



Greetings!

We are delighted that you are considering making a bid to bring the International Women's Conference to your city. Hosting the IWC is a wonderful way to throw yourself into service and to share the message of the IWC with the women of your community.

The Bid Book has FIVE sections:

1. Introduction
2. Putting together your Bid
3. The Bid Packet and Bid Presentation
4. If you get the Bid - how to put on the International Women's Conference
5. Appendices (including Financial Forms)

Please look through the booklet and contact the IWC Bid Chair or Bid Co-Bid Chair or any member of the IWC Advisory Council if you have any questions, concerns or suggestions.

In love and service,

The 2019-2020 IWC Advisory Council

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Introduction

Overview

- **Please note:** You are making a bid for the International Women's Conference (IWC) **two (2) years in advance.**
- The object of the bid packet and bid presentation is to demonstrate that you have a group of capable women willing to put on the IWC and a facility adequate to handle the attendance.
- We need women who can put on a focused conference of Alcoholics Anonymous first; and a conference for women of Alcoholics Anonymous second.
- New locations are encouraged to bid.
- If your city/province/country is selected to host the IWC, it is required that your chair and appropriate committee members stay AFTER the Sunday Speaker Meeting to meet with the IWC Advisory Council (AC) for approximately 1 hour. Please make you travel plans accordingly.
- Bid packets **must** be delivered to the AC Bid Chair or AC Bid Alternate Chair by Wednesday evening prior to the start of the Conference.

Who to Contact

2019-20 Bid Chair

- Lucinda Earnest
- Jlucinda1@bellsouth.net
- 770-331-3327

2019-20 Alternate Bid Chair

- Judy Kidner
Judy_kidner@yahoo.com
- 440-669-0107

2019-20 AC Chair

- Judy Halabrin
- judyiwc2017@gmail.com
- 651-470-4003

The official website address for the IWC is: www.internationalwomensconference.org

Suggested Bid Timeline

Please note: This timeline is a suggestion only. Many successful bids have been developed on a different timeline. Please see page 21 for the timeline if you get the bid.

When	IWC Host City Committee task list
April/May	Form exploratory committee. Research hotels/ convention centers that would meet the needs of the IWC and eliminate any that are unsuitable. Assess interest from local A.A. women.
June	
July	
August	Identify a small Bid Committee (including budget person or treasurer).
September	Collect information about city, tours, and souvenirs. Confirm choice of hotel – based on availability, room rate, accessibility, # breakout rooms, banquet space etc.
October	Develop budget. Confirm Committee. Collect letters of support from A.A. groups, hotel, Intergroup etc
November	Review Bid Packet with IWC Bid Chair and Bid Co-Chair.
December	Clean-up, update and confirm Bid Packet contents.
January	Print Bid Packets.
February	Send Bid Packets (both printed and electronic formats) to Bid Chair. Make presentation at IWC!

Putting Together Your Bid

Tips for Making a Bid

- You are bidding to host the conference two years from the time you make the bid. In February 2020, cities will bid to host IWC in 2022 and in February 2021 for 2023, etc.
- Notify the IWC Bid Chair and/or Bid Alternate Chair of your intent to bid and stay in contact with them as you develop your bid. They have access to information about past conferences as well as contact information for former IWC Host committee chairs and other women who might be able to help you with your bid.
- Make sure to follow the directions in this notebook, especially regarding the hotel conference center, budget and bid packet.
- Be sure to read IWC Guidelines (page 21) and the IWC History (Appendix C).
- Feel free to use the services of your local convention bureau for putting together your bid packet, but only AA members can help put on your bid presentation.
- ***Do not sign any contract or letter of agreement!*** The contract or letter of intent may be signed by the hotel or conference center but not by anyone from the Host City Bid Committee.
- Remember that your conference will need to be self-supporting, so budget accordingly (see the budgeting sections for more details). The IWC is not financially responsible for IWC Host Committee conference debts.
- You must have 30 Bid Packets delivered to the IWC Advisory Council Chair or the IWC Advisory Council Bid Chair at the conference hotel by the Wednesday prior to the start of the conference in order to be considered. There are NO exceptions.

First Steps

Form an Exploratory Committee

- Before starting your bid planning process, it is a good idea to identify a small exploratory committee of two or three A.A. women who can help research and consider locations, make decisions and help get others involved.

Assess Interest

- Having the conference in your city or region can be a great way to get lots of women involved in service.
- At a recent IWC, it was estimated that more than 500 women did service work at the conference. Before you get started with the bid, it might be helpful to discuss the bid with some of the women of your community and gauge their interest.

Get People Involved

- Before you even make a bid presentation, there are ways to get women involved; which can help generate publicity for the conference and your bid. One way to do this is to hold an IWC Bid fundraising event.
- Another way to get A.A. women involved is to have an event, and ask for contributions to offset the cost of the bid packet, which can easily cost \$100-\$300.

Identify Facility / Hotel Availability

- Before moving forward with the planning process, you will need to determine if there is a facility that would meet IWC's basic requirements and that it would be available the weekend of the conference.
 - According to our bylaws, the IWC must be held on a weekend in February, as close as possible to February 14th. You must receive approval from the Advisory Council to change these dates.
- Consider it a plus if the hotel has past experience accommodating A.A. conferences.

Check for Basic Hotel Requirements

- Hotel should be a first-class facility, in an appropriate and safe location.
 - Does not need to be a luxury type accommodation.
- It is suggested that you do a site inspection. A site inspection checklist is included in Appendix A for your use when comparing potential sites.
- Hotel should be willing to commit to a room block of at least 500 rooms per night.
- There should be at least one "Overflow Hotel" nearby, preferably within walking distance. These hotels should match the conference room rates.
- Hotel must guarantee that no other major conference or group will be in attendance simultaneously.

- Hotel must guarantee that no outside vendors will be allowed to function near any of the conference activities or meetings.
- Hotel must be capable of hosting a conference banquet for 1,000 and be willing to customize their banquet menu for IWC.
- Hotel / Conference Center must have a ballroom for main speaker meetings that seats 2,000 (theater style) plus overflow space in another room.
- Hotel / Conference Center must have ample meeting rooms to accommodate 2,000 attendees for various breakout meetings simultaneously.

Put Together a Bid Committee

- Once you've gauged interest and identified a possible location or two, you will need to formalize your Bid Committee.
- Putting together a bid can be a time-consuming process. Most bid committees are about five people. Ideally at least three of them (including the bid chair and treasurer) would make the Bid Presentation together.
- On your committee, you will need someone with financial/ treasurer skills to develop the budget; someone with computer skills to develop the documents; people with some time and energy to find out about the host city and A.A. community; one or two people to negotiate the hotel contract.
- It is recommended that there be at least one member on the bid committee who has attended three IWC conferences and has at least five years of continuous sobriety.
- Ideally, at least some of your committee will be A.A. members with long- term sobriety and have A.A. service experience. It's also great if your bid committee is diverse and can reach out to different groups of A.A. women in your area.

Notify the IWC Advisory Council Bid Chair

- Please notify the AC Bid Chair at least two (2) months or more prior to the IWC of your intention to present a bid. A phone call or email is all that is necessary.
- Be sure to stay in touch with the AC Bid Chair while you are preparing your bid. You will need her help and feedback, especially regarding the hotel agreement and budget (see Appendix A).

Confirm Location

Please Note: *Do not sign a contract.*

- As a bid committee, it is your job to negotiate terms and then make a bid based on those terms.
 - If your city gets the bid, then the AC Chair and your IWC Host Committee Chair will sign the contract (also called a Letter of Agreement).
- The hotel may want to know about the IWC and the locations of the last three conferences. You can provide them with the information on the cities, total attendance and meal participation (see Past Conference Statistics, Appendix B).

- You don't have to take the first offer they make.
- Understand that just about everything is negotiable. In every negotiating, there should be some back and forth.

Items to consider when negotiating an agreement:

Room Block

- Most hotels will provide the use of meeting rooms and ballroom in exchange for selling a certain number of rooms (the room block) and a certain amount of food and beverage.
- It is in the hotel's best interest to have those numbers as high as possible and in your best interest to try to keep them low, because if a conference does not meet its room or food/beverage commitment, it could end up having to pay for use of the meeting rooms and other facilities
- One way to help ensure that you meet your room block is to have the hotel agree to charge a non-refundable one-night deposit when taking the reservation.
- The hotel will want to know how many rooms you are willing to guarantee and how many rooms it will be obliged to hold at the conference rate. You can wait to finalize your room block until you get the bid, but it is a good idea to make sure the hotel would be able to accommodate the IWC's needs. Some conferences have started out with a bid room block commitment like the following:

Wednesday	Thursday	Friday	Saturday	Sunday	Total
10	150	500	500	10	1170

- Often this will be increased as more women register for the conference. See Past Conference Statistics in Appendix B to see how many rooms and food/ beverage sales have been done historically.

Room Rate

- To keep the IWC affordable, we hope for hotel rooms as close to \$140-\$150 per night as possible. The hotel may not be able to give you an exact rate, but they will be able to tell you the current going rate (either the rack rate or a group discount rate) and guarantee that the price will not go up by more than a certain percentage. (See Past Conference Statistics in Appendix B for room rate history.)

Coffee

- Coffee is a big expense, and the price should be negotiated ahead of time. Many conferences have succeeded in getting a good price per gallon, while others have had to pay quite a lot.

Food and Beverage

- You will have to decide whether to offer three meals (Friday dinner, Saturday dinner, and Sunday brunch) or two (Saturday dinner and Sunday brunch).
- While you do not have to decide on a menu for the bid, you should negotiate a cost or range of prices for each meal. Refer to Past Conference Statistics (Appendix B) to see what's been done before.

Audio/Visual (AV)

- Audio and visual can add quite a lot of expense to your bill. Some conferences have been able to negotiate with the hotel to add this free of charge, but most have had to pay for it.
- In some cases, the taping company has been allowed to set up microphones in each break-out room, making it unnecessary for the conference to pay the hotel for that service. However, you will need to check with your hotel and local AA taping company. ***It is not mandatory to tape the breakout sessions.***
- Most conferences have used jumbo screen systems for the main speaker meeting so that everyone can see and hear the speaker. These can be expensive, so be sure to discuss them with the hotel.

Telecommunications

- Hotel telecommunications (phone and internet lines) can be quite expensive; so many IWC Host committees have chosen to not use this service at the hotel during the conference. Many hotels now offer Wi-Fi for an additional charge; please plan accordingly. (For other telecommunications budgeting, such as the web expense, see the budgeting and finance sections in Appendix A.

Force Majeure (also known as uncontrollable events or acts of God)

- You will need to ask for this clause, which allows you to cancel the conference for acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, or other emergencies that would make it inadvisable, illegal, or impossible for either party to perform their obligations under this agreement.

Hotel and Conference Glossary

Attrition. Rate of cancellations. Most hotel contracts specify that the conference must fulfill 80-90% of its room block. (Aim for 80% in your negotiations.)

Breakouts. Commonly used to refer to the number of rooms used for concurrent meeting sessions.

European plan. No meals are included in the room rate.

Flat rate. Refers to a single group rate for sleeping rooms for all of your business. This rate may not include suites.

Group rates. Also known as **net rates**, refers to discounted room prices given to clients responsible for bringing in large pieces of business.

Master Account. The “tab” for the conference, arranged when contract is signed. The IWC Treasurer will help with these details.

Room block. The number and type of rooms the hotel will hold in reserve for your conference.

Room pickup. The number of rooms actually used by your conference.

Rack rates. The hotel's official posted rates for sleeping rooms.

The Bid Packet and Bid Presentation

What Should Be Included

At this point, you and your bid committee will need to begin collecting the other information needed for your bid packet. The following are some helpful questions. You may think of other kinds of details that would highlight why your community would be a good place to hold the IWC. Feel free to include them.

Facility / Hotel

Collect information:

- See “Items to Consider” starting on page 9.
- Also, see “Site Checklist” in Appendix A.

What to include:

- Facility / Hotel Contracts
 - Copy of the unsigned negotiated or standard hotel or conference center contract
 - A “Letter of Intent” signed by the hotel staff stating their understanding of the proposed agreement
 - Coffee and meal prices
 - Room rate, total guest rooms available and size of room block
 - Details on other “overflow” hotels, including their room rates
 - Number of meeting rooms and their capacity with various seating formats
 - Size of ballroom and capacity with various seating formats
 - Dining facilities in the hotel and hours of operation

Develop Budgets/Financial Statements

Collect information:

How the IWC's financial system works:

Each year's conference operates as a separate entity and must cover its own expenses. However, each IWC Host city does receive seed money from prior conferences and is, in turn responsible for providing seed money to the conferences that follow.

Each conference contributes to a Prudent Reserve Fund, which was established to assist with unforeseen or extraordinary expenses related to the hosting of the IWC. This Prudent Reserve is monitored by the IWC Advisory Council.

Your bid must demonstrate financial autonomy and responsibility in accordance with AA traditions.

The IWC Host Committee must provide a Contingency Plan that provides for a concrete plan/solution should a deficit occur.

Your bid packet must include a budget laid out in the format shown in Appendix A. An excel template for the financial information is included with this Bid Packet, along with other information

The IWC Advisory Council approves the registration fee. Pre-conference budgeting is needed to keep the fee both at a minimum and sufficient to meet expenses. (Registration fee for 2020 was \$40 in advance and \$45 at the conference.)

Each conference must budget for the annual IWC Advisory Council allocation, which covers the expenses the IWC Advisory Council incurs in its duties related to maintaining the conference. The amount is determined each year by budgeting for the following year's IWC Advisory Council expenses. It will not exceed a 20% increase from the current budget. (In 2019 this amount was \$4,000.)

Budgeting for Seed Money, IWC Advisory Council operating funds and technology expenses is as follows:

Income:

\$2,000- Planning year seed money

\$8,000 - Conference year seed money

Expenses:

\$8,000 - Seed money for the next year IWC Host City Committee

\$2,000 – Seed money for the future '2nd year-out' IWC Host City Committee

\$4,000 – IWC Advisory Council operating fund (plus up to a 20% increase as noted above)

\$1,500 – \$2,000 for the reimbursement of the registration platform/software costs and annual website updates

Other expenses that need to be in the bid budget:

- A million-dollar liability insurance policy for the conference. (Usually around \$1,000). *See also page 30.*
- Funds to pay for site visit by the IWC Advisory Council Chair
- Estimated income and expenses for tours, raffle and souvenirs

Prior to the bid presentation it is suggested that the Bidding City Chair review its budget with the IWC Advisory Council Bid Chair/Advisory Council Treasurer. If selected, the IWC Host Committee Treasurer will need to work closely with the IWC Advisory Council Treasurer. Appendix D for more details on budget responsibilities if your city is selected. The financial template includes suggested formulas to help you determine the number of registrations you will need to break even.

The IWC follows all AA Traditions, including Tradition 7. As we are self-supporting through our own contributions, the IWC, Bid Committees and IWC Host Committees should not accept outside contributions.

The IWC Host City Committee must provide a Contingency Plan that provides for a plan and/or solution should a deficit occur.

What to include:

- Budget and Contingency Plan using the format provided or a similar format (Appendix A).
- You may also talk to past conference Chairs (Appendix B).

Conference IWC Host Committee

Collect Information:

- Length of sobriety and sobriety date of each bid committee member.
- AA Service experience of each bid committee member, including work on conferences (please include details of AA conference service, such as position(s) held and size of conference(s)).
- Past attendance of each bid committee member at the IWC.
- IWC Advisory Council experience, if any.

What to Include:

- Name(s)
- Length of sobriety
- Service experience
- Attendance at previous IWCs
- Treasurer should include financial experience or qualifications

Local AA Community

Collect information:

- Number of local AA groups, especially women's groups or those with strong involvement from AA women.
- Involvement of local women in general service or other twelve-step work.
- Local AA experience with putting on conferences.
- Local or regional attendance at the IWC.

(Note – both low and high attendance can be helpful for a bid. Areas with strong attendance have a solid base of support, while areas of low attendance at the IWC can help bring new women to our conference.)

Collect letters of support:

- Many successful bids have included letters of support from AA groups, the hotel or conference center, local convention bureau, intergroup office, and/or district committee.

(Note: If you get women from your local AA community to sign a petition endorsing the IWC bid, please have them sign just their first name, last initial and sobriety date.)

What to include:

- Details about local A.A. community

Host City

Collect information (Note: Often the hotel or convention bureau can help provide this information.):

- What restaurants and coffee shops are within walking distance of the hotel? Is there a range of prices?
- What other attractions are nearby? Is transportation necessary, and if so, available?

What to include:

- Restaurants and coffee shops near the hotel or conference center (including types of cuisine and average prices).
- Other local attractions.

Airport/Travel

Collect information:

- What airlines serve your city?
- How far is the airport from the hotel?
- What is the travel time?

- Does the hotel offer a shuttle to and from the airport? What is the fare?
- How often and between what times does the shuttle run?
- What is the cost by taxi? Uber? Lyft?
- Are there other modes of transportation from the airport? What is the fare?
- Are there other modes of transportation to your city? Bus, train etc.?
- What parking is available and what is the rate?

What to include:

- Airlines that serve your city
- Distance from the airport to hotel or conference center
- Cost and time needed for transportation from airport to hotel or conference center

Tours

Collect information:

Some IWC Host Cities organize tours on their own and budget for the income and expense. However, many cities select a local tour operator to organize 2-4 tours. See the registration stats section, for information on previous conference tours in Appendix B. You don't have to make any decisions for your bid, but you may want to identify some options.

Questions for tour operators:

- What tours would you recommend?
- Cost per person?
- How many people can each tour accommodate?
- Do you have a website? Can you take online reservations?

Geographic Diversity

Collect information:

- What are the average temperatures in your region?
- What geographic attractions are nearby?

What to include:

- Climate
- Regional Diversity
- First time in a new city

Final Bid Packet and Bid Presentation

General Information and guidelines

- Once you have negotiated the agreement with the hotel or conference center, developed your budget and assembled information on transportation, local amenities and the IWC Host committee, you are ready to draft your bid packet.
- Information in the Bid Packet must be clear and succinct. Do not clutter it up with a lot of glossy travel brochures. They will not help your bid, and may make it harder for the IWC Advisory Council to evaluate.
- Lobbying members of the Advisory Council is not appropriate; however, they may be contacted for information or referrals. Your main points of contact with the IWC Advisory Council should be the Bid Chair or Bid Co-Chair.
- You may also contact past Conference Chairs for help or advice in preparing your bid. Their names and contact information are listed in Appendix B.
- Before finalizing your bid packet, make sure to share a copy with the Bid Chair, who will review it with you.
- 30 complete bid packets need to be delivered to the attention of the IWC Advisory Council Chair or Bid Chair no later than the Wednesday evening of the conference.
- It is suggested that you use a commercial package delivery service such as UPS, FedEx, etc., as it may be very inconvenient to carry so many notebooks in one's luggage. If you use a package delivery service, it is recommended that you contact the hotel for their correct delivery address.
- Be sure to allow enough time for delivery, as Bid Packets that do not arrive by Wednesday evening cannot be considered.
- After you send the bid packets, please email or call the Advisory Council Bid Chair with your shipping arrangements. Be sure to include:
 - Name of shipping company, expected delivery date and tracking number
 - Please also include your cell phone number or your hotel room number in case there are any questions.
- Another option is to prepare your presentation for printing and compilation in the bid city.

Bid Presentation Guidelines

What to expect:

- The Bid Presentations occur on Saturday morning during the conference. Bid Presentations will be made in random order. You will draw straws on Saturday morning to determine the order of presentations.
- The Bid Presentations generally occur in one of the larger meeting rooms and are open to any interested IWC attendees. Check the conference program or with the Advisory Council Bid Chair for time and location.

- You can expect that IWC Advisory Council members, some former IWC Host committee members and other cities bidding or planning to bid will be in attendance.
- Do Not Worry! You will have fifteen minutes to talk about your bid. While you may use props or computer technology, our advice is to keep it simple and explain why you'd like to bring the IWC to your city and why you think your bid is a good one.
- After you and any other bid committees make your bid presentations, IWC attendees, past IWC Host Committee Chairs and the IWC Advisory Council will be given an opportunity to ask you questions.
- Following the Bid Presentation, the IWC Advisory Council may invite your committee to meet with them in private for additional questions.
- The Advisory Council will ask your committee for a commitment to the IWC Guidelines and Requirements (starting on page 21), and AA's Twelve Steps, Twelve Traditions and Twelve Concepts will be followed.
- After the Q&A, the IWC Advisory Council will meet privately and review all bids using the six-point evaluation criteria.

Bid evaluation criteria – 6-point evaluation

General information:

When there are multiple cities bidding to host the conference, it can be difficult to sort through every aspect of each bid, especially considering the limited time available for the evaluation. The IWC Advisory Council created a system (outlined below) for evaluating bids.

- Before doing so, the Advisory Council must determine if each bidding city has satisfied the Bid Packet requirements. Once the qualified cities have been determined, the Advisory Council uses the 6-Point Criteria to evaluate each bid.

About the 6- Point Criteria

- This criterion was established by the Advisory Council at the 2003 IWC in Seattle, Washington to ensure fair and equitable decision-making and prevent favoritism.
- The six points or evaluation criteria have been identified as key areas for the success of the conference.
- They are listed in alphabetical order because each is treated with equal importance in the evaluation process.
- The descriptions of the criteria are provided for informational purposes only and are by no means complete or absolute.

How the Advisory Council evaluates bids.

- At the Advisory Council meeting, each bid is evaluated and discussed one at a time. The Advisory Council members are asked to confine their comments to the strengths and weaknesses of each bid with regard to each of the 6-Points.

- After discussion, each Advisory Council voting member is asked to rank bids in each of the six areas. This is done in writing using the 6-Point Worksheets.
- Totals from each Advisory Council voting member's worksheets are added together. The bid with the lowest points is selected as the next IWC Host Committee.
 - See Appendix A for an example of bid evaluation worksheets based on the six-point criteria.

Bid evaluation criteria – 6-point evaluation:

1. Airport Facility
 - a. Distance from the conference facility
 - b. Cost of shuttle service
 - c. Choice of airlines serving the host city
 - d. General cost of flying to the host city
 - e. Ease of reaching the Host City from other areas of the country

2. Conference Committee
 - a. Experience of attending previous IWC's
 - b. Experience hosting other AA conferences
 - c. Quality of letters of support from local women's groups
 - d. Degree of balance and diversity in the Host Committee core committee as it reflects the local AA community
 - e. Experience of Host Committee members in AA Traditions and AA service

3. Facility/Hotel Contracts
 - a. Convenience of hotel to conference meeting rooms
 - b. Room night commitments
 - c. Food/beverage commitments
 - d. Banquet seating requirements - capacity enough for 1000 women for dinner
 - e. Possibilities to expand hotel or meeting room space
 - f. Quality and diversity of meeting room styles

4. Financial statements
 - a. Level of detail presented - does it demonstrate an awareness of fiscal responsibility
 - b. Strength of contingency plans
 - c. Budgets are based on variable attendance levels
 - d. Plans for disbursing funds following the conference

5. Host City Location/Other
 - a. Unique aspects of the Host City
 - b. General impressions of the bidding city
 - c. Other attractions near the Host City hotel
 - d. Availability of other food choices in the area, hours open, low cost options

- e. Ability of bidding city to put on a good IWC for women in Alcoholics Anonymous
6. Geographical Diversity
- a. Climate
 - b. Regional diversity
 - c. First time in a new city

The Winning Bid

- The announcement of the winning bid will be made at the Saturday night speaker meeting, at which point the winning bid committee will be asked to stand and be introduced.
- The chair and other members of the winning bid committee will need to meet with the Advisory Council on Sunday directly following the Sunday morning speaker meeting.
- The IWC Advisory Council Chair will inform you of the meeting location.
- For more information on the duties of the newly selected host city, please see “How to Put on the IWC” starting on page 21.

If you don't get the bid

- Only ONE city can be selected at a time. The Advisory Council understands that it is very disappointing if your city is not selected but do not be discouraged!
 - KEEP COMING BACK and present your bid again next year.
 - There are many factors within the 6 Point Evaluation Criteria which affect the selection process.
 - The Advisory Council will invite you to meet with them Saturday evening after the Speaker Meeting to review your results and answer your questions.
 - At the close of the Conference, the Advisory Council Bid Chair will continue to be available whenever you have a question, need clarification or have a suggestion.

Thank you for your DESIRE to host the IWC!!

If You Get the Bid

How to put on the International Women's Conference (IWC)

Congratulations on being selected to host the IWC! We hope you are as excited about the conference as we are.

In the following pages, we offer some requirements, guidelines and suggestions for putting on the IWC in your community. Although this may seem like a lot of information, please note that the Advisory Council Chair and Treasurer, as well as the chairs of previous IWC Host committees, are available to help and will have more to share with you in the coming two years.

Your first task is to meet with the outgoing IWC Host committee, next year's committee, and the IWC Advisory Council for about an hour directly following the Sunday morning speaker meeting. At that time, this year's IWC Host committee will give you \$2,000 Seed Money.

You will also receive a copy of "Lessons Learned" in the Sunday morning meeting or within 30 days.

General Planning Requirements for IWC Host Committees

Summary Timeline

Year 0

- Make bid
- Get selected as IWC Host City
- Receive initial \$2,000 seed money

Year 1

- Finalize Hotel/Conference Center contract (to be signed by Advisory Council Chair and IWC Host Committee Chair)
- Develop IWC Host Committee
- Select IWC Host Committee treasurer, set up accounting systems and begin regular financial reporting
- Begin regular IWC Host Committee meetings
- Create logo
- Plan tours
- Select and price souvenirs
- Finalize meals

- Develop registration form/ flier
- Attend IWC and conduct pre-registration, encourage women to attend your conference, receive \$8,000 seed money
- Work with IWC AC to update the IWC registration program
- Work with IWC AC to take over IWC web site immediately

Year 2

- Mail registration fliers- June & September
- Monitor room block
- Finalize banquet arrangements
- Provide for audiovisual needs
- Add additional committee members as needed
- Continue regular meetings
- Develop conference program
- Identify and secure speakers early in the year
- Plan entertainment and decorations
- Arrange volunteers for meetings and all other service commitments
- Plan hospitality rooms
- Arrange for archives and literature sales
- Plan registration packets
- Secure raffle donations (raffles usually require a permit)
- Print signs, banners, fliers
- Arrange for special needs
- Host conference!
- Pass along Seed Money to the 2 conferences that follow

Year 3

- Write up “lessons learned” (forms from each committee)
- Finalize financial reports
- Provide Registration Reports
- Return Archives
- Update Mailing list – Must be given to the Advisory Council Technology Chair

Detailed Timeline

Year 1

The IWC Host City Committee Chair and other IWC Host City Committee members are encouraged to take advantage of the experience of current and past Council members of the Advisory Council and present and past IWC Host Committee Chairs.

During Year One, it is suggested that you connect with the current and past IWC Host Committee Chairs as well as Advisory Council members to obtain their experience and assist you with hosting the IWC the following year.

Finalize Hotel/Conference Center contract (to be signed by Advisory Council Chair and IWC Host Committee Chair)

- Within 60 days, a copy of the hotel/convention center contract(s) signed **only** by the hotel/convention center must be sent to the IWC Advisory Council Chair for signature, and then it will be returned for the Host City Conference Chair to sign
- Host City Conference Chair should NOT sign it prior to the IWC Advisory Council Chair

Develop IWC Host Committee and select Treasurer

- The IWC Host Committee must provide to the IWC Advisory Council with a contact list that includes IWC Host Committee members' personal email addresses, postal addresses and telephone numbers.

Set up accounting systems and begin regular financial reporting

- Throughout the Year One and Year Two planning process, the IWC Host Committee must send copies of all your monthly minutes and all quarterly financial reports to the Advisory Council Chair and the Advisory Council Treasurer.
- Quarterly financial reports must follow the IWC Financial Report format in the financial section in Appendix D of this Bid and Conference Packet.

Open a Post Office Box

Begin regular IWC Host Committee meetings

Create logo, develop registration form/flier

- The logo and all communication planned by the IWC Host Committee such as registration flyers and event program **MUST** be approved by the IWC Advisory Council Chair.

Announcements

- Announcements of the IWC should be published in the Grapevine, La Vina, and Box 459 and shall be submitted per the deadlines noted in these publications.

- Local AA Newsletters and Bulletins should also be used to carry the message about the Conference. Intergroup, District, Area and Delegate web sites may also be used.

Plan tours, select and price souvenirs, and finalize meals

- Group tours and other events planned by the IWC Host Committee including the descriptions of these on the Registration Form MUST be approved by the IWC Advisory Council Chair
- The sale of conference souvenirs is limited to no more than four (4) items unless otherwise approved by the Advisory Council
- A “take home” memento may be placed on Saturday night tables. AA Traditions are to be always followed, i.e. no affiliation, endorsement, etc. (Tradition 6)

Attend IWC and conduct pre-registration, encourage women to attend your conference, and receive \$8,000 seed money

- While at the IWC during Year One (the year before you host the conference) it is suggested that you meet with the IWC Host Committee Chair of the current IWC Host City. The purpose of this meeting would be to observe, and learn about their committee roles and job duties. You may ask if members from your committee may meet with or shadow their counterparts during the conference.
- You will be responsible for pre-registration starting on Friday at noon (but no earlier) and continuing until the close of the Sunday morning meeting. Planning considerations should include:
 - How many registration forms to print
 - Number of women from your IWC Host committee who can attend the conference and staff the pre-registration table.
 - The size and location of space allotted by current IWC Host Chair for your pre-registration table.
 - (Note: No advance registration can be done PRIOR to noon on FRIDAY.)

Website Updates

- The IWC Advisory Council contracts with a vendor who is responsible for making all the updates to the website, including the link to the registration database.

Have website content ready

- The IWC Host Committee is responsible for creating the content that will be used on the website during the year prior to their Conference.
- Only the IWC contracted vendor will have access to uploading and updating Host Committee content.
- The hosting of the website is paid for by the Advisory Council and is the official domain of the International Women’s Conference.
- The IWC web address is www.internationalwomensconference.org.
- Consider the use of blast emails; welcoming, reminders, etc.

Year 2

You are required to continue providing ALL committee planning minutes and quarterly financial reports to the Advisory Council Chair and Treasurer.

Plan and prepare for an on-site meeting with the Chair and committee co-chairs and IWC Advisory Council Chair (see Guidelines and Requirements). The expenses for the Advisory Council Chair for this meeting are charged to the IWC Host Committee's budget.

You may wish to contact Box 459, your Area, your District and Central Office to provide them with the notice of your hosting the IWC.

Throughout the year:

Continue to monitor the room block

Finalize banquet arrangements

Provide for audiovisual needs

Add additional committee members as needed

Continue regular meetings

Develop conference program

- Remember all communication planned by the IWC Host Committee MUST be approved by the IWC Advisory Council Chair

Identify and secure speakers early in the year

- The IWC Host Committee is encouraged to select local speakers as part of the experience of having the conference in different cities.
- Expenses need to be considered when choosing evening speakers from out-of-town/state/country. Be sure to obtain written permission from all the speakers/panelists in order to record/tape their talks.

Plan entertainment and decorations

Arrange volunteers for meetings and all other service commitment

Plan hospitality rooms

Arrange for archives and literature sales

Plan registration packets

Secure raffle donations (raffles usually require a permit)

Print signs, banners, and fliers (Consider having signs posted on meeting room doors that say the meeting is now closed.)

Arrange for special needs

- The IWC Host Committee is responsible for communicating to IWC attendees about the availability of accommodations for those who are physically, visually and audibly challenged (such as ASL and other services for/at the facility and meetings).
- The IWC Host Committee should arrange for motorized chairs for use by attendees with mobility problems. An outside vendor may be used; attendees who use motorized chairs may be charged for their use. (Put a note on the website that the conference doesn't pay for these.)

April

- Contact the IWC Advisory Council Technology Chair regarding the mailing list for your mailing in June. Only the IWC Advisory Council may authorize names/addresses from the IWC Mailing List.
- Provide the Advisory Council with a supply of fliers so they may publicize the IWC in their areas.

June 1st

- **The First Mailing is sent.** Person(s) handling the Mailing List must know the Microsoft Excel program for labels. Returned (insufficient or incorrect address, etc.) need to be removed from the Mailing List. If there is a forwarding address, update the Mailing List accordingly. Keep the IWC Advisory Council Mailing List Chair informed of any changes.

Within the last 6 months prior to your conference, the Advisory Council Chair may make an additional site visit to your city. The cost of this trip will be the responsibility of the IWC Advisory Council.

October 1st

- **The Second Mailing is sent.** Please contact the IWC Technology Chair beginning of September with changes to the mailing list, if not previously done, prior to this mailing.

October/ November

- A "close-to-final" draft of the program and schedule, including content and layout, is to be forwarded to the IWC Advisory Council Chair.

October-January

- Pay special attention to the room block/ pickup. This will be critical during the two months preceding the conference!

December

- Before finalizing the printed program for your conference, you must get approval from

the Advisory Council Chair.

February

- **The IWC in your city!!! - CONGRATULATIONS!!!**
- Attend the Wrap-up meeting immediately following the Sunday morning Speaker Meeting (approximately at noon).
- Pass along Seed Money to the 2 conferences that follow.

Year 3 (after hosting the conference)

Write up "lessons learned" (forms from each committee)

- Provide "Lessons Learned" to the Advisory Council Chair, who will distribute to the following IWC Host Committees and Bid Chair

Archives

- **IMMEDIATELY** after the conference, the Archives should be packed carefully and shipped to the location indicated by the Advisory Council Archivist.
- The IWC Host Committee is required to pay the cost of shipping the IWC Archives back to the IWC Archivist. The costs of shipping will vary depending on the proximity of the IWC Host Committee to the location of the IWC Archivist and method used for shipping.
- Provide two of the following items to the Archivist: 2 programs, 2 pins, 2 name badge holders, 2 registration forms and any other item deemed historically significant which fits into a 14"x12"x3 ½" shipping box/container

Forward the IWC Banner to the next IWC Host City within 30 days of the end of the conference

Mailing list

Within two months (60 days) following the conference, the Mailing List on Microsoft Excel software or other electronic medium is to be sent to the IWC Advisory Council Technology Chair. All corrections and deletions must be made on the Mailing List PRIOR to sending. It is best to be sent on Flash Drive; however; it can be sent via email.

Data

- Provide the Advisory Council Chair, the Advisory Council Bid Chair with the following data:
 - Your final registration numbers
 - Number of each kind of meal sold
 - Type and number sold of each kind of souvenir
 - Type and number of each kind of tour sold
 - Room rate and rooms sold in the conference hotel and overflow hotel for each day (starting the Monday before the conference and ending the Monday after)

- The names of your Guest Speakers

Financial reporting

Two months following the IWC (April) **or NO LATER THAN SEPTEMBER 30**, the IWC Host City Committee is to send to the IWC Advisory Council Chair and Treasurer the following:

- An Interim Financial Statement (using the form included in Appendix D) including a statement to the effect that all expense records, receipts, and contractual agreements are on file.
 - The report will disclose all donations received by the IWC Host Committee, from whom, the dollar amount and designated purpose.
 - The report will list all complimentary airline tickets, hotel rooms, rental cars, etc., received by the IWC Host Committee and will include distribution / use of them.
 - The report will include a statement that no cash and / or rebates have been accepted by the IWC or the IWC Host Committee, except in cases of standard industry practices. Divisions of rebates, if any, need to be discussed with the IWC Advisory Council Chair and Treasurer

After the IWC Host Committee expenses are settled and the IWC Advisory Council distribution requirements have been met, the IWC Host Committee will disperse the overage to only AA-related entities. Suggested distribution:

10% to GSO
30% to Area
60% to local Intergroup/Central Office

Additional guidelines from the Alcoholics Anonymous General Service Office may be found in the AA Pamphlet, *Self-Support: Where Spirituality and Money Mix*.

Any remaining Scholarship funds are to be forwarded to the next IWC Host Committee.

- There are to be NO funds / monies forwarded directly to any non-AA entity.

The FINAL FINANCIAL REPORT is expected NO LATER than September 30 of the year of the conference. Send to the Advisory Council Chair and Advisory Council Treasure

Guidelines and Planning Requirements for IWC Host City Committee

Information, topics and decisions of the International Women's Conference (IWC) are to adhere to the AA's Twelve Steps, Twelve Traditions and Twelve Concepts.

Only AA Conference-approved literature may be offered for sale. Other appropriate printed pieces may be offered for sale, but must be displayed/kept at a separate literature table.

All International Women's Conference (IWC) meetings are **CLOSED** for women of Alcoholics Anonymous only.

The theme of our conference is **always** "The Language of the Heart Will Be Spoken Here."

Red and White must be the predominant colors used on all conference-related materials.

The IWC will be held in February as close to February 14th as possible. A change in that date must be approved by the Advisory Council.

It is the responsibility of the IWC Host Committee Chair to ensure that the program sessions are AA-related. Non-AA enterprises and events are not to be publicized on flyers, programs, or on conference premises.

The IWC is NOT affiliated with any outside vendor or enterprise. Therefore, no outside vendor or enterprise should be allowed access to the conference space.

The Advisory Council Chair and/ or designated Advisory Council Members will be in regular contact with the IWC Host Committee to go over all phases of Conference Planning.

The IWC Host Committee should plan on (and budget for) at least one in-person planning meeting/site visit with the Advisory Council Chair. Any additional site visits would be at the expense of the Advisory Council.

Commitments to the IWC Advisory Council

Note: Details of this commitment are further spelled out in writing by the IWC Advisory Council Chair who will communicate with the newly selected IWC Host City Conference Chair. This letter will specify which reports must be submitted via email or mail to the IWC Advisory Council Chair and Treasurer during the pre-conference planning period.

The following are always required:

- Statement confirming that IWC Guidelines and Requirements have been provided to the IWC Host Committees, discussed and are understood.
- Current minutes of all planning and special events committee meetings.
- Quarterly Budget Reports on the IWC Financial Report form(s).
- Financial Report, interim or final, no later than sixty (60) days after the conference and final report, no later than September 30 of conference year.
- Final Mailing List will be forwarded to IWC Advisory Council Mailing List Chair ONLY (not the next conference), no later than 60 days after the conference.

IWC Advisory Council Commitments to IWC Host City Committee

The following are always required:

- The Advisory Council Secretary will provide an updated Roster of the Advisory Council members.
- The IWC Advisory Council Technology Chair will forward the mailing list in May for the June mailing.
- The IWC Advisory Council is available to assist with any concerns with the planning before and during the conference.

Finance, Reporting and Budget

Financial Guidelines

Individuals can make tax deductible donations to International Women's Conference Inc. since it is a tax exempt entity. Therefore, the IWC Host Committee must provide a receipt to any individual that contributes \$250 or more to the conference.

The income and expenses of the conference will be reported on the income tax return filed by International Women's Conference Inc. Therefore, copies of receipts to support the expenses reported on the financial statements must be provided with the final statements. Also, copies of the bank statements must be provided. These records are required to be maintained with the tax returns.

Scanned or electronic copies of the documents are acceptable, or copies of the actual paper receipts should be provided to the Advisory Council Treasurer.

The IWC Host Committee Treasurer should contact the Advisory Council Treasurer right away for important details about opening bank accounts, establishing the conference's non-profit status, EIN number, bulk mailing and IWC accounting procedures

The IWC Host Committee must provide minutes of all monthly planning meetings to the Advisory Council Chair. A financial report of expenses incurred needs to accompany these minutes. Please use the Financial Report form in Appendix D.

Each IWC Host Committee is responsible for conference costs. The IWC Advisory Council may assist in planning, advising, etc., but will not be responsible for any deficit incurred by any conference.

The IWC Host Committee must regularly update the Contingency Plan provided to the IWC Advisory Council Chair and Treasurer. The regular budget should be used.

The IWC Advisory Council approves the registration fee. Pre-conference budgeting is needed to keep the fee both at a minimum and sufficient to meet expenses. A two-tiered registration fee allowing for a greater amount for registrations after January 1st is permitted subject to the approval of the Advisory Council.

The IWC Host Committee must secure a million-dollar liability insurance policy for the conference. The IWC Advisory Council must be named on the policy as additional insured. A copy of this insurance policy is to be given to the Advisory Council Chair.

Refund of registration fees or other monies are strongly encouraged, but is at the discretion on the IWC Host Committee. However, waivers and the cut-off date for refunds needs to be published on the flyer and website.

Each next IWC Host Committee receives seed money in the amount of \$8,000, in order to meet pre-conference bills prior to the receipt of registration fees. A rotating fund has been established for the "Second IWC Host Committee" (2 years out) in the amount of \$2,000 to assist with initial printing and early expenses.

Each IWC Host Committee is required to budget for the following year's Advisory Council operating expenses and will not exceed a maximum of a 20% increase from the current budget. (In 2019 it was \$4,000.)

Dual signatures are required on all checks written by the IWC Host Committee members and they are to be signed in advanced for unspecified amounts, i.e., no blank checks.

During the IWC, the current IWC Host Committee Chair presents the Advisory Council Chair with the following checks:

- \$8,000 for the next year IWC Host Committee (i.e., Payable to the XX IWC)
- \$2,000 for the 'second year out' IWC Host Committee (i.e., Payable to the XX IWC)
- \$4,000 (+20%), as per the Advisory Council budget. (Payable to 'IWC, Inc.')
- \$2000 for the reimbursement of the registration platform costs.
- \$250 - \$500 for the reimbursement of the annual website updates

The IWC Host Committee Chair or Treasurer is expected to complete the final financial report no longer than 60 days after the IWC. The Standard IWC Financial Report form is to be used so that usable information may be supplied to succeeding Committees. This report is to be sent to the Advisory Council Chair and Treasurer.

The IWC Host Committee is required to pay the cost of shipping the IWC Archives back to the IWC Archivist. The costs of shipping will vary depending on the proximity of the Host City to the location of the IWC Archivist and method of used for shipping.

No cash and/or rebates can be accepted by the IWC or the IWC Host Committee, except in cases of standard industry practices. Divisions of rebates, if any, need to be discussed with the IWC Advisory Council Chair and Treasurer.

After the IWC Host Committee expenses are settled and the IWC Advisory Council distribution requirements have been met, the IWC Host Committee will disperse the coverage to AA-related entities only. Suggested distribution: 10% GSO; 30% to Area; and 60% to local Intergroup/Central Office.

Guidelines to the Alcoholics Anonymous General Service Office may be found in the pamphlet "Self-Support: Where Money and Spirituality Mix".

Any remaining Scholarship funds are to be forwarded to the next IWC Host Committee.

Use Microsoft Excel and/or Microsoft Access software programs.

Your IWC Host City Committee and areas of responsibility

Each IWC Host Committee is autonomous and has full responsibility for overseeing the successful planning and execution of a successful conference. You may organize your committees and areas of responsibility in any way that works for your circumstances.

Some conferences have had a two-tiered committee structure, with a “core committee” and “general committee.” In smaller cities, there are generally fewer committee members and it may not make sense to have two different groups.

Send a copy of your organizational structure chart to the IWC Advisory Council Chair.

Printing and Mailing

The mailing list is the property of the IWC Advisory Council. The IWC Advisory Council will release the list to each IWC Host Committee to be used for IWC mailing purposes. In order to protect the integrity of the IWC attendees, under no circumstances is the mailing list to be copied, loaned or sold to any other entities. Requests for the list will be referred to the IWC Advisory Council Technology Chair.

Microsoft Excel is the official software for managing the mailing list of the IWC. DO NOT MERGE the IWC Mailing List with any other database or software.

Since the IWC is an annual special event that moves from state to state and country-to-country, each IWC Host Committee will determine its method of mailing. The U.S. Postal Service may have restrictions for bulk mailing for non-profit organizations. This regulation is interpreted differently in various states and, other countries may have similar laws.

Please check with your community Post Office regarding bulk mailing PRIOR to printing out any flyers or labels. You may need to show the flyer, its return address and indicate the number to be mailed in order to obtain the non-profit rate for mailing.

The IWC Host Committee updates the list each year. In general, names are removed when 'return to sender' occurs and/or not attending for 3 years. Names are added for first-time attendees and whenever change of address occurs.

Program and conference schedule

Requirements for the printed program

- Heart Motif and “The Language of the Heart Will Be Spoken Here”
- List “We Were There” – previous IWC Cities, States, Provinces, Country and Year (see listings on page 68)
- Friday night Regional meetings schedule and locations (see Program/Schedule Booklet paragraph)
- “IWC Advisory Council” description (see Program/Schedule Booklet paragraph)
- Hospitality Room Hours -- It is recommended that Hospitality Rooms be closed during the speaker meetings in order to allow volunteers to attend.
- “Verification on bank statement and/or website printout is your receipt” (may help avoid inquiries)
- Waiver regarding loss of property or injury (may help avoid inquiries)
- Includes statement that “No child care will be provided.”

Program/ scheduling

The specifics of the meetings scheduled is left to the discretion of the IWC Host Committee, however, the following are required:

- The IWC begins on Thursday afternoon and ends on Sunday.
- The Sunday morning program must be planned to end by 11:00 am so that more people may attend this part of the program and still leave in time for homebound transportation(s).
- The Friday schedule must include a one and one-half hour session on “How to Make a Bid” (flex time: between 1:30pm and 4:00 pm.)
- The Saturday schedule must include a two-hour session for “Bid Presentations” (8:00am to 10:00am.)
- The Regional meetings will be held on Friday at a time determined by the Host City and approved by the IWC Advisory Council Chair. No Conference activities will be scheduled to conflict with the Regional meeting time slots.

IWC Advisory Council information, required for the Printed Program

The following paragraphs on this page are to be inserted in the Program/Schedule Booklet that is handed out in the Registration Packets at the conference:

What is the IWC Advisory Council?

Because the IWC occurs in a different location each year, it is necessary to have an IWC Advisory Council to select and facilitate the transfer from one city to the next. This Council has approximately 32 members: 18 are Regional Representatives (2 from each of the six Regions in the USA, 2 from each of the Canadian Regions and 2 International

Representatives); 9 are Alternate Representatives (1 from each Region); Chairs from the last two IWC's, the Current and Past IWC Advisory Council Chairs, and Treasurer. The elected Regional Representatives are the only voting members of the IWC Advisory Council.

Requirements for IWC Advisory Council Membership are:

Five (5) years of continuous sobriety; attendance at three (3) International Women's Conferences; willingness and time to fulfill the obligation of the job and the ability to attend all of the annual IWC Advisory Council Meetings during the IWC for three years (Alternate: one year) are required for IWC Advisory Council members.

How are IWC Advisory Council Members Chosen?

IWC Advisory Council members are elected by those attending the IWC Regional Meetings on Friday. During your particular Regional meeting, you will find out who is rotating out of the Council, whether a voting Representative or an Alternate Representative. If you are willing to serve on the Council, and meet the requirements/criteria for a position, stand and state your qualifications. Our election process uses either the Third Legacy method of voting or the simple majority of voting (by written or raised hand) based on the group conscience of that Region.

How Can I Bring an IWC to my City?

Attend *both* the Friday meeting on "How to Bid to Host an IWC in Your City" located in room number "X" between 1:30-4:00 p.m. (flex time) and on Saturday for the Bid Presentations located in room number "X" from 8:00am-10:00 am. Listen to the Bid Presenters, questions by the IWC Advisory Council members, and questions from the previous IWC Host Committee chairs. Take notes, ask questions and obtain a printed packet of the necessary bid information required from the Bid Chair(s).

Program/ IWC Advisory Council Room Requirements

The following is the schedule of room(s) required for the IWC Advisory Council in your planning:

Wednesday 7:00-9:00 PM - Reception

- IWC Host City Committee hosts a reception for IWC Host City Committee & IWC Advisory Council. Inviting next year's Host City Committee members is strongly encouraged.
- Refreshments are the choice of the IWC Host City Committee, but generally feature coffee, tea, water, and light refreshments
- Purpose of the Reception:
 - It provides an opportunity for IWC Advisory Council to meet and thank the current IWC Host City Committee for their years of service to our Conference.
 - The IWC Advisory Council is available to assist the IWC Host City Committee with any 'last minute' concerns.
 - Bid Packets/Notebooks and Information that were not delivered PRIOR to

Wednesday of the current Conference, may be delivered at the Reception **ONLY** to the IWC Advisory Council Bid Chair(s) or IWC Advisory Council Chair.

- ▶ IWC Advisory Council members can learn the location of the AC meeting room

Thursday 8:00AM-5:00PM - IWC Advisory Council Annual Meeting

The IWC Host City Committee will provide a meeting room for the IWC Advisory Council for the duration of the conference, beginning Thursday morning.

Meeting Room Requirements:

- Accommodate 34 women, set in conference style, with additional seating for 18.
- IWC Host Committee is to provide, at their expense, a Continental Breakfast Thursday only (For example: bagels, croissants, cream cheese, cereal, milk, fresh fruit, yogurt, juices, and butter.)
- Water, coffee, tea and soda, and mid-afternoon snacks/cookies available in the meeting room to be replenished as needed per the IWC Advisory Council Liaison and IWC Advisory Council Chair, at the IWC Host Committee's expense.
- Meeting room must have a locking door and be used solely by the IWC Advisory Council.
- Key for the IWC Advisory Council meeting room must be given to IWC Advisory Council Chair, or call hotel/local contact for locking the room.
- Meeting room must be located a distance from other meeting rooms and any possible outside vendors (they are not encouraged).
- Room should be equipped with easel or dry-erase board and have electrical outlets easily accessible for computers.

Thursday 2:00PM-4:00PM - Information Meeting

- IWC Host Committee Chair and IWC Advisory Council Chair schedule an Information Meeting with the IWC Advisory Council for Thursday afternoon.

Friday 8:00AM-11:00AM - IWC Advisory Council Meeting

- Start time decided by vote

Friday 11:30-1:30 PM - Past & Present IWC Advisory Council Members Luncheon

- The Past IWC Advisory Council Chair and the IWC Host City Committee/IWC Advisory Council Liaison serve as contacts/planners for the luncheon. Attendees pay for their own lunch.

Friday 1:30 to 4:00 PM (Flex Time) "How to Make a Bid for the IWC"

Meeting Room Requirements:

- Seating for 100
- Projector, screen, with computer hook-up

- 4 Chairs (facing the audience) for the IWC Advisory Council
- 2 Microphones, one microphone for the audience and one microphone for the moderator of the meeting.

Friday 3:30PM-5:30 PM (Flex time) - Regional Meetings

Regional Meeting Room Requirements

- Seven (7) individual meeting rooms to hold Regional Meetings that will convene at mutually agreed upon time between the Host City and IWC Advisory Council Chair.
- Attendance for each Region varies considerably. Please take this into consideration when scheduling rooms for the meetings. It is suggested that you check with the previous IWC Host City Committee for details.
- The Canada East, Canada West and International Regional Meetings have been combined into one room.

About the Regional Meetings: They serve three primary purposes:

- 1) To receive suggestions, comments or answer questions about the IWC.
- 2) To conduct elections of the new IWC Advisory Council Representative(s) and/or the Alternate Representative.
- 3) To encourage IWC attendees from each Region to bid on the conference.

Friday 8:00PM

During Speaker meeting

- Introduce IWC Advisory Council Chair for Announcements

Saturday 8:00AM-10:00AM - Bid Presentations

The IWC Host Committee must schedule a room for the Bid Presentation session.

Meeting Room Requirements:

- Seating for 100 people
- Head table that will accommodate 3-4 people with a microphone
- Projector, screen, with computer hook-up

Saturday 10:00 AM

Following final bid presentation, the IWC Advisory Council meeting resumes.

Saturday 8:00 PM

During Speaker meeting

- Announcement of the newly selected IWC Host City Committee by IWC Advisory Council Chair
- IWC Advisory Council Chair introduces the IWC Advisory Council members

Saturday 9:30 PM (approximate)

The IWC Host Committee will provide a meeting room for use immediately after the evening speaker for a meeting of the IWC Advisory Council and Bid Presenters.

Sunday 11:00 AM (approximately)

After Speaker Meeting

Wrap-up Meeting for the following:

- IWC Advisory Council Chair
- IWC Advisory Council Treasurer, and/or IWC Alternate Treasurer
- Current IWC Host City Committee Chair and Co-Chair(s)
- Next IWC Host City Committee Chair and Co-Chair(s)
 - Newly selected IWC Host City Committee (2-year) Chair and Co-Chair(s)
 - IWC Advisory Council members remaining, if possible

“Lessons Learned” will be discussed and noted

Banner given to next IWC Host City Committee

Checks distributed as required (see financial section for more details)

Meeting Room Requirements:

- Seating for 50 people
- 1 Microphone

APPENDICES

Appendix A: Materials for putting together a bid

- Bid Packet Budget form
- Sample bid budget – hotel-based conference
- Sample bid budget – convention-center-based-conference
- Conference site inspection checklist
- Sample IWC Advisory Council 6-Point Voting Worksheet

Appendix B: Details from past conferences

- Registration statistics
- Room blocks
- Room Rates and Meal Prices – historical recap
- Meals Compared to attendance -- historical recap
- Speakers for past conferences
- IWC Host Committee chairs
- Past conference locations

Appendix C: Background Information

- IWC History
- Radio interview
- The Housewife's Secret Sickness
- A.A. Guidelines

Appendix D: Financial Reporting

- IWC Financial Statement, Income, Summary of Expenses Distribution of Balance
- Complete List of Complementary Airline Tickets, Hotel Rooms, and Rental Cars etc.
- Complete List of all donations
- Certification of Expenses and Receipts
- Donation Letter
- Gift Receipt–short form
- Sample quarterly report
- Sample final report

APPENDIX A

Materials for putting together a bid

- Bid Packet Budget Form
- Sample Bid Budget
- Conference site inspection checklist
- Sample IWC Advisory Council 6-point Voting Worksheet

IWC Bid Packet Budget Form

Location:
Hotel:
Date of Conference:

INCOME			
Seed money from Previous Conference			\$10,000
	Number	Amount	Total
Registrations*	2,000	\$40	\$80,000
Less: Bad checks	10	-\$30	(\$300)
Refunds	30	-\$40	(\$1,200)
Scholarships	20	-\$40	(\$800)
Net Registrations			\$77,700
Meal Income			
Friday Dinner			\$0
Saturday Dinner			\$0
Sunday Breakfast			\$0
Total Meal Income			\$0
Raffle Ticket Sales			\$0
Literature Sales			0
Souvenir Item Sales			\$0
Coffee			\$0
Donations for scholarships			0
Tours			0
Other funds collected			0
TOTAL INCOME:			\$87,700

SUMMARY OF EXPENSE	
Facility Costs	\$0
Cost of Sales	\$0
Meals	\$0
Coffee	\$0
Printing	\$0
Mailing	\$0
Event Costs	\$0
Miscellaneous	\$0
Other Operating Costs	\$16,000
Planning Costs	\$0
TOTAL EXPENSE	\$16,000

DISTRIBUTION OF BALANCE	
Balance to be distributed to AA service entities	
Total Income - Total Expense:	\$71,700

TOTAL INCOME	\$87,700
LESS TOTAL EXPENSE	\$16,000
BALANCE	\$71,700

Report Submitted By:
 Approved By:
 Date:

Updated: February, 2018

IWC Bid Packet Budget Form

INCOME DETAILS

SOUVENIR ITEM SALES			
	Number	Price	Total
Item 1			\$0
Item 2			\$0
Item 3			\$0
Item 4			\$0
Total Sales			\$0

SUMMARY OF EXPENSE DETAILS

FACILITY COSTS	
Hotel meeting space (see budget notes)	0
Convention Center	\$0
Convention Center	\$0
Utilities	\$0
\$1M Liability Insurance	\$0
Hotel Audio/Visual	\$0
Tips for Hotel Staff	\$0
Total Facility Costs	\$0

COST OF SALES	
Raffle Prizes/tickets	\$0
Literature	\$0
Souvenir items	
Item 1	\$0
Item 2	\$0
Item 3	\$0
Item 4	\$0
Total Cost of Sales	\$0

MAILING COSTS	
Postage	\$0
Labels	\$0
Total Mailing Costs	\$0

MISCELLANEOUS COSTS	
Badges/registration packets	\$0
Bank charges	\$0
Insurance	\$0
Office supplies	\$0
PO Box rental	\$0
Signage	\$0
Website	\$0
Total Miscellaneous Costs	\$0

MEAL EXPENSE			
	Number	Price	Total
Friday Dinners			
Saturday Dinners			\$0
Sunday Breakfast			\$0
Meal Expense for Sliding Fee Discount			\$0
Service Fee & Tax			\$0
Total Meal Expense			\$0
Gifts/Favors/Decorations			\$0

COFFEE EXPENSE		
Coffee	Gallons @	\$0.00

PRINTING COSTS	
Flyers	\$0
Programs	\$0
Meal tickets	\$0
Copies	\$0
Total Printing Costs	\$0

EVENT COSTS	
Speaker travel	\$0
Speaker rooms, meals, gift baskets	\$0
Entertainment	\$0
ASL Interpreter	\$0
Miscellaneous	0
Total Event Costs	\$0

OTHER OPERATING COSTS	
Advisory Council Operations	\$4,000
Advisory Council conference expense	
Wednesday & Thursday AC food & beverage	
Seed money forwarded	\$10,000
IWC Prudent reserve fund	\$2,000
Total Other Operating Costs	\$16,000

PLANNING COSTS	
Year One & Two Planning Meetings	\$0
Year Two AC Chair Site Visit	\$0
Total Planning Costs	\$0

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Updated: February, 2018

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Updated: November 2019

IWC Bid Packet Budget Form - Notes

Registrations

Advisory Council Operations \$4,000 as required

ASL Interpreter

Hotel Audio Visual

=====

Badges/registration packets

Coffee Income & Expense

Donations

Entertainment

Gifts/Favors for Banquets

Hotel Meeting space

Convention Center rental
if applicable

Total rental costs:

=====
\$0
=====

IWC Bid Packet Budget Form - Notes (continued)

Convention Center
Audio Visual & Labor

\$23,821

Literature Sales

Meals

Friday night
Saturday night
Sunday breakfast
Service Fee & Tax

Other funds collected

IWC Prudent Reserve \$2,000 as required

Raffle

Seed money forwarded \$10,000 as required

Souvenir item sales	We plan to sell:	Cost	Sales Price	Percentage of attendees we hope to sell to
	Item 1			
	Item 2			
	Item 3			
	Item 4			

Speaker travel

Speakers room & meals

Special Insurance \$1M liability insurance, as required

Tips for hotel staff

Tours

Year One & Two Meetings

Year Two Twin Cities Meetings Air travel, food and lodging for 2 nights for Advisory Council Chair to attend Twin Cities site check and planning meetings

IWC Bid Packet Budget Form - Sample

Your City Name Here

Hotel:

Date of Conference:

INCOME			
Seed money from Previous Conference			\$10,000
	Number	Amount	Total
Registrations*	2,000	\$40	\$80,000
Less: Bad checks	10	-\$30	(\$300)
Refunds	30	-\$40	(\$1,200)
Scholarships	20	-\$40	(\$800)
Net Registrations			\$77,700
Meal Income			
Friday Dinner	0	\$55	\$0
Saturday Dinner	1200	\$55	\$66,000
Sunday Breakfast	520	\$36	\$18,720
Total Meal Income			\$84,720
Raffle Ticket Sales			\$1,000
Literature Sales			0
Souvenir Item Sales			\$30,800
Coffee			\$8,000
Donations for scholarships			0 Not requesting
Tours			0 Commercial tour contractors will be used
Other funds collected			0 None
TOTAL INCOME:			\$212,220

SUMMARY OF EXPENSE	
Facility Costs	\$34,337
Cost of Sales	\$20,260
Meals	\$86,229
Coffee	\$7,906
Printing	\$7,100
Mailing	\$7,250
Event Costs	\$5,280
Miscellaneous	\$10,425
Other Operating Costs	\$18,000
Planning Costs	\$3,600
TOTAL EXPENSE	\$200,387

DISTRIBUTION OF BALANCE	
Balance to be distributed to AA service entities	
Total Income - Total Expense:	\$11,833

TOTAL INCOME	\$212,220
LESS TOTAL EXPENSE	\$200,387
BALANCE	\$11,833

Report Submitted By: Your Host City, Treasurer
 Approved By: Your Host City, IWC Host City Chair
 Date:

IWC Bid Packet Budget Form - Sample

INCOME DETAILS

SOUVENIR ITEM SALES			
	Number	Price	Total
Long Sleeve T-shirts	360	\$25	\$9,000
Sweatshirts	360	\$32	\$11,520
Coffee mugs	300	\$10	\$3,000
Travel mugs	560	\$13	\$7,280
Total Sales			\$30,800

SUMMARY OF EXPENSE DETAILS

FACILITY COSTS	
Hotel meeting space (see budget notes)	waived
Convention Center Ballrooms A&B	\$0
Convention Center Audio Visual	\$23,821
Utilities	
\$1M Liability Insurance	\$1,100
Audio/Visual	\$8,616
Tips for Hotel Staff	\$800
Total Facility Costs	\$34,337

MEAL EXPENSE			
	Number	Price	Total
Friday Dinners	N/A		
Saturday Dinners	1200	\$40	\$48,000
Sunday Breakfast	520	\$25	\$13,000
Meal Expense for Sliding Fee Discount			\$61,000
Service Fee & Tax			\$20,069
Total Meal Expense			\$81,069
Gifts/Favors/Decorations			\$5,160

COST OF SALES			
Raffle Prizes/tickets			\$100
Literature			\$0
Souvenir items			
Long Sleeve T-shirts	360	\$15	\$5,400
Sweatshirts	360	\$22	\$7,920
Coffee mugs	300	\$6	\$1,800
Travel mugs	560	\$9	\$5,040
Total Cost of Sales			\$20,260

COFFEE EXPENSE			
Coffee	65 Gallons @	\$121.63	\$7,905.95

PRINTING COSTS	
Flyers	\$3,000
Programs	\$3,500
Meal tickets	\$100
Copies	\$500
Total Printing Costs	\$7,100

MAILING COSTS	
Postage	\$7,000
Labels	\$250
Total Mailing Costs	\$7,250

EVENT COSTS	
Speaker travel	\$1,800
Speaker rooms, meals, gift baskets	\$1,000
Entertainment	\$1,200
ASL Interpreter	\$1,280
Miscellaneous	0
Total Event Costs	\$5,280

MISCELLANEOUS COSTS	
Badges/registration packets	\$8,000
Bank charges	\$200
Insurance	in Facility costs
Office supplies	\$200
PO Box rental	\$225
Signage	\$1,200
Website	\$600
Total Miscellaneous Costs	\$10,425

OTHER OPERATING COSTS	
Advisory Council Operations	\$4,000
Advisory Council conference expense	
Wednesday & Thursday AC food & beverage	\$2,000
Seed money forwarded	\$10,000
IWC Prudent reserve fund	\$2,000
Total Other Operating Costs	\$18,000

PLANNING COSTS	
Year One & Two Planning Meetings	\$2,500
Year Two AC Chair Site Visit	\$1,100
Total Planning Costs	\$3,600

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Updated: February, 2018

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Updated: November 2019

IWC Bid Packet Budget Form - Notes - Sample

Registrations	We have notified the current AC Chair we need approval for the \$40.00 registration fee. We also plan to charge \$45.00 at the door	
Advisory Council Operations	\$4,000 as required	
ASL Interpreter	2 ASL interpreters at \$80 per hour, two hour minimum for 4 speaker meetings	
Audio Visual	Podium microphone pkg:	\$255
	# Rooms for breakout meetings	10
	Days Used (Thurs - Sat)	<u>3</u>
		\$7,650
	Less 20% Discount =	<u>\$1,530</u>
	Net cost	\$6,120
	Plus tax of 7.775%	<u>\$476</u>
		\$6,596
	AV labor setup is \$75 per hour @ 2.5 hours for 10 rooms = \$1,875, plus tax of 7.775% = \$2,020	
Badges/registration packets	For registration badges, pen and small gift, we expect to spend no more \$4.00	
Coffee Income & Expense	Assumes attendees buy two cups at \$2.00 a cup; Coffee is \$90 per gallon from hotel, plus food and beverage fee of 22% plus 10.778% tax = $(90.00 * 1.22 * 1.10778) = \121.63	
Donations	Not seeking	
Entertainment	Not decided yet	
Gifts/Favors for Banquets	Saturday night dinner and Sunday breakfast, we plan to spend no more \$3.00 per banquet meal	
Hilton Meeting space	Cost of meeting space is waived if we meet \$8,000 food and beverage minimum and 80% of our 1,300 room block (25 Wednesday, 250 Thursday, 500 Friday, 500 Saturday, 25 Sunday).	
Convention Center rental costs based on 2018 rates and they will honor 2018 rates for 2019	Ballroom A only - Thursday & Friday speaker meeting	\$8,000
	Ballroom A&B Saturday banquet meeting	\$5,400
	Ballroom A only for Sunday buffet meeting	<u>\$4,000</u>
	Total rental costs:	<u><u>\$17,400</u></u>

Hotel rebate of \$10 per night applies to convention center space and Audio Visual, if used if 1,300 room nights are booked, \$13,000 will be used for offsetting rental costs
 Convention center will also apply food & beverage discount for Saturday and Sunday room rentals based the following sliding fee schedule:

Food & Beverage Purchases:	Base Room Rate*	
\$69,000 and above	No Charge	
\$58,000 - \$68,999	\$1,560	Cost for Sat. & Sun rooms combined based on meal sales
\$47,000 - \$57,999	\$3,120	
\$36,000 - \$46,999	\$4,680	
\$25,000 - \$35,999	\$6,240	
\$14,000 - \$24,999	\$7,800	
Below \$14,000	\$9,400	

*Tax and service charges not included when calculating discount.

Estimated cost for space = \$8,000 + \$1,560 - \$13,000 hotel rebate = (\$3,440)

IWC Bid Packet Budget Form - Notes - Sample

Convention Center	Audio, lighting, video and stage equipment (big screens Fri & Sat only)	\$15,330
Audio Visual & Labor	Tax on equipment @ ----- 7.78%	\$1,192
	Labor for Thursday through Sunday	\$7,299
	Total Convention Center AV & Labor	<u>\$23,821</u>
Literature Sales	We plan to invite our local Intergroup offices to sell literature	
Meals	No Friday dinner is planned	
Friday night	Assume 60% will attend	
Saturday night	Assume 26% will attend	
Sunday breakfast		
Service Fee & Tax	The convention center charges a 20% service fee and tax of 10.75% on the service fee which will be included in the price we will charge (Saturday banquet assumes a meal price of \$40.00 and Sunday breakfast assumes \$25, with service charge & tax prices are \$53.16 and \$33.23)	
Other funds collected	None	
IWC Prudent Reserve	\$2,000 as required	
Raffle	We anticipate spending no more than \$100 on raffle related expenses We hope to sell 1000 tickets at \$1.00 each	
Seed money forwarded	\$10,000 as required	
Souvenir item sales	We plan to sell:	Cost Sales Price Percentage of attendees we hope to sell to
	LS T-Shirt	\$15 \$25 18%
	Sweatshirt	\$22 \$32 18%
	Coffee mugs	\$6 \$10 15%
	Travel mugs	\$9 \$13 28%
Speaker travel	Travel for two speakers	
Speakers room & meals	Room and meals for two speakers for 3 nights	
Special Insurance	\$1M liability insurance, as required	
Tips for hotel staff	\$600 - \$800 depending upon registration	
Tours	Will use commercial tour contractors	
Year One & Two Meetings	Cost for space rental for Core & Executive Committee Planning Meetings	
Year Two Twin Cities Meetings	Air travel, food and lodging for 2 nights for Advisory Council Chair to attend Twin Cities site check and planning meetings	

Conference site inspection checklist

The hotel should be a first-class facility, in an appropriate and safe location. It does not need to be a luxury type accommodation.

Accommodations

Is the hotel willing to commit to a room block of at least 500 rooms per night?

- Do they require minimum food and beverage orders?
- What is their attrition rate?

How many rooms, not including suites, are available for your conference?

Single (one full sized bed)

Double (one queen, king or two

twins) Quad (two queens)

Room rates by type, occupancy or Flat rate for all rooms

Single (one full sized bed)

Double (one queen, king or two

twins) Quad (two queens)

Number of rooms that are handicap accessible?

Does each room have:

- A radio?
- Cable TV.?
- Closed circuit TV?
- Complimentary coffee and coffee maker?
- Voice mail/data port?
- Free WIFI?
- Hair dryer?
- Irons and ironing board?
- Is express check-out available?
- Video check-out?

Are rooms in good condition? Comfortable? Fresh smelling?

How many rooms are designated non-smoking?

Does the hotel offer VIP accommodations?

Hotel Services

What is the per gallon coffee price?

Does the hotel have a parking garage? Parking lot?

What is the rate?

Number of available spaces?

Does the hotel have an audiovisual equipment manager?

Is room service available? How late?

Does the hotel have a:

- Business center?
- Fitness center?
- Swimming pool?
- Jogging path?
- Are coffee/gift shops on site?
 - Average prices?

Facilities and Design

Are hallways and lobby areas neat, clean, spacious, and safe?

Is there an area to comfortably handle conference registration?

Can you hang banners or welcoming signs in public areas?

Are there enough elevators and stairways to comfortably move conferees?

Are all areas accessible to the handicapped?

Is the temperature in public areas comfortable?

Are all areas well lit? Fresh smelling? Are noise levels acceptable?

Meeting Rooms

Number of breakout rooms available to you (not including ballroom)?

What is the total capacity of the breakout rooms? Can they accommodate approximately 2,000 attendees?

Collect data on each room:

ROOM NAME	CAPACITY (THEATRE STYLE)	MIGHT BE USED FOR

Pens/pencils and notepads for participants?

Speakers' podium?

Microphone?

In-room water station?

Are temperature controls within the room?

Are signs outside the room attached to the door? Walls? Easel?

Banquet Room/Ballroom

Room Capacity (theatre style)?

- Can the ballroom hold up to 2,000 attendees?

Can the Banquet room host at least 1,000 participants?

Are they willing to customize their menu to IWC needs?

Does the room have a sound system?

- How is it controlled?
- Is there an extra charge for podium?
- Microphone?

What type of lighting does the room have?

- How is it controlled?
- Can a banner be hung or attached to walls?
- Does the room have audiovisual screens?
 - How many?

Other Considerations

- Are they willing to agree to a Force Majeure clause?
- What are the minimum revenue requirements and timeline?
- Does the hotel overbook?
- Is the hotel willing to guarantee that no major conference will be in attendance simultaneously and that no outside vendors will be allowed to function near the conference activities?
- Are all major credit cards accepted?
- Are guests provided with free transportation to any local attractions?
- Are service charges, gratuities, or sales tax added to food and beverage prices?

- Does the facility offer complimentary coffee, breakfast, or evening hors d'oeuvres?
- What additional charges can be expected for items such as table set ups, maintenance/electrical assistance?
- Can room rates or menu prices be guaranteed?
- Are there any plans for remodeling, construction, management changes?

THE 6-POINT CRITERIA USED to ANALYZE BID PACKETS

Explanation of Purpose for the 6-Point Criteria

When there are multiple cities bidding to host the conference, it can be difficult to sort all the aspects of the Bid Packets, especially considering the limited time available for the evaluation. First and foremost, it is important to determine that the bidding cities have satisfied the Bid Packet requirements.

Once the qualified cities have been determined, *the Advisory Council uses a methodology to simplify and quantify the various components contained in the Bid Packets presented by the bidding cities. [This was established in 2003 in Seattle, WA by the Advisory Council to create a fair and equitable decision mechanism, thus eliminating favoritism. The voting is established in six (6) points / areas of responsibility for the conference. (See sample pages of Geographical Diversity and the 6 points for Cities A-B-C-D)]*

The six (6) areas (shown on the next page) are identified as being most important to the success of the conference for the Host City. They are presented in alphabetical order because each is treated with equal importance in the evaluation process.

The subtopics are intended to offer general descriptions/concepts about each of the six areas, and are by no means complete or absolute. The resulting matrix enables individual Advisory Council members to score the criteria of the components of Bid Packets in a factual and objective manner.

At the Advisory Council meeting the Bid Packets and criteria will be evaluated and discussed one at a time. The comments are focused only on the strengths and weaknesses of the Host City regarding the topic of each of the 6 Points at hand. The AC voting members will fill out the worksheets using a ranking order based on the number of cities bidding. For example: If there are 4 cities bidding, each aspect of the criteria is ranked 1 to 4, with 1 being the highest score and 4 being the lowest score. Each column is totaled by this method, and the totals are then ranked highest to lowest to determine how the AC member votes for the general consensus. (A sample completed worksheet is attached for reference.)

Itemization of the Criteria in Analyzing the Bid Packets

Airport

1. Distance from the conference facility
2. Cost of shuttle service
3. Choice of airlines serving the Host City
4. General cost of flying to the Host City
5. Ease of reaching the Host City from other areas of the country

Conference Committee

1. Experience attending previous IWCs
2. Experience hosting other AA conferences
3. Quality of letters of support from local women's groups
4. Degree of balance and diversity in the Host City core committee as it reflects the local AA community
5. Experience of Host City committee members in AA Traditions and AA service work

Facility/Hotel Contracts

1. Convenience of Host City hotel location to meeting rooms
2. Room night commitments
3. Food/beverage commitments
4. Banquet seating requirements - capacity for 1000 women for dinner
5. Possibility to expand hotel or meeting room space
6. Quality and diversity of meeting room styles

Financial Statements

1. Level of detail presented - does it demonstrate an awareness of fiscal responsibility
2. Strength of contingency plan
3. Budgets based on variable attendance levels
4. Plans for disbursing funds following the conference

Host City Location/Other

1. Unique aspects of the Host City
2. General impressions of the bidding city
3. Other attractions nearby the Host City hotel
4. Availability of other food choices in the area, hours open, low cost options
5. Ability of bidding city to put on a good IWC for women in Alcoholics Anonymous

Geographical Diversity

1. Climate
2. Regional Diversity
3. First time in a New City

6 Point Criteria Table

This is an example of how the Advisory Council group voting of each category results in Host City B receiving the bid for the next IWC. This particular example is based on 12 members voting under each city; the number of 1st, 2nd, 3rd and 4th place votes must total 12 (i.e., Host City A for Airport 6+2+2+2=12).

The number of votes under each placement must total 12 (i.e., Airport = Host City A has 6 - 1st place votes, Host City B has 3 - 1st place votes, Host City C has 2 - 1st place votes and Host City D has 1 - 1st place vote equaling a total of 12 votes). Then, the number in the total column is derived by applying a multiplier to each number of votes in the placement column. The total of 24 in the Host City A - Airport column is the result of adding $6 \times 1 + 2 \times 2 + 2 \times 3 + 2 \times 4 = 24$. Then the final score for the host city is derived by adding the six totals from each category. The final total for City A, for example, is $24 + 39 + 25 + 32 + 34 + 26 = 180$.

	HOST CITY 'A'					** HOST CITY 'B'					HOST CITY 'C'					HOST CITY 'D'				
	TOTAL	1st	2nd	3rd	4th	TOTAL	1st	2nd	3rd	4th	TOTAL	1st	2nd	3rd	4th	TOTAL	1st	2nd	3rd	4th
AIRPORT FACILITY	24	6	2	2	2	29	3	4	2	3	35	2	2	3	5	32	1	4	5	2
COMMITTEE	39	0	3	3	6	10	7	3	2	0	30	3	3	3	3	32	2	3	4	3
HOTEL CONTRACTS	25	4	5	1	2	28	4	3	2	3	28	3	2	7	0	39	1	2	2	7
FINANCIAL	32	2	3	4	3	30	3	3	3	3	19	7	3	2	0	39	0	3	3	6
GEOGRAPHICAL	34	1	4	3	4	24	6	2	2	2	29	3	5	0	4	33	2	1	7	2
LOCATION/ OTHER	26	3	6	1	2	26	4	4	2	2	28	5	1	3	3	40	0	1	6	5
TOTALS	180					156					169					215				
VOTE RANKING	3rd					1st					2nd					4th				

APPENDIX B

PAST CONFERENCE STATISTICS

The following charts are intended to provide valuable information to assist a Host City in planning for banquets, tour capacities and purchases of souvenir items.

One of the biggest challenges in hosting the IWC is the difficulty in projecting the final totals for the different categories when the quantities change dramatically in the final weeks before the event.

This information can also be used to project revenue flows from the various categories of conference sales to help the Host City meet operating expenses incurred during the months leading up to the event.

- 1.** Registration Statistics
- 2.** Room Blocks
- 3.** Room Rates and Meal Prices – historical recap
- 4.** Meals Compared to Attendance – historical recap
- 5.** Speakers for Past Conferences
- 6.** Host City Committee Chairs
- 7.** Past Conference Locations

Registration Statistics

2021 Charlotte, NC – IWC 57

	2020	Oct 2020	Jan 10, 2021	Jan 25, 2021	Final
Registrations					
Friday Dinner					
Saturday Dinner					
Sunday Brunch					
Tours					
Tee Shirt					
Hoodies					
Coffee Mug					
Cap					

2020 Indianapolis, Indiana – IWC 56

	2019	Oct 2019	Jan 10, 2020	Jan 25, 2020	Final
Registrations					
Friday Dinner					
Saturday Dinner					
Sunday Brunch					
Tours					
Tee Shirt					
Hoodies					
Coffee Mug					
Cap					

2019 Los Angeles, California – IWC 55

	2018	Oct 2018	Jan 10, 2019	Jan 27, 2019	Final
Registrations		2427		3899	4097
Friday Dinner					
Saturday Dinner		1333		1646	
Sunday Brunch		702		967	
Fri Ice Cream		585		720	
Tours (All)				587	
Tee Shirt		371		514	
Hoodies		226		332	
Coffee Mug		243		324	
Cap		61		74	
Journal		141		209	

2018 Phoenix, Arizona – IWC 54

	2017	Oct 2017	Jan 10, 2018	Jan 25, 2018	Final
Registrations					3642
Friday Dinner					1580
Saturday Dinner					1710
Sunday Brunch					1375
Tours					
Tours					
Short Sleeve Tee					575
Long Sleeve Tee					415
Mug					1451
Totes					175
Cookbooks					216

2017 Cleveland, Ohio – IWC 53

	2016	Oct 2016	Jan 10, 2017	Jan 25, 2017	Final
Registrations					1867
Friday Dinner					365
Saturday Dinner					615
Sunday Brunch					400
Tours					
Tee Shirt					110
Hoodies					98
Coffee Cup					136
Totes					41

2016 Norfolk, Virginia – IWC 52

	2015	Oct 2015	Jan 10, 2016	Jan 25, 2016	Final
Registrations					1386
Friday Dinner					
Saturday Dinner					
Sunday Brunch					
Tours					
Tours					
Tours					
Souvenir					
Souvenir					
Souvenir					

2015 Palm Springs, California – IWC 51

	2014	Oct 2014	Jan 10, 2015	Jan 25, 2015	Final
Registrations					2530
Friday Dinner					
Saturday Dinner					1004
Sunday Brunch					504
Tours					
Tours					
Tee Shirts					458
Coffee Cup					288
Tumbler					100
Journals					200

2014 Honolulu, Hawaii – IWC 50

	2013	Oct 2013	Jan 10, 2014	Jan 25, 2014	Final
Registrations					2235
Friday Dinner					436
Saturday Dinner					765
Sunday Brunch					411
Tee Shirts					507
Long Sleeve Tee					230
Coffee Cup					407
Cap					127
Visor					117

2010 Orlando, Florida - IWC 46

	2009	Oct 2009	Jan 10, 2010	Jan 25, 2010	Final
Registrations					1999
Friday Dinner					402
Saturday Dinner					779
Sunday Brunch					410
Tee Shirts					303
Tank Tops					124
Denim Shirt					193
Mugs					307
Travel Mug					199

2009 Salt Lake City, Utah - IWC 45

	2008	Oct 2008	Jan 10, 2009	Jan 25, 2009	Final
Registrations					1468
Friday Dinner					376
Saturday Dinner					685
Sunday Brunch					420
Tee Shirts					136
Sweatshirts					132
Mugs					216
Travel Mug					118
Tote Bag					84

2008 Portland, Oregon - IWC 44

	2007	12-31-07	Jan 10, 2008	Feb 01, 2008	Final
Registrations		2265	2372	2438	3855
Saturday Dinner		1413	1474	1505	1600
Sunday Bfast		1077	1119	1146	1300
Tour Pearl Dist		50	53	53	55
Tour Pittock Man		38	54	43	55
Tour Cannon Beac		36	38	39	55
Tour Columbia Gorge		47	52	50	55
Long Sleeve Tee		243	258	270	270
Sweatshirts		313	335	345	345
Mugs		436	464	487	487
Badge Holders		215	220	225	225
Tote Bag		105	111	114	114

2007 Detroit, Michigan - IWC 43

	2006	Oct 2006	Jan 10, 2007	Feb 1, 2007	Final
Registrations			1150	1210	1743
Friday Dinner			284	294	326
Saturday Dinner			584	607	782
Sunday Brunch			377	396	475
Airport Shuttle			93	97	97
Art Institute Tour			30	31	31
Detroit Tour			70	72	75
Great Lakes Tour			17	18	18
SS Tee Shirts			182	187	325

Sweatshirts			97	104	234
Mugs			222	231	231
Journals			7	7	100

2006 Minneapolis/St. Paul, Minnesota - IWC 42

	2005	Dec. 21, 2005	Jan 11, 2006	Feb 1, 2006	Final
Registrations	360	776	1199	1287	2073
Friday Dinner					
Saturday Dinner	210	554	837	897	1218
Sunday Brunch	154	232	474	512	529
Twin Cities Tour		10	12	15	29
Arts Tour		14	15	23	22
St. Paul Tour		3	8	18	39
Hazelden Tour		24	41	79	112
Journal/Pen	26	57	74	75	78
LS Tee Shirts	52	113	160	169	256
Sweatshirts	30	85	124	129	180
Mugs	71	162	230	246	272

2005 Las Vegas, Nevada - IWC 41

	June, 2004	Dec., 2004	Jan 1, 2005	Feb., 2005	Final
Registrations	449	1816	2323	3598	3699
Friday Dinner	164	470	950	950	950
Saturday Dinner	238	1600	1600 (max)	1600 (max)	1600
Sunday Brunch	212	737	812	1000	1000
Hoover Dam Tour	11	62	69		103
Red Rocks Tour	10	57	64		100
Secret Garden	10	63	67		90

SS Tee Shirts	50	195	205	294	468
LS Tee Shirts	51	192	202	310	468
Sweatshirts	33	146	153	216	312
Mugs	72	350	376	524	620
Badge Holder	87	240	251	342	380
Tote Bag	37	169	182	265	280

2004 Buffalo, New York - IWC 40

	June, 2003	Dec., 2003	Jan. 1, 2004	Feb 17, 2004	Final
Registrations	301	802	1019	1314	1524
Friday Dinner	108	282	360	406	496
Saturday Dinner	183	479	615	790	830
Sunday Brunch	114	289	381	499	550
Shopping Tour	58	117	140	180	180
Casino Tour	11	48	58	74	74
Buffalo Tour	18	29	33	44	44
Mugs	65	160	213	278	500
LS Tee Shirts	58	149	193	265	500
Sweatshirts	60	141	174	281	500

2003 Seattle, Washington - IWC 39

	June, 2002	Nov. 11, 2002	Dec. 29, 2002	Jan. 25, 2003	Final
Registrations	580	980	1442	2340	2630
Friday Dinner	125	309	494	715	851
Saturday Dinner	218	478	742	950 (max)	950
Sunday Brunch	174	419	672	900 (max)	900

Tacoma Tour	21	55	89	117	142
Bellevue Tour	3	13	23	32	42
Seattle Tour	32	80	131	188	199
Mugs	99	217	307	429	902
Tee Shirts	92	218	326	452	843
Fanny Packs	25	45	60	79	146

2002 Denver, Colorado - IWC 38

	June, 2001	Oct. 1, 2001	Jan. 10, 2002	Jan. 25, 2002	Final
Registrations	370	600	1040	1350	2200
Friday Dinner					
Saturday Dinner	113	270	631	650	900
Sunday Brunch	85	200	364	410	500
Ski/Mtn Trips	9	21	62	88	91
City Tours	4	19	43	53	75
Casino Tours	11	22	72	96	110
Mugs	42	93	169	201	720
Tee Shirts	37	83	184	221	522
Sweatshirts	28	74	138	190	309

Contractual Room Blocks

	2019 Los Angeles, CA	2018 Phoenix, AZ	2017 Cleveland, OH	2016 Norfolk, VA
Attendance	4097	3642	1867	1386
Monday	50	5		
Tuesday	50	32		
Wednesday	300	178	75	
Thursday	600	526	400	
Friday	700	609	400	
Saturday	700	619	400	
Sunday		78	25	
Monday		5		
Tuesday				
Wednesday				

	2015 Palm Springs, CA	2014 Honolulu, HI	2009 Salt Lake City, UT	2008 Portland, OR
Attendance	2530	2235	1468	
Monday			12	1
Tuesday			31	20
Wednesday			43	126
Thursday			321	393
Friday			428	458
Saturday			453	461
Sunday			35	90
Monday				12
Tuesday				

Wednesday				
	2007 Detroit, MI	2006 Minneapolis/ St. Paul, MN	2005 Las Vegas, NV	2004 Buffalo, NY
Attendance	1550	2073	3699	1524
Monday		5		30
Tuesday		25		95
Wednesday	70	120		500
Thursday	275	505	350	775
Friday	550	660	650	775
Saturday	550	660	500	775
Sunday	40	55		400
Monday				105
Tuesday				
Wednesday				

Room Rates and Meal Prices – Historical Recap

		\$ Room Rates	\$ Room Rates	\$ Dinner	\$ Dinner	\$ Breakfast
Year	City/Hotel	Single/ Dbl	Triple/ Quad	Friday	Saturday	Sunday
1975	Minneapolis/ Leamington	15.00-20.00	22.00		7.50	3.50
1976	San Antonio/ El Tropicano					
1977	Chicago/Sheraton	24.00	28.00		16.50	11.00
1978	Cleveland/Holiday Inn		25.00	25.00	16.50	13.00
1979	Denver/Marriott	28.00		32.00		
1980	New York/Roosevelt	46.00	54.00		27.55	19.25
1981	Costa Mesa/So Coast Plaza	44.00	44.00	13.50	17.50	5.00
1982	Oklahoma City/Lincoln Plaza	42.00-55.00	75.00	11.50	13.00	3.50
1983	Phoenix/Hilton	55.00	60.00	14.00	16.00	5.50
1984	Atlanta/Marriott	50.00-58.00	58.00-64.00	12.00	12.00	7.00
1985	Denver/Marriott	59.00	59.00-69.00	15.00	15.00	5.00
1986	Philadelphia/Centre*	45.00	45.00			
1987	Albuquerque/Marriott	49.00	68.00	15.00	20.00	8.00
1988	Dallas/Sheraton	69.00	82.00	18.00	18.00	11.00
1989	Kansas City/Hyatt	68.00	78.00	16.50	18.00	9.00
1990	Minneapolis/Marriott	72.80	86.24			
1991	Orlando/Twin Towers	70.00	70.00	17.00	19.00	9.00
1992	Reno/Bally's	70.00	80.00-90.00	25.00	25.00	10.00
1993	Vancouver/Hyatt	109.00 CAD	119.00 CAD	31.00 CAD	31.00 CAD	17.00 CAD
1994	New York/Marriott	110.00	125.00		60.00	35.00
1995	Omaha/Holiday Inn	71.36	82.51 Poolside	18.00	20.00	8.50

		\$ Room Rates	\$ Room Rates	\$ Dinner	\$ Dinner	\$ Breakfast
Year	City/Hotel	Single/Double	Triple/Quad	Friday	Saturday	Sunday
1996	Salt Lake City/Marriott	95.00	95.00	28.00	30.00	18.00
1997	Chicago/Downtown Marriott	107.00	107.00	36.00	38.00	18.00
1998	Cleveland/The Renaissance	115.00-125.00	115.00-125.00	30.00	35.00	16.00
1999	San Jose/Fairmont	99.00-138.00	109.00-138.00	35.00	45.00	20.00
2000	Atlanta/Sheraton Gateway			25.00	35.00	18.00
2001	Honolulu/Ala Moana	95.00-120.00	+25.00/person	30.00	36.00	19.00
2002	Denver/Adams Mark	99.00	119.00		38.00	22.00
2003	Seattle/Double Tree	105.00	105.00	39.00	39.00	22.00
2004	Buffalo/Hyatt	95.00	95.00	32.00	38.00	24.00
2005	Las Vegas/Riviera	99.00	99.00	38.00	40.00	23.00
2006	Minneapolis/Marriott	99.00	99.00	N/A	38.00	20.00
2007	Detroit/Marriott	107.00	+20.00/person	35.00	42.00	25.00
2008	Portland/Doubletree	109.00	109.00	N/A	42.00	27.00
2009	Salt Lake City/Marriott	129.00	129.00	35.00	42.00	27.00
2010	Orlando					
2011	Anchorage/Hilton/Westmark	95.00	109.00	N/A	48.00	28.00
2012						
2013	Reno					
2014	Honolulu					
2015	Palm Springs					
2016	Norfolk/	109.00	109.00			

2017	Cleveland/The Renaissance	139.00	139.00			
2018	Phoenix/Grand Sheraton	199.00	199.00	60.00	75.00	40.00 or 160.00
2019	Los Angeles/The Westin	199.00	199.00	10.00 Ice Cream	75.00	65.00
2020	Indianapolis/JW Marriott	179.00	179.00	65.00	75.00	45.00 or 175.00
2021	Charlotte/Westin	179.00	179.00			
2022						
2023						
2024						

Meals Compared to Attendance – historical recap

Year	City/Hotel	Total Attendance	Friday #	Dinner %	Saturday #	Dinner %	Sunday #	Breakfast %
1975	Minneapolis/Leamington	422						
1976	San Antonio/El Tropicano	243						
1977	Chicago/Sheraton	503			460	91		
1978	Cleveland/Holiday Inn	530			462	87	352	66
1979	Denver/Marriott	648			254	39	208	32
1980	New York/Roosevelt	345						
1981	Costa Mesa/So Coast Plaza	1328	481	36	843	63	466	35
1982	Oklahoma City/Lincoln Plaza	763	400	52	550	72	320	42
1983	Phoenix/Hilton	1525	823	54	353	62	688	45
1984	Atlanta/Marriott	1063						
1985	Denver/Marriott	1763						
1986	Philadelphia/Centre*	1020						

1987	Albuquerque/Marriott	1422	551	39	582	60	652	46
1988	Dallas/Hyatt Regency	1525	712	47	735	48	589	39
1989	KansasCity/Hyatt	1505	580	39	850	56	630	42
1990	Minneapolis/Marriott	1679	300	18	700	42	400	24
1991	Orlando/Twin Towers	1808	550	30	850	47	456	25
1992	Reno/Bally's	1637	440	27	811		640	39
1993	Vancouver/Hyatt	1370						
1994	NewYork/Marriott	1309			360	28	215	16
1995	Omaha/Holiday Inn	1080						

Year	City/Hotel	Total Attendance	Friday #	Dinner %	Saturday #	Dinner %	Sunday #	Breakfast %
1996	Salt Lake City/Marriott	1327	470	35	700	53	480	36
1997	Chicago/Downtown Marriott	2431						
1998	Cleveland/The Renaissance	2407	480	20	907	38	560	23
1999	San Jose/Fairmont	3152	535	17	947	30	480	15
2000	Atlanta/Sheraton Gateway							
2001	Honolulu/Ala Moana	2165	556	26	1012	47	732	34
2002	Denver/Adams Mark	2200			900	41	500	23
2003	Seattle/Double Tree	2630	851	39	950	43	950	43
2004	Buffalo/Hyatt	1524	496	33	830	54	550	36
2005	Las Vegas/Riviera	3699	950	26	1600	43	1000	27
2006	Minneapolis/Marriott	2073			1218	59	527	25
2007	Detroit/Marriott							
2008	Portland/Doubletree				1660		1400	

2009	Salt Lake City/Marriott	1468	376	26	685	47	420	29
2010	Orlando	1999	402		779		410	
2011	Anchorage/Hilton/ Westmark	913			417	45	321	35
2012	Washington DC							
2013	Reno							
2014	Honolulu	2235	436	20	765	34	411	18
2015	Palm Springs	2530			1004	40	504	20
2016	Norfolk	1386						
2017	Cleveland/The Renaissance	1867	365	20	615	33	400	21
2018	Phoenix	3642	1580		1710		1375	
2019	Los Angeles/The Westin							
2020	Indianapolis/JW Marriott							
2021	Charlotte/The Westin							
2022								

Speakers for Past Conferences

1971 WICHITA, KA - NAAWC 7	1972 OKLAHOMA, OK - NAAWC 8
Leila McG., Woodward, OK	Willie B., Houston, TX
Marquerite C., Houston, TX	Kitty H., Phoenix AZ
Dorothy L., Tulsa, OK	Cora Louise Belford, GSO, NY
1973 LITTLE ROCK, AR - NAAWC 9	1974 DES MOINES, IA - NAAWC 10
Katherine P., Camden, AR	Ruby D., Shawnee, KS
Waneta New, GSO, NY	Laura Lenoir, Chicago, IL
Mary Reeler, Mabelvale, AK	Venita C., Oklahoma City, OK
	Eleanor T., Cedar Rapid, IA
1975 MINNEAPOLIS, MN - NAAWC 11	1976 SAN ANTONIO, TX - NAAWC 12
Margaret F., Brooklyn Center, MN	Gerro O., San Antonio, TX
Margaret Dunto, Ashburnham, MA	Eve Marsh, Ft. Lauderdale, FL
Marian Fench, Superior, WI	Marguerite C., Houston, TX
1977 CHICAGO, IL - NAAWC 13	1978 CLEVELAND, OH - NAAWC 14
Neva C., Charleston, IL	Frances L., Warrenville, OH
Betty Younger, Raleigh, NC	Mar5 C., New Harmord, NY
Catherine Mutke, Chicago, IL	Beth Gordon, Brecksville, OH
Dorothy Lamb, Riverside, IL	Dr. Mary Love, Florida
Laura Lenoir, Chicago, IL	
1979 DENVER, CO - NAAWC 15	1980 NEW YORK - NAAWC 16
Dr. Pam L., Colorado	Philomena Rice, Wichita, KS
Muriel Z., California	Marybeth P., Arizona
Annette Costello, Cleveland, OH	Cora Louise Belford, GSO, NY
1981 COSTA MESA, CA - NAAWC 17	1982 OKLAHOMA CITY, OK - NAAWC 18

Tina LeM, Beverly Hills, CA	Dottie M., Lakewood, CA
JoJo S., Los Angeles, CA	Phyllis M., GSO, NY
Jean B., Pacific Palisades, CA	Mary Ann Huntington, Duluth, MN
Patti O., Dana Point, CA	
Willie B., Spring, TX	

1983 PHOENIX, AZ - NAAWC 19	1984 ATLANTA, GA - NAAWC 20
Marilou S., Phoenix, AZ	Jean C., Dallas, TX
Heather C., Winnipeg, Canada	Margo L., NSW, Australia
Pam McNair, Chicago, IL	LaFoye S., Atlanta, GA
Holly Martin, Ann Arbor, MI	Margaret P., Columbia, SC
1985 DENVER, CO - NAAWC 21	1986 PHILADELPHIA, PA - NAAWC 22
Jackie L., Bozeman, MT	Marie Lucas, Hilton Head, SC
Jannie G., Midland TX	Louise A., Memphis, TN
Betty F., Beaver Creek, CO	Patricia W., Elberon, NJ
Johanna Z., Costa Mesa, CA	
Cheri T., Denver, CO	
Dottie S., Hollywood, CA	1988 DALLAS, TX - NAAWC 24
1987 ALBUQUERQUE, NM-NAAWC 23	Dottie D., Dallas, TX
Louise R., Las Vegas, NV	Val S., Highland Park, TX
Martha W., Houston, TX	Mary B., Garland, TX
Sister Bea, Brea, CA	Vivian H., Dallas, TX
	Renee B., Dallas, TX
1989 KANSAS CITY, MO-NAAWC 25	1990 MINNEAPOLIS/ST. PAUL, MN - NAAWC26
<i>(Silver Anniversary Year)</i>	Marge Reed, Minneapolis, MN
Millie S., Kansas City, MO	Deb Halvorson, Minneapolis, MN
Kay T., Edwardsville, IL	Sharon Becker, Los Angeles, CA
Wilma W., Omaha, NE	Marie Stinner, Philadelphia, PA
Yvonne N., Arcadia, OK	Beth Gordon, Breckville, OH
1991 ORLANDO, FL - IAAWC 27	1992 RENO, NV - IAAWC 28
Harriet R., Miami, FL	Marie E., Myrtle Beach, SC

Clara S., Los Angeles, CA	Angie D., Blythe, CA
Ruth J., Las Vegas, NV	Cricket R., Fort Worth, TX
Karen T., Chicago, IL	Liz B., Hollis, NY
1993 VANCOUVER, BC - IAAWC 29	1994 NEW YORK, NY - IAAWC 30
Connie M., White Rock, British Columbia	Rose C., Bronx, NY
Julie M., Winnipeg, Manitoba	Eileen B., Bronxville, NY
Mildred F., Aurora, Ontario	Evelyn T., Washington D.C.
Edna O., Vancouver, British Columbia	Fatheema A.M., Long Island, NY
1995 OMAHA, NE - IAAWC 31	1996 SALT LAKE CITY, UT - IAAWC 32
Edith P., Omaha, NE	Patty W., Ogden, UT
Polly P., Cypress, CA	Cahuenga B., Hollywood CA
Pat Y., Pasadena, CA	Patty L., Chicago, IL
Peg M., Bellevue, NE	Sister Maurice, Bronx, NY
1997 CHICAGO, IL– IAAWC 33	1998 CLEVELAND, OH – IAAWC 34
Helen T., Fort Lauderdale, FL	Ruth S., Beachwood, OH
Dorothy H., Stoney Brook, NY	Sharon J., Columbus, OH
Lila R., Santa Monica, CA	Maise W., Omaha, NE
JoAnne W., Tampa, FL	Millie L., Las Vegas, NV
	Michael E., Evans, GA
1999 SAN JOSE, CA – IAAWC 35	2000 ATLANTA, GA - IAAWC 36
Cathy W., Chicago, IL	Kay S., Studio City, CA
Ruth O., Toms River, NJ	Mary M., Los Angeles, CA
Wandie J., San Jose, CA	Sheila A., Norman, OK
Norma M., West Los Angeles, CA	Patti O., Laguna Niguel, CA
Francine W., Mill Valley, CA	Virginia T., Jacksonville, FL
Lila R., Santa Monica, CA	
2001 HONOLULU, HI – IAAWC 37	2002 DENVER, CO – IAAWC 38
Sarah-Anna L., Waianae, Oahu, HI	Cookie S., Plymouth, MN
Debi R., Kailua-Kona, HI	Avery S., Atlanta, GA

Chrissy P., Haleiwa, Oahu, HI	Camille F., Oberlin, OH
Tanya E., Wailuku, Maui, HI	Adrienne B., New York, NY
Delilah B., Cleveland, OH	
Nancy N., Tujunga, CA	
Margaret M., Phoenix, AZ	
2003 SEATTLE, WA – IAAWC 39	2004 BUFFALO, NY – IAAWC 40
Joyce W., Seattle, WA	Mildred F., New York, Ontario, Canada
Donna E., Bermuda Dunes, CA	Eliot L., Buffalo, NY
Sherrie R., Fort Worth, TX	Riley K., Tiller, OR
Nancy D., Clackamas, OR	Pat S., Henrietta, NY
2005 LAS VEGAS, NV – IAAWC 41	2006 MINNEAPOLIS/ST. PAUL, MN – IAAWC 42
Gemma L., Las Vegas, NV	Sarah S., Minneapolis, MN
Minnie M., Las Vegas, NV	Brenda L., Minnetonka, MN
Fran G., Big Bear Lake, CA	Judy L., Boulder, CO
Toni T., Honolulu, HI	Margretta S., New York, NY
	Carolyn B., Mendota Heights, MN
2007 DETORIT, MI – IWC 43	2008 PORTLAND, OR – IWC 44
Debra S., White Lake, MI	Deena C., Beaverton, OR
Sheila B., Hong Kong, China	Micki B., Tyler, TX
Annemarie M., Taunton, MA	Gloria V., El Monte, CA
Beverly H., Highland Park, MI	Mary Ann W., Medford OR
	Mari G., Toronto, Canada
	CeCe G., Atlanta, GA
2009 SALT LAKE CITY, UT – IWC 45	2010 ORLANDO, FL – IWC 46
Linda P., Lake Balboa, CA	Rose E., Spring Hill, FL
Marilyn S., Los Angeles, CA	Theresa F., Los Angeles, CA
Peggy Z., Los Gatos, CA	Angie P., Cincinnati, OH
Cammi C., Fort Bragg, CA	Corliss G., Gainesville, FL

2011 ANCHORAGE, AK – IWC 47	2012 WASHINGTON, DC – IWC 48
Esther C., Anchorage, AK	Joann M., Silver Springs, MD
Beverly H., Dillingham, AK	Inez S., Washington, DC
Corlotta R., Anchorage, AK	Anne G., Fairfax, VA
Patti O., Laguna, Niguel, CA	Allison C., Burke, VA
Francine W., Mill Valley, CA	Amanda F., Falls Church, VA
	Jimmie W., Annandale, VA
	Lily H., Portland, ME
	Martina S., Cleveland, OH
2013 RENO, NV – IWC 49	2014 HONOLULU, HI – IWC 50 – GOLDEN ANNIVERSARY YEAR
Domenica O., Sacramento, CA	Jeanette F., Kailua-Kona, HI
Polly P., Jacksonville, FL	Same L., Hanford, CA
Madeleine P., Happy Valley, OR	Wilma W., Ewa Beach, HI
Vivian Q., Bluffton, SC	Marcel A., San Francisco, CA
	Carla R., Tujunga, CA
2015 PALM SPRINGS, CA – IWC 51	2016 NORFOLK, VA – IWC 52
Gaynail J., Carmichael, CA	Lorna D.
Alison C., Santa Barbara, CA	Laura H.
	Nancy B., TX
	Rachel M., NC
	Millie L., AL
2017 CLEVELAND, OH – IWC 53	2018 PHOENIX, AZ – IWC 54
Angela H., Akron, OH	Diana E., Prescott, AZ
Missoon W., Sarasota, FL	Candice M., Los Angeles, CA
Diana L., New York, NY	Jane D., Tallahassee, FL
Regina B., Cleveland, OH	Deb H., Akron, OH
2019 LOS ANGELES, CA – IWC 55	2020 INDIANAPOLIS, IN – IWC 56
Phranc G.	
Yolanda G.	

Host City Committee Chairs

1971 WICHITA, KA - NAAWC 7	1972 OKLAHOMA, OK -NAAWC 8
Philomena Rice	Roberta Brigham
208 S. Tyler Road	6210 W. Miller
Wichita, KS 67209	Oklahoma City, OK 73112
1973 LITTLE ROCK, AR - NAAWC 9	1974 DES MOINES, IA - NAAWC 10
	Helene O'Hara
	461 Waukonda Drive
	Norwalk, IA 50211
1975 MINNEAPOLIS, MN-NAAWC 11	1976 SAN ANTONIO, TX - NAAWC 12
?	?
1301 Cambridge St #207	P. O. Box 6454
Hopkins, MN 55343	San Antonio, TX 78209
1977 CHICAGO, IL - NAAWC 13	1978 CLEVELAND, OH - NAAWC 14
Karen Tinsley	Shirley Payne
2726 N. Sayre Av	Route 1, Box 189
Chicago, IL 60635	Plumerville, AR 72103
1979 DENVER, CO - NAAWC 15	1980 NEW YORK - NAAWC 16
Bonnie Flannery	Eugertha McLeon
3919 Camille Drive	9107 Garvey Court
Toledo, OH 43614	Richmond, VA 23228
1981 COSTA MESA, CA - NAAWC 17	1982 OKLAHOMA CITY, OK - NAAWC 18
Pam Wilder	Nona Lee Smith
(deceased)	6010 North Ross
	Oklahoma City, OK 73112

1983 PHOENIX, AZ - NAAWC 19	1984 ATLANTA, GA - NAAWC 20
Betti Simpson	Grace Robinson
7719 N 17th Place	(deceased)
Phoenix, AZ 85020	
1985 DENVER, CO - NAAWC 21	1986 PHILADELPHIA, PA - NAAWC 22
Bonnie Flannery	Jerri Sullivan
3519 Camille Drive	1551 Curtin Street
Toledo, OH 43614	Philadelphia, PA 19145

1987 ALBUQUERQUE, NM - NAAWC 23	1988 DALLAS, TX - NAAWC 24
Marjorie Rose	Julie Anders
1313 Guaymas N.E.	5818 E. University #102
Albuquerque, NM 87110	Dallas, TX
	Co-Chair: Mary Munson
	13216 Copenhill
	Dallas, TX 75140

1989 KANSAS CITY, MO - NAAWC 25	1990 MPLS/ST. PAUL, MN-NAAWC26
Pauline Squillace	Carolyn Bingham
6544 W. 49th Street	804 Winston Ct.
Mission, KS 66202	Mendota Hgts, MN
Co-Chair: Nancy Ogle	Co-Chair: Gale Sharpe
9715 W. 91st Place	Minneapolis, MN
Overland Park, KS 62212	

1991 ORLANDO, FL - IAAWC 27	1992 RENO, NV - IAAWC 28
Myrtle Rump	Marie Lucas
787 Maryland	500 Gills Creek Pky 1414
Winter Park, FL 32789	Columbia, SC 29209
Co-Chair: Pat Rodgers	Co-Chair: Marcia Litano

1221 Via Del Mar	155 Leo Drive
Winter Park, FL 32759	Reno, NV 89436
1993 VANCOUVER, BC - IAAWC 29	1994 NEW YORK, NY - IAAWC 30
Nancy Bain	Ebony McQueen
1008 Jackson Way	Co-Chair: Pat (Isom) Bishop
Delta, B.C. V4L1W4	55 Boca Chica Rd 445
Co-Chair: Eileen Smith	Kev West FL 33040
1995 OMAHA, NE - IAAWC 31	1996 SALT LAKE CITY, UT – IAAWC 32
Susan Addison	Kathy McCabe
15117 Ohio St	2915 Millicent
Omaha, NE 68116	Salt Lake City, UT 84108
Co-Chair: Mary Ann Clemens	Co-Chair: Mary Jo McMillen
1706 S 91st Av	858 E Garfield Av
Omaha, NE 68124	Salt Lake City, UT 84105

1997 CHICAGO, IL – IAAWC 33	1998 CLEVELAND, OH – IAAWC 34
Merri Monks	Martina Steele
Co-Chair: Dolores York	14827 Lakeshore Blvd.
P.O. Box 25618	Cleveland, OH 44110
Chicago, IL 60625	Co-Chair: Jackie Fields
	1515 E. 106th
	Cleveland, OH 44106
1999 SAN JOSE, CA – IAAWC 35	2000 ATLANTA, GA – IAAWC 36
Rose White	Janetta M. Kelly
4277 Dry Bed Court	2241 Young Road
Santa Clara, CA 95054	Stone Mountain, GA 40088--
Co-Chair: Edie Mardis	Co-Chair: Lou Ann Jones
455 Maple Av	2197 Medfield Trail, N.E.

Milpitas, CA 95035	Atlanta, GA 39345
2001 HONOLULU, HI – IAAWC 37	2002 DENVER, CO – IAAWC 38
Toni Turner	Judy Lavezzi
91440 Pupu St	2280 Forest Av
Ewa Beach, HI 96706	Boulder, CO
Co-Chair: Betsy Mason	Co-Chair: Deirdre Taylor
Betsy Mason	Deirdre Taylor
84--994 Lahaina St	1234 Reserve Drive
Waianae, HI 96792	Longmont, CO 80501
2003 SEATTLE, WA – IAAWC 39	2004 BUFFALO, NY – IAAWC 40
Trish Grant	Joanne McCartin
16104 SE 24th St	304 Charlesgate Circle
Bellevue, WA 98008	Amherst, NY 14051
2005 LAS VEGAS, NV – IAAWC 41