

IAAMC Conference Bidding Procedure

The Conference is available for two-year site bidding. If there is interest in your area, request a preliminary planning packet from the IAAMC Conference Secretary. Interested parties should notify the IAAMC Secretary by email, text or phone call of your area committee's interest along with local member's names, addresses, and phone numbers. The IAAMC Secretary will notify the Executive Board of your interest and request for a Bid Package. You should identify the proposed site and confirm the availability of the proposed Conference date. Return all preliminary information to the IAAMC Bid Chair as soon as available, but no later than October 15, two years prior to the conference date. The IAAMC Secretary will inform all bidders of the Executive Board's decision within 90 days and will forward detailed planning information to the successful bidder and their designated chairman.

All initial Bid request should be sent to:

IAAMC SECRETARY
IAAMC Advisory Board
Secretary@iaamcab.org

1. LOCAL COMMITTEE PRELIMINARIES

- A.** Get together with interested and enthusiastic AA men, hold a meeting, and choose a chairman. A lot of work and decisions will be coming up, and a steering committee of three to five members usually gets things going most efficiently.
- B.** Choose dates, Conference is commonly held in April
- C.** Check with larger AA offices reasonably nearby, to rule out the possibility of conflict with other major events.
- D.** Be sure to stay in contact with the BID Chair while you are preparing your Bid. You will need his help and feedback.

The Bid Committee will consider these factors in recommending your city to the Executive Advisory Board:

1. Host Committee

- a. Experience of attending previous IAAMC's
2. Hotel
 - a. Convenience of Hotel conference rooms
 - b. Room Night accommodations
 - c. Food/beverage commitments
 - d. Banquet capacity for 300 – 500 attendees
 - e. Option to increase in room nights
 - f. Quality of meeting rooms and diversity
 - g. Hotel shuttle to and from the airport
 3. Conference Financials
 - a. Financial plan for conference
 - b. Budgets based on 3 level of attendance of 300, 500, 700 etc.
 - c. Post conference distribution of funds
 4. Geographical and Regional Considerations
 - a. First time in a new city
 - b. Regional diversity
 - c. Proximity to the Airport
 - d. Transportation to and from the airport to the conference hotel
 5. Committee Officers
 - a. Chair
 - b. Treasurer/Accounting or Bookkeeping experience
 - c. Hotel Chair
 - d. Technology & logistics chair (Hybrid meeting experience)

2. HOW WILL CONFERENCE BE PAID FOR

Adhering to the “pay as we go” principle, all conference expenses must be covered by the registration fee. The Conference is not a fund—raising project, but neither can it be a losing one. Each local Committee is fully responsible for Conference costs. Some funds are advanced from prior Conferences. This seed money is to be used for paying for items which come due before registrations begin to come in — such as printing and postage. The seed money is really a loan, which is to be returned in full at the close of each Conference. It will then be advanced to the succeeding Committee at the next Conference site. Of primary importance is a carefully worked out pre—Conference budget to determine how much the registration fee needs to be. Most expenses can be figured out in advance by a little local checking; close estimates of other items are possible. See the Budget worksheet.

3. ESTIMATING ATTENDANCE

Planned, comprehensive inquiry will be needed to arrive at the probable number of alcoholic men in the area. Members who have attended previous Conferences will be part of the mailing list, but the majority of those who will attend the succeeding conferences will come from throughout the United States, and even a few foreign countries. The Advisory Board Secretary

should provide a comprehensive mailing list to the Conference Chairman. However, keep in mind to be careful not to overestimate the figures of the attendees, it is better to underestimate your figures to the hotel and then have them agree to the option of adding to your rooming block as the registrations begin to come in. Most of them will begin to arrive starting in January prior to the conference date. So, consider starting low and adding room blocks 50 at a time. The hotel will agree to this arrangement.

4. SELECTING THE LOCATION

One or two members usually visit suitable facilities. Those members should be able to supply information the hotels will need and request:

- A. Date of Conference.
- B. Estimated number of hotel rooms to be occupied each night.
- C. Food Services, anticipated number at each function where food is served. (Saturday night banquet—estimated attendance.)

Meeting or conference rooms required. Number of rooms, Number of people, Seating arrangements, Wheelchair accessibility, Any special equipment (microphones, podium, tables, etc.), Hospitality rooms, Smoking and non—Smoking may be prohibited,

5. CONFERENCE COMMITTEE NEEDS TO DETERMINE:

Room rate: flat rate, single, double. It is also suggested that the Conference Committee determine if the Conference rate for rooms is available 3-5 days prior to and following the Conference. Also, determine the number of beds in each room. Is payment for the first night required in advance? Is a damage deposit required from the occupant? Is there room tax in addition to the quoted rate?

- A. What is the last date room reservation can be accepted at quoted rate?
- B. Inquire as to courtesy cars from airport.
- C. Coffee shop and dining room hours? Are there special hours for the pool and exercise room?
- D. Select menus for banquet and breakfast. Add gratuity and tax when arriving at price. Set deadline for food placement order.
- E. Ask about making coffee in Hospitality Rooms. This is very important, and hotels usually grant this privilege.
- F. Negotiate coffee price with the hotel. Coffee would be ordered only at specified times and specified quantities determined by the conference committee. However, some hotels will allow you the option of supplying your own coffee/ coffee maker in all meeting areas, it never hurts to ask this of the hotel as part of your requirements.
- G. No serving personnel required. Ask for price including gratuity and tax.
- H. Check available parking and the price. Is shopping available? Tours?
- I. Are prices and rates firm or subject to change without notice?

- J. Determine the cost of \$2M Liability and Event Cancellation Insurance. Also get the price for Non-performance Insurance.

The hotel contract is submitted to Chairman of the Advisory Board **BEFORE IT IS SIGNED. THE HOTEL CONTRACT IS SIGNED BY THE IAAMC ADVISORY BOARD CHAIR AND THE HOST CITY CHAIR.** It is advisable to ask the hotel representative if there are any charges which do not appear in the contract. Bear in mind that the use of Meeting Rooms and Hospitality Rooms is a courtesy usually extended by the hotel, and no charge is made in view of the volume of business, which is a result of room bookings, banquet services, etc.

6. PRE-CONFERENCE RESPONSIBILITIES

Once the Advisory Board Has awarded the Bid to a Host Committee the following items need to be completed within 60 days:

- A. Submit to the Advisory Board a complete list of Steering Committee Officers, to include Name, Phone number, Address, and email.
- B. Submit to the Advisory Board any links for Registration, online payment, hotel booking, and any links to local area attractions.
- C. One month prior to the conference preceding your conference, you must submit a completed flier. The flier must include the following:
 - The date of the conference
 - The Theme of the conference
 - The Hotel where the conference will be held– including room rate, address, contact number, conference code for room rate, and cut-off date for room reservations at conference rate.
 - On sight Conference registration and Banquet information.
- D. The host committee must ensure that all Leads and Speakers keep their message in-line with the Blue Card of Alcoholics Anonymous.
- E. The following format is to be used for opening all Meetings and Panels:
 - Announce Board Meetings, who to contact for Bid Package
 - Serenity Prayer
 - 12 Steps
 - 12 Traditions
 - 9th Step Promises
- F. All meetings and panels should close with the Lord's Prayer.
- G. All meetings should be recorded or taped.
- H. Announcing registration for hybrid conference starting 30 days prior

7. POST CONFERENCE RESPONSIBILITIES

It is the responsibility of the hosting committee to donate all Net Profits from the Conference (in a timely fashion) to the IAAMC Advisory Board, which is a 501-C3. This is necessary to keep the conference vital and supportive of each succeeding conference site. Remember, we are not a dues paying conference.

ESTIMATED CONFERENCE BUDGET WORKSHEET

1st Flyer
(Quantity) _____

2nd Flyer _____

Programs _____

Outside Technology _____

Postage _____

Labels _____

Speakers ' Fees _____

Room, Meals _____

T-Shirts & Hats _____

Badges _____

P.O. Box Rental _____

Misc. Office Supplies _____

Hospitality Room Supplies _____

Purchased Coffee _____

Contingency for unanticipated
expenses * _____

Gifts, Favors _____

Telephone _____

Secretarial

Insurance: _____

TOTAL \$ _____

* As a contingency fund, include \$5.00 per person of anticipated attendance

After determining costs on as many items as possible, and estimating the others, arrive at the total anticipated cost. Divide this number by the anticipated attendance. This will indicate how much the registration fee must be to break even and will also show how many people will be required to reach that minimum goal. The pre—Conference budget may also be used to establish spending limits for certain items.

For additional information and assistance please contact:

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