

**AREA 24 CONFERENCE GUIDELINES**

Area 24 Conference Guidelines were originally proposed in a letter sent to groups in 1975. The following major revisions to the Guidelines have taken place since then:

- 10/14/89 Approve the Conference Planning Guidelines
- 10/9/93 Approve the revised Conference Planning Guidelines
- 1/15/95 To adopt proposal related to agenda and scheduling
- 6/14/97 Approve the revised Conference Planning Guidelines
- 10/9/99 Approve revised workshop scheduling changes
- 11/11/03 Minor revisions to Chairperson responsibilities
- 6/11/05 Approve Revised Conference Planning Guidelines
- 10/09/09 Replace "Dance" with "Entertainment"
- 03/21/11 Revisions to Treasurer, Program Chairperson, Speaker Chairperson, PI Chairperson, Physical Facility, and proposed conference date. Inclusion of Spanish speaking interpreter
- 06/04/16 Revisions to Conference Planning Guidelines, with additions of Al-Anon, Estimated Planning Worksheet, and Final Conference Report
- 06/04/16 Review/Revise Conference Guidelines every two (2) years in January of even years
- 10/14/2017 Revision to separate PI and CPC to separate nights

<b>SECTION</b>	<b>PAGE</b>
Conference Planning Guidelines .....	1
Purpose of the Conference .....	2
Responsibility of the Conference .....	2
What is involved in holding a meaningful Conference .....	2
Selection of Conference Planning Committee Chairs and Duties .....	2
Physical Facility .....	6
Displays , Contracts, Hospitality Rooms .....	6- 7
Hearing Impaired/Spanish Interpreters_.....	7
Conference Planning Time Lines .....	7-8
Conference Agenda/Schedules ....Exhibit B, C, D.....	9-11
Minimum Room Requirements, Capacity, Seating & Special Requirements .....	12
Al-Anon and Alateen Participation .....Exhibit E.....	13
Conference Bid Sheet .....	14
Estimated Planning Worksheet .....Exhibit F.....	15
Final Conference/Assembly Report Form .....Exhibit G.....	16

**1. Purpose of the Conference**

- A. Area Assembly (business meeting)
- B. Workshops (Service Chairs, including reports)
- C. Fellowship
- D. AA Speakers
- E. To give the fellowship a better perspective of the size and extent of AA service in Iowa
- F. Entertainment

**2. Responsibility for the Conference.**

- A. Joint effort of the Area Committee and Host District

**3. What is involved in holding a meaningful Conference?**

- A. Selection of the Host Group - Any District bidding for a Conference should be familiar with and accept all the Area Guidelines, bid form, and consent.

B. Final approval must be from the Area Assembly unless no bids are given, then the Area Committee shall select a site.

- C. Bids should be submitted three assemblies prior to the proposed Conference date.

D. Composition of the Conference Planning Committee shall generally be:

- Two (2) members of the Area Committee, designated by the Area-Chair.
- One (1) Al-Anon Representative for their Area.
- Four (4) members from the host district - Chairperson, Co-Chair, Secretary, and Treasurer.
- Special Committee Chairpersons.

E. Scheduling for the Conference should be the second full weekend of June and October, beginning with a Friday evening. (Count only weekends including Friday, Saturday, and Sunday in the same month). Alternate weekends may be approved by the Area Assembly.

**4. Selection of Conference Planning Committee, Special Committee Chairperson, and Duties.**

1. Committee selection should be based on experience, not with the need to fill the position.
2. Set guidelines for attendance at Conference Planning Committees

**A. Chairperson:**

a) Organizes the Conference from the AA Guidelines: Coordinate duties of the various specialty Committee Chairperson; keeps informed and informs others of progress; calls for and presides at monthly planning meetings.

b) Coordinates Conference arrangements with facilities management.

c) Requests seed money from Area 24 at Fall/Spring Assemblies.

d) Responsible for confirming Exhibit E is the current Al-Anon Conference Planning Guidelines Al-Anon Alternate Delegate.

e) Gives up-to-date reports at each Area Committee meeting and Area Assembly

f) Arranges for pick up of previous Conference materials at preceding conference.

g) Holds Final Conference Planning Committee one (1) month after event.

**B. Co-Chairperson:**

a) Assists Chairperson as needed.

b) Takes over in absence of chairperson.

**C. Secretary:**

a) Takes minutes of all planning meetings.

b) Advises Chairperson of correspondence.

c) Maintains file of all Committee

Correspondence.

d) Handles official correspondence of Conference Committee.

e) Keeps record of current Conference Committee members names, addresses, phone numbers and e-mail addresses.

f) Emails or mails hard copies of minutes and other pertinent material to all Area Officers,

Service Chairs, next two (2) Area Conference Planning Committee Chairs and Al-Anon Alt Delegate soon after each Committee meeting.

