office supplies		
Hospitality room (food/supplies)		
Beverages (Coffee, pop, water etc.)		
Return of seed money		\$3000
<i>Totals:</i>		