

Bid Requirements

- 1.** The Conference will be held during the months of **TBD**

- 2.** Each bidding committee must have at least three AA members who have been continuously sober for a minimum of one year
 - Include a roster of bid committee members in your packet that also contains contact information and sobriety dates.

- 3.** The Bidding Committee must have preliminary contracts (advisory will negotiate the final contract in consultation with host) from at least two (2) meeting facilities (usually hotels, may also be campgrounds, fairgrounds, or other weatherproof facilities of sufficient size) so sized as to be able to accommodate the entire Conference, including dates showing availability of event space and speaking rooms in the facilities. Beverage, event space, lodging prices, sliding scale, audio/visual costs, security, room blocks, parking fees, and all other costs related to the facility, both to the Committee and to the attendees, are to be included in the bid and should be considered when choosing potential sites. If awarded the conference, the host committee agrees to have a signed contract within 60 days

- 4.** The bid committee is to provide a permanent mailing address for the Conference in the form of a Post Office Box, and if available provide an email address

- 5.** Demonstrate how the bid committee has been involved with General Service by providing two statements of support, with at least one from a General Service entity.

- 6.** The bid committee will be required to demonstrate its financial capabilities through 7th tradition, by being directly involved in activities from which revenues are generated and providing Advisory Council with their annual treasurer's reports.

- 7.** The bid committee will provide a list of all large scale AA events within Area 42, or surrounding areas, within a thirty-day period before and a thirty-day period after the proposed Conference date in an effort to demonstrate due diligence and avoid conflict with other events.

- 8.** The new Host City must agree that 75% of all proceeds, after expenses (including repayment of seed money) are to be turned over to the NACYCAA Advisory Council for distribution. The Host City is permitted to keep up to 25% of the proceeds to replenish their own reserves and/or donate to their local service structure.

- 9.** Bid committee agrees to complete elections for NACYCAA Host Committee within 45 days of being awarded the conference.

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- 10.** Bidding committees are to provide PDF versions of the Bid Packet to the Bid City Chair, for distribution amongst Advisory Council.
- 11.** The bid committee must provide a concise statement illustrating the need and/or reason, as they understand it, for the Host Conference.
- 12.** Each committee will be given a maximum limit of 20 minutes, including the question and answer period, for the presentation of the Bid Requirements. Bid Committee may choose to use a skit and or video to present their theme.
- 13.** Include a temporary pre-registration flyer in bid packet
- 14.** Present a detailed proposed conference budget, including line-item expense and income projections.
- 15.** Supply written acknowledgement that the prospective bidder has read, understands, and agrees to comply with the requirements as written in the Host Committee Responsibilities.

ADDITIONAL SUGGESTIONS

- Suggested that PDF version of the bid packet, including hotel contracts, be emailed to all Advisory members 2 weeks prior to the conference
- Produce a copy of the committee's proposed host committee guidelines and/or structure
- Include a tentative outline of the conference program including main speaker meetings, marathon meetings, and panel meetings as well as conference entertainment and events.

NACYPAA Advisory Council suggests that you meet with an Advisory Council member assigned to your District or to the BidCity Liaison to study the annual AA calendar in Area 42, and surrounding areas, to find a date that will offer the least potential for conflict with other AA functions. Bidders should do the research necessary to determine the weekends within the months of **TBD** with the least amount of conflicts with other AA events. All potential bidding cities are encouraged to consider the entire Area for the purpose of making realistic preparation for any non-prevalent languages at the conference. We suggest that hotel information is omitted from the proposed pre-registration form included in your bid packet, and that only the projected month and year be stated. This is to address the issue of potential host cities not having signed hotel contracts. Members of Advisory are available to help with any questions, and or concerns regarding the bidding process.