**D. Treasurer:**

a) Opens PO Box (not to exceed one (1) year prior to the date of the Conference. See item #3 under 12- month timelines), advises of expenses, collects incoming mail.

b) Forwards pre-registration forms to registration chair.

c) Apply for a Federal EIN (or Employer ID number) using the following website: [https://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](https://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online). They should apply using the category "for banking purposes", they SHOULD NOT apply as a non profit entity. The name to be used when applying "Area 24 Spring/Fall (year) Conference". NOT ALCHOLICS ANYNONMOUS OR PERSONAL NAME.

1. Under the Identity tab, click on view additional types, select community/volunteer group

2. Under Authenticate you will put the Treasurer's name as the last step will be Area 24 Spring/Fall (year)

d) A copy of EIN number to be given to the Conference Chairperson and Area 24 Treasurer.

e) Opens checking account (Checking account should have two (2) person signature; ie: Conference Treasurer & Co-Chair). Deposits seed money advanced from Area 24. Title should be "Area 24 Spring (or Fall Conference)." The initial deposit in this account will be seed money requested by Conference Planning Chairperson. All monies generated at Area 24 Conferences need to be returned to Area 24 Treasurer no later than 45 days following the Assembly.

f) Area 24 generally provides a total of \$1000 seed money, requested by Conference Committee Chair of \$500 each at Fall/Spring Assembly.

g) Develop a proposed budget, based on 400 attendees. Expenses should include appropriate facility rent, speaker and host expenses including Al-Anon speakers (transportation and meals for both, rooms and registrations for speakers),

registration and banner expense (generally less than \$500 combined), entertainment expense (\$500 limit as per page 4), liability insurance as applicable, and gift baskets for speakers (generally \$15-\$25 each). If necessary for calculations, assume meal sales of 125 luncheons and 150 banquets. Remember that meals are to be self-supporting, and that the quoted cost should include meal + tax + gratuity (let hotel calculate). If the chair (or other Conference Committee members) need to stay at the host hotel and are an Area 24 Committee member, the Conference will pay for his/her room, not Area 24.

h) The Conference Chairperson needs to state to hotel they are NOT TAX EXEMPT. Hotels must charge the Conference sales tax as appropriate.

i) Develops a procedure for payment of bills and reimbursement of expenses. All bills are to be paid promptly.

j) Monthly advises Conference Committee on current income and expenditures.

k) At Conference site makes arrangements for transferring revenues from registration, coffee sales, and any other Conference revenues to a safety deposit box or other secured area.

l) Prepares final financial report of Conference including number (#) of AA, Al-Anon, Alateen, Luncheon, Banquet #s, expenses, income, etc. See Exhibit F. Submits copies to host District and Area 24 including Area 24 Secretary and Area 24 Archives. Use Exhibit G.

**E. Program Chairperson:**

a) Sets up program agenda in accordance with Conference Planning Guidelines and prints 500 agendas (trifold pamphlet).

b) Coordinates Conference Program with Al-Anon.

c) Panel-Style service workshops are held according to Agenda Schedule in the planning guidelines to include; Corrections, Treatment, PI, CPC, Grapevine, Literature, Archives, & Newsletter. Area Service Chairpersons will chair the workshops. Other workshops may also include: GSR, DCM, Sponsorship, Traditions, Concepts, and Intergroup Offices. Type of

workshop (IE: Panel, Individual, etc.) based on facilities available rooms.

d) Area Delegate is allotted from 8:30-10:30 AM Saturday at each Spring Conference for the General Service Conference Report according to the revised agenda scheduling as listed in these Guidelines.

e) DCM and GSR Sharing Sessions are to be held on Friday night in separate rooms at 8:00 PM. The GSR meeting is chaired by the Alternate Delegate. The DCM meeting is chaired by the Minutes to be taken at GSR and DCM sharing sessions to be provided to Area 24 Newsletter Chair for inclusion in the Area Newsletter.

f) During the Fall Conference of an election year (even -numbered years), the entire day of Saturday will be devoted to Area business and elections. The Area Chairperson will set the agenda.

g) Coordinates with facility to set up meeting rooms and provided them with schedule of times for use. Places identifying signs by all meetings rooms.

h) Testing of the microphones to ensure the Public Address system is operating before meetings open.

i) Advises Treasurer of anticipated expenses.

j) Makes arrangements for taping of the Conference Speakers. Choice of taper made by Committee. Taper's hotel room expenses is the responsibility of the tapers as a normal business expense. The Conference Committee may, as a courtesy, reserve the tapers hotel rooms for them at the same time speaker rooms are reserved.

k) Create a Banner (if banner currently exists put them from conference on Banner, using removable lettering so that banner can be reused).

l) During election years forms "Ballot Committee" to collect paper ballots, count, record, and print on overhead projector (Area 24 Chairperson responsible for providing overhead laminate sheets and dry-board eraser).

#### **F. Speakers Chairperson:**

a) The Saturday night Banquet speaker may be a "circuit" speaker and may come from out of

state or locally. For the Spiritual Meeting speaker, held on Sunday morning, most Conference committees ask someone from the host district or nearby district in order to minimize transportation costs. (suggested amount not to exceed \$750 for two (2) AA speakers, unless agreed by Conference Committee) Amount does not include registration, luncheon and banquet costs.

b) AA Speakers to be selected by Conference Planning Committee. Confirmation should be compiled in writing prior to printing of the final flyer.

c) Al-Anon to provide AA with Al-Anon and Alateen speaker's names (no later than 9 months out.), transportation cost, facility needs, and other special considerations as soon as possible. The Conference Committee is responsible for all expenses incurred by the Al-Anon and Alateen speakers. (suggested amount not to exceed the total of \$1200 for three (3) Al-Anon & Alateen speakers, unless previously approved by Conference Committee, acknowledging that no reasonable request be denied) Amount does not include registration, luncheon and banquet costs.

d) Assign local people to act as host or hostess for speakers, taking care of the following: 1) Transportation; 2) Housing; 3) Meals; 4) Care package or Gift basket for speaker in rooms specific to their needs not to exceed \$15-\$25 each; includes Al-Anon's 3 speakers

e) Arrange for reimbursement by Conference Treasurer for speaker and hotel expenses. Speaker reimbursement includes expenses occurred from departure time and arrival time at personal residence. Host reimburses includes transportation expenses (at current Area Reimbursement rate) and meals Friday, Saturday morning if continental breakfast not served at host hotel, and Sunday while hosting speaker.

f) All speakers who need housing accommodations shall be made with assistance of the Treasurer.

#### **G. Coffee Chairperson:**

a) Determine cost of coffee and distribution method

- b) Makes regular & decaf coffee and tea available.
- c) Provides enough help to staff the coffee bar, if applicable
- d)- Ensure that coffee prices have or have not been included into registration. If not, you may need to charge for cup of coffee.

#### **H. Registration and Tickets Chairperson:**

- a) Receives pre-registrations from the Treasurer. Recommend keeping ALL pre-registration forms, have available at Assembly, organized in a way to verify a members possible dispute.
- b) Records pre-registrations, Banquet and Luncheon ticket sales. Turns funds from in-person and on-site registrations over to the Conference treasurer.
- c) Provides name badges for all registered attendees.
- d) Provides ribbons from committee members, greeters, speakers, and hosts.
- e) Organizes and staffs registration tables Friday through Sunday (Suggested times Friday 3:00 PM-10:00 PM, Saturday 7:00 AM-10:30 PM, Sunday 7:00 AM-10:30 AM).
- f) Makes flyers available at Registration Table during preceding Conference.
- g) Coordinates the collection of Banquet and Luncheon ticket with facility or caterer. Identify individuals with special dietary requests.
- h) Responsible for delivering receipts from Registration table sales to the Conference Treasure
- i) Reports to Conference Planning Committee Chair number of registrations (AA, AFG, Alateen, and Other) and meals sold prior to Area Assembly business meeting and banquet.
- j) Anyone volunteering during any events including hospitality room and/or the entertainment; must pay the full registration fee. The registration table should be staffed until one hour after the beginning of the entertainment. .
- k) Makes final written report to Conference Chairperson as to number of pre-registrations, banquets, and luncheons, as well as numbers sold at the door.

- l) Provide Ask-It-Basket and slips of paper at registration table and head table during Area 24 Business Meeting.

(m) Voting slips to be available at ALL assemblies.

- **At all assemblies collect signed voting registration slips from all eligible voting members at the assembly, total and submit the total and the signed slips to the secretary by the start of the business meeting.**
- **Refunds: To be given in the event of a death or extenuating circumstances at the discretions to the current Conference Chairperson. Transfer of pre-registration; to those who have been sent in place of another person such a DCM or GSR when the person that pre-registered is unable to attend for some reason and sends that person in his/her place.**

#### **I. Entertainment Chairperson:**

- a) Arranges for entertainment and has written contract to be signed by Area 24 Chairperson as applicable. Costs not to exceed \$500.
- b) Gathers information on area hotels, motels, campgrounds, prices, tourism, etc. This information is to be used in make-up of the Conference Flyer and is to also be available at the Registration table.
- c) Provides host, hostess, and Speakers name badges. Serves as Conference host greeter. Organizes a Committee to greet, answer questions, etc.
- d) Banquet and Luncheon - coordinates with facility as to serving procedure, reserves seating for Area Committee members, service chairs, past delegates, and guests, head table seating, obtains flowers for head table and all 5 speakers includes Al-Anon & Alateen corsage and boutonniere et al. (See page 13 of Conference Guidelines)

**J. Public Information Chairperson:**

a) Sends final flyer to Area Newsletter, Archives, and Area 24 website Webmaster via email or hard copy. Final flyers should be made available no later than 8 months prior to the Conference

b) Collects information from other chairpersons for Conference Flyer.

c) List all items necessary on flyer (see examples from prior assemblies).

d) Notifies Box 459 prior to event using the form provided in Box 459. Notifies Grapevine three months prior to the event. Uses dates of February 28 for the Spring and June 30 for the Fall Conference for both Box 459 and the Grapevine.

e) Develops flyer for Conference Committee Approval. Flyer must include the Alateen statement "The Alateen Consent Form is required for all Alateen members to participate in the Area Assembly. No notarization is needed. The consent form can be found at [ia.alanon.alateen.org/alateen](http://ia.alanon.alateen.org/alateen). Flyer must also include a designation of 'other' to include attendees who are not members of AA, Al-Anon. or Alateen.

f) Arranges for printing of initial flyers with information including Conference Schedules, hotels, motels, (sue local number only) campgrounds, city map, etc. Also information on how to obtain an American Sign Language interpreter and Spanish Speaking Interpreters. Flyer to be developed in conjunction with the Entertainment Chairperson (2500 flyers recommend). May print final flyers on legal size paper or 8 1/2 x 11, Conference Committee decides.

h) Distribution of final flyers will be made through DCM's at Area Committee meetings and preceding Area Assembly.

f) Encourages hotels and motels to use "Area 24 Spring or Fall Conference" on marquees rather than AA or Alcoholics Anonymous.

**5. Physical Facility**

A. In selection of a facility the host district should keep in mind the usual requirements are:

- Banquet room to seat a minimum of 300
- Al-Anon requirements see Exhibit E.
- Motels at or near the site of the Conference to provide adequate rooms for estimated attendees
- Catering service is available if not within the facility
- Ensures there at least one (1) or two (2) microphones on the floor and one (1) microphone at head table.
- Attendance has been averaging 300-350 during non-election years. At the fall conference during election years, plan on 350-450 attending.
- All activities of the Area 24 conference must be handicapped accessible; business meeting, meals, workshops, entertainment, hotel rooms, etc.

B. Facility walk through with Conference Planning Committee and Al-Anon 4-6 months prior to Assembly, to set room assignments for agenda.

C. Accommodations for including #6 Displays inside the Ballroom/Main meeting area. Archives, Grapevine, & Literature should be in a secured location after hours.

Physical Facility in which the Conference is held are the responsibility of the entire Conference Committee.

**6. Displays**

A. Host District coordinates with Area Service Chairs on number of tables needed for displays, etc. Also, the person taping will need an area and tables.

B. Area Service Chairs will need the following tables: Archives (4), CPC (1), Grapevine (2), Literature (3), & PI (1).

C. Coordinate with Al-Anon with number of tables and location. See Exhibit E

D. Registration will need 2-3 tables outside of Main meeting area.

**7. Contracts**

A. ALL contracts concerning food, entertainment, and facilities are to be signed by the Area Chairperson. All contracts should state, "Area 24 Spring (or Fall) conference" **NOT** AA or Alcoholics Anonymous.

B. Maximum of 100 sleeping rooms on any contract agreement.

C. Ensure that gratuity is included in proposed meal prices and cost estimates when obtaining a bid.

D. Hotels must charge the Conference sales tax as appropriate.

E. Does facility require Liability Insurance from Friday to Sunday during event?

**8. Hospitality Room**

A. Hospitality rooms, if desired, should be staffed and financed by either local groups or specific Districts. They are not sponsored by the Area in any way. No costs will be incurred by the Conference Planning Committee or Specialty Committee Chairs.

B. Negotiate the terms of the Hospitality room with the host hotel on location and options of what can and can not be provided in the Hospitality room. Ie: Coffee/food can not be taken out of Hospitality room.

**9. Hearing Impaired Interpreters**

A. Beginning Spring 1996, Conference Planning Committee should investigate availability and expense of hiring interpreters for hearing impaired individuals. If the total cost does not exceed \$300.00 the Committee will make the service available upon request. If there is a request, the service will go into effect if there are one or more pre-registrations requesting the service

B. Interpreters for hearing impaired should be available at the Conference Planning Committee discretion, rather than just for the Saturday workshop and business meeting. To take effect Spring 1996. Deadline for requests should be 2-4 weeks from start of Conference.

**10. Spanish Speaking Interpreters**

A. Beginning Spring 2011, Conference Planning Committee should include an allowance for a Spanish speaking interpreter. If there is a request, the service will go into effect if there are one or more pre-registrations.

B. Beginning Spring 2011, Conference Planning Committee should include a checkbox (Spanish Speaking Interpreter needed) as part of the registration part of the flyer. Deadline for requests should be 2-4 weeks from start of Conference. Area 24 Chairperson has translation equipment.

**CONFERENCE TIMELINES****24 months prior to proposed date of conference**

1. District should be polled to determine interest in hosting an Area Assembly
2. If Interest exists, members with experience at conference planning should be solicited to develop a bid.
3. Local facilities should be contracted to determine if they meet the requirements of the "Conference Planning Guidelines." Critical elements include number and capacity of meeting rooms, number of guest rooms, capacity and cost of banquet, lunch and beverages.
4. Once an appropriate facility is selected an "Area 24 Conference Bid form" should be completed.
5. A copy of the bid form and completed, unsigned copy of the contract with the facility should be submitted to the Area 24 Chairperson no later than two weeks prior to the assembly when bids will be submitted.

**18 months prior to proposed date of conference**

1. Bid submitted to Area Assembly
2. If accepted by the Area assembly, the Area 24 Chairperson should sign the contract with the facility.
3. Members of the Conference planning committee should be appointed to include

Chairperson, Co-Chairperson, Secretary, and Treasurer as well as two Area Committee Members selected by the Area Chairperson (these must be solicited from the past delegates when travel dictates, or the Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary, the Service Committee Chairpersons and all District Committee members). It is highly recommended that the DCM for the host district be included. Other selections should take into consideration travel time and expenses required.

4. Members of the host district should be solicited to fill various Specialty Committee Chair positions.

### **12 Months prior to proposed date of conference**

1. At the Area Assembly, one year prior, the Conference planning committee chairperson should request an appropriate amount of "seed money" Historically, this has been \$500.00.
2. The treasurer should open a checking account.
3. 11 months prior to the date of the Conference the Treasurer should open a PO Box and pay the fee for year. (11 months, rather than 12, is suggested so that the one-year PO Box doesn't expire on the day of the Conference. This keeps it open four weeks after completion of the conference for handling any final conference correspondence.
4. Conference planning meetings should begin. All Specialty chairpersons should be in place and knowledge of their particular duties.
5. A theme for the conference should be selected.
6. A flyer should be assembled and ready for distribution no later than the conference proceeding

7. Speakers and entertainment should be selected and engaged. Confirmation to speakers, contracts with entertainment.
8. Tapers should be engaged.
9. Make room reservations for speakers as (needed).
10. Hospitality rooms (see conference planning guidelines)
11. Develop a method for producing name tags and indentifying those who purchased Luncheon and Banquet "tickets" and designating AA, AFG or Alateen.

### **6 Months prior to proposed date of conference**

1. Develop and print a schedule of events (AA, AFG, and Alateen) to include time and location of each event. In the interests of economy, all three schedules may be printed on a once or twice folded single sheet.
2. Makes flyers available at Registration Table during preceding conference
3. Request more seed money, if needed, at the preceding Area Assembly. Historically, this has been \$500.
4. Arrange to receive any material from the preceding Area Assembly (ribbons, name tags, and signs)
5. Develop a theme banner and arrange to have it made.
6. Continue Conference planning meetings.
7. Facility walk through with Conference Planning Committee and Al-Anon 4-6 months prior to Assembly, to set room assignments for agenda.

### **1 Month AFTER Conference**

1. Hold final meeting with Conference Planning Committee to report final income and expenses. Discuss any other concerns Conference related.
2. Conference Chairperson/designee to give final report at next Area 24 meeting. Fall Conference gives final report at January business meeting, Spring Conference gives final report at August business meeting.



**REMINDERS**

BE SURE TO INCLUDE THE ALATEEN STATEMENT AND A DESIGNATION FOR "OTHER ON FLYERS.

PRINCIPLES SHOULD BE PLACED BEFORE PERSONALITIES IN PLANNING A CONFERENCE

THE CONFERENCE BELONGS TO THE AREA AND NOT THE HOST DISTRICT OR COMMUNITY

WHEN ESTIMATING NUMBERS FOR BANQUET AND LUNCHEON, USE CONSERVATIVE NUMBERS.

AV EQUIPMENT NEEDED. OVERHEAD PROJECTOR FOR DELEGATE REPORT, PI REPORT, ETC. DVD, TV, VCR FOR AL-ANON AND ALATEEN ALL WEEKEND.

ALL ROOMS TO BE HANDICAPPED ACCESSIBLE

MEAL PRICES SHOULD BE SELF-SUPPORTING, NOT SUBSIDIZED THROUGH  
REGISTRATION COSTS AND HELD AS CLOSE TO COST AS POSSIBLE.

**EXHIBIT "B"**

**Spring Conference - All Years**

**Friday**

8:00-9:30 PM	Sharing Sessions- DCM, GSR, and Area Officers
9:45-11:15 PM	Workshops- Corrections, Archives, Grapevine, and PI

**Saturday**

7:00-8:00 AM	Early Bird Meeting
8:30-10:30 AM	Delegate Report- General Service Conference
10:45-11:15 AM	Area Business Meeting
11:30-1:30 PM	Luncheon- Al-Anon and Alateen Speakers
1:45-5:30 PM	Area Business Meeting
6:30 PM	Banquet, AA speaker and Entertainment
9:30-11:00 PM	Workshops- CPC, Literature, Treatment. Newsletter
11:15-12:15 AM	Candlelight Meeting

**Sunday**

6:45-7:45 AM	Early Bird Meeting
8:00-9:00 AM	For Conference Committee to Decide
9:15-10:15 AM	State Officers Share Ask It Basket
10:30-11:30 AM	AA Spiritual Speaker

**EXHIBIT "C"**

**Fall Conference - Non-Election Years**

**Friday**

8:00-9:30 PM Sharing Sessions- DCM, GSR, and Area Officers  
9:45-11:15 PM Workshops- CPC, Literature, Treatment, Newsletter

**Saturday**

7:00-8:00 AM Early Bird Meeting  
8:30-11:15 AM Area Business Meeting  
11:30-1:30 PM Luncheon- Al-Anon and Alateen Speakers  
1:45-5:30 PM Area Business Meeting  
6:30 PM Banquet, AA speaker and Entertainment  
9:30-11:00 PM Workshops- Corrections, Grapevine, PI and Archives  
11:15-12:15 AM Candlelight Meeting

**Sunday**

6:45-7:45 AM Early Bird Meeting  
8:00-9:00 AM For Conference Committee to Decide  
9:15-10:15 AM State Officers Share Ask It Basket  
10:30-11:30 AM AA Spiritual Speaker

**EXHIBIT "D"**

**Fall Conference - Election Years**

**Friday**

8:00-9:30 PM Sharing Sessions- DCM, GSR, and Area Officers  
9:45-11:15 PM Workshops- CPC, Literature, Treatment, and Newsletter

**Saturday**

7:00-8:00 AM Early Bird Meeting  
8:30-11:15 AM Area Business Meeting  
11:30-1:30 PM Luncheon- Al-Anon and Alateen Speakers  
1:45-5:30 PM Area Business Meeting  
6:30 PM Banquet, AA speaker and Entertainment  
9:30-11:00 PM Workshops- Corrections, Grapevine, Archives, and PI  
11:15-12:15 AM Candlelight Meeting

**Sunday**

6:45-7:45 AM Early Bird Meeting  
8:00-9:00 AM For Conference Committee to Decide  
9:15-10:15 AM Past Delegate -Ask It Basket  
9:15-10:15 AM Area Offers and Chairs Transition Meeting  
10:30-11:30 AM AA Spiritual Speaker

MINIMUM ROOM REQUIREMENTS				
TIME	ROOM	MEETING	CAPACITY/ SEATING	SPECIAL REQUIREMENTS
<b>FRIDAY</b>				
8:00-9:30 PM	A	DCM Sharing Session	50	Rounds Head Table
8:00-9:30 PM	B	GSR Sharing Session	100	Theater Head Table, PA and Floor Mic
8:00-9:30 PM	C	Area Officer Meeting	20	Optional None
9:45-11:15 PM	B	Workshops <u>See Exhibit B and C for works</u> <u>4 breakout rooms 50-75 people each room</u>	100	Theater Head Table, PA, and Floor Mic
<b>SATURDAY</b>				
7:00-8:00 AM	A	Early Bird Meeting	50	Rounds None
8:30-10:30 AM	D	Delegate Report -Spring Conf	300-350	Banquet Head Table, Riser, and & PA
8:30-11:15 AM	D	Area Business - Non-Election	300-350	Banquet Head Table, Riser, PA, & Floor Mic
8:30-11:30 AM	D	Area Business Election Year	350-400	Banquet Head Table, Riser, PA, & Floor Mic (2)
11:30-1:30 PM	E	Luncheon - Non-Election	300	Banquet Head Table, PA, & Reserved Seating
11:45-1:45 PM	E	Luncheon- Election Year	300	Banquet Head Table, PA, & Reserved Seating
1:45-5:30 PM	D	Area Business - Non-Election	300-350	Banquet Head Table, Riser, PA, & Floor Mic (2)
2:00-5:00 PM	D	Area Business - Election Year	350-400	Banquet Head Table, Riser, PA, & Floor Mic (2)
6:30-12:00 PM	D	Banquet and Dance	350-400	Banquet Head Table, Riser, PA, & Floor Mic
9:30-11:00 PM	B	Workshops <u>See Exhibit B and C for workshop list</u> <u>4 breakout rooms 50-75 people each room</u>	100	Rounds Head Table, Riser, PA, & Floor Mic
11:15-12:15 PM	A	Candlelight Meeting	50	Banquet Candles
<b>SUNDAY</b>				
6:45-7:45 AM	A	Early Bird Meeting	50	Rounds None
8:00-9:00 AM	-	Committee Discretion	-	Optional As needed
9:15-10:15 AM	B	Ask-It-Basket- Area Officers All Non-Election Conferences	50	Theater Head Table, PA and Floor Mic
9:15-10:15 AM	B	Ask-It-Basket- Past Delegates Fall Election Year Conferences	50	Theater Head Table, PA and Floor Mic
9:15-10:15 AM	A	Area Officers Transition Meeting Fall Election Year Conferences	40	Theater None
10:30-11:30 AM	D	Spiritual Speaker Meeting	100-150	Theater Head Table, Riser, PA, & Floor Mic
<b>Al-Anon Meeting</b>				
All weekend	F	Al-Anon Meetings and Workshops	150	Classroom Head Table, PA & Floor Mic (2)
	B	3 breakout rooms 50 people each	50 each/room	Rounds Head Table, Riser, PA & Floor Mic
<b>Alateen Meeting</b>				
All Weekend	G	Alateen Meetings and Workshops	30-40	Theater Head Table
Room A	Breakout Room #1	Round Table on Friday Night, Saturday Morning and Saturday Night		
Room B	Breakout Room #2	Theater Style, PA & Floor Mic, Head Table for four - All Weekend		
Room C	Breakout Room #3	Optional Seating Friday Night Only		
Room D	Main Ballroom	Banquet Style all weekend. Facility must have ability to set up for banquet in (1) hour. Head tables to seat a minimum of 8-10(Business meeting: Delegate, Alt Delegate, Secretary, Treasurer, Area Chairperson), (Banquet: AA Speaker and host(s), Conference Committee Chair and guest, Conference Committee Co-Chair and Guest, any other member. May have reserved tables for Area Officers, Chairs, Committee members, & Past Delegates and guests.		
Room E	Banquet Room	Saturday Luncheon only		
Room F	Al-Anon Room	Classroom Style- All weekend		
Room G	Alateen Room	Theater Style- All weekend		

**Exhibit "E"****Al-Anon and Alateen Participation in an AA Conference**

These guidelines have been developed for Al-Anon and Alateen members who are planning to participate in an Area Conference hosted by Alcoholics Anonymous. Al-Anon and Alateen are present at the AA Conference by invitation of AA. It is not an all-inclusive list of needs for Al-Anon and Alateen; each Conference Planning Committee needs to obtain the most current Al-Anon and Alateen Guidelines.

- The Alternate Delegate will attend AA Conference Planning Meetings as often as possible. Mileage is reimbursed by AA for attending two (2) of the planning meetings. The Alternate Delegate may request an Area Officer or Past Delegate who lives closer to attend if distance is a concern. Mileage is reimbursed by AA Conference Planning Committee for attending two (2) of the planning meetings based on current Area 24 mileage rate.
- The Alternate Delegate supplies the Al-Anon and Alateen logo stickers for name badges. (Ordered through World Service Office.) Check with the AA registration committee to see how many were left over from the previous Assembly.
- Provide the AA conference committee with the Al-Anon and Alateen schedules for the printed program. This schedule will be planned at the AWSC meeting in advance.
- The Al-Anon Chairman selects and maintains contact with the Al-Anon Luncheon speaker. The Speaker is selected no later than 8 months prior to respective assembly. It is suggested that once during the three-year term, the regional trustee be invited to speak. At the election assembly, it is suggested that a member of the WSO staff be invited to speak.

**Room Needs:**

- Have a table (1) near the entrance/exit door of the Al-Anon business meeting room for Group Representative registration with Area Secretary and Area Treasurer (a minimum of two chairs needed)
- Al-Anon will require a meeting room for our Assembly business meeting that will accommodate 150 people.
  - Arrange for ample table space to seat five officers with podium centered for Al-Anon business meeting at the front of the room.
  - Have a microphone attached to the podium and one or two aisle microphones.
  - Three banners, (Steps, Traditions, and Concepts) each 36.5" W & 53.5" L need to be displayed in the Al-Anon meeting room preferably to hang behind officers at front of room.
  - Availability and/or cost of TV/VCR or other audio/visual equipment.
- Display tables are required, preferably in the meeting room or nearby.
  - June Assembly – 8 tables;
  - October Assembly – 7 tables
- It is suggested that the Alateen meeting room be near the Al-Anon business meeting room. The room should seat approximately 30-40 people.
- Arrange for three (3) breakout rooms/locations for the Action Committee sessions for Saturday morning.
- Supply three (3) easels to display signs of meeting topics outside of meeting room.
- Arrange for a head table for the Al-Anon luncheon. It should seat at least 15 persons to include the speaker and spouse, Alateen speaker, Alateen Coordinator and spouse, and officers and spouses. Note:
  - Determine if the luncheon is a buffet. The head table must go first to ensure the speakers are done before the luncheon program starts. Determine if the Al-Anon meeting room is utilized for the luncheon or banquet. Does Al-Anon have to break down early?
- Provide reserved signs for luncheon tables for Al-Anon Area Coordinators, past Delegates and Trustees, and AA officers, as well as place cards for the head table at the luncheon.

AREA 24 CONFERENCE BID FORM

(One copy to Area 24 Chairperson and one copy to Conference Chairperson)

Host District: \_\_\_\_\_

Site Location: \_\_\_\_\_

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

Dates to be Held: \_\_\_\_\_

Is this in accordance with Conference Planning Guidelines? YES \_\_\_\_\_ NO \_\_\_\_\_

Conference Registration Cost: At Door \_\_\_\_\_ Pre-Registration \_\_\_\_\_ (see Exhibit F to figure out cost)

Meeting Room No: \_\_\_\_\_ Include AFG

Capacity: \_\_\_\_\_ and Alateen

Comments: Is there a charge for these rooms? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, COST \_\_\_\_\_

Is this charge contingent on occupancy or number of meals served? YES \_\_\_\_\_ NO \_\_\_\_\_

Luncheon Capacity (125-175 max) \_\_\_\_\_

Luncheon Menu: \_\_\_\_\_

Luncheon Cost (Taxes and Gratuity Include): At Door \_\_\_\_\_ Pre- Registered \_\_\_\_\_

Banquet Capacity (150-200 max) \_\_\_\_\_

Banquet Menu: \_\_\_\_\_

Banquet Cost (Taxes and Gratuity Include): At Door \_\_\_\_\_ Pre- Registered \_\_\_\_\_

Special Dietary Restriction Meals Available? Vegetarian? \_\_\_\_\_

Hospitality Room Available? \_\_\_\_\_

Coffee Cost (8 oz cup): \_\_\_\_\_ Soft Drinks: \_\_\_\_\_

Dance or Entertainment Area Size: \_\_\_\_\_

Complimentary Rooms Available: \_\_\_\_\_

On-Site Room Costs (2 people): \_\_\_\_\_ (2-4 people) \_\_\_\_\_ More: \_\_\_\_\_

Other: \_\_\_\_\_

Parking Availability: onsite? \_\_\_\_\_ off site \_\_\_\_\_ Any parking costs? \_\_\_\_\_ If so, how much? \_\_\_\_\_

Audio/video equipment cost if separate from charge for rooms? \_\_\_\_\_

Is there a set-up fee? Yes No What is the fee? \_\_\_\_\_

Points of Interest in the Area? \_\_\_\_\_

Wi-Fi availability in Main Meeting rooms? \_\_\_\_\_ Cost? \_\_\_\_\_

Is facility handicap accessible? Yes NO Do they have adequate handicap rooms available? Yes \_ No\_

Is there designated smoking areas? Yes No

Is there Liability Insurance needed during the Event? Yes No

**Exhibit "F":**

**Estimated Conference Planning Expenses/Income Worksheet**

Estimated Expenses (From current guidelines)

Facility Rent including audio/visual equipment \$ \_\_\_\_\_

Speaker and Host Expenses \$1950

(\$750 AA/\$1200 Al-Anon) (includes but not limited to transportation, hotel room, registration\*, banquet\*, luncheon\*, Friday supper, Saturday breakfast if not continental at host hotel, Sunday meals) \$1950.00

\*\$1950 does not include registration fee, Luncheon, or Banquet costs.

Speakers Gift Baskets, etc (\$15-\$25) 5 speakers \$ 50-125.00

Registration and Banner Expense (normally \$500) \$500.00

Entertainment Expense \$500.00

Flyers and Agendas (historically \$500) \$500.00

Coffee (depends on contract) \_\_\_\_\_

Liability Insurance \_\_\_\_\_

Misc, Po Box \_\_\_\_\_

Estimated Total Expenses: \$ \_\_\_\_\_

Estimated Income

Seed Money \$1000.00

Average number of Attendees

Non- Election Years 300-350 people

Election Years 350-400 people

Registration Cost:

To figure registration: Total Estimated Expenses divided by average number of attendees

Pre-Registration \$ \_\_\_\_\_ At door \$ \_\_\_\_\_

**Exhibit "G":**  
**Final Conference/Assembly Report**

Date of Conference: \_\_\_\_\_

Location: \_\_\_\_\_

Theme of Conference: \_\_\_\_\_

Speaker information:

AA: Saturday night \_\_\_\_\_

AA: Sunday Morning Spiritual Speaker \_\_\_\_\_

Al-anon: Saturday Luncheon \_\_\_\_\_

Al-anon: Sunday Morning \_\_\_\_\_

AlAteen: Saturday Luncheon \_\_\_\_\_

Registration Cost Pre \_\_\_\_\_ At Door \_\_\_\_\_

Attendance:

# AA \_\_\_\_\_

# Al-Anon \_\_\_\_\_

# Other \_\_\_\_\_

# AlAteen \_\_\_\_\_

Luncheon Price \_\_\_\_\_ Sold \_\_\_\_\_

Banquet Price \_\_\_\_\_ Sold \_\_\_\_\_

Total Income (including seed money) \_\_\_\_\_

AA Speaker Expenses \_\_\_\_\_

Al-Anon/Alateen Expenses \_\_\_\_\_

Total Expenses \_\_\_\_\_

Profit/Loss \_\_\_\_\_

Seed Money Returned/Amount \_\_\_\_\_

Other information: .

Was an ASL Interpreter needed? Yes/No

Was a Spanish Speaking Interpreter needed? Yes/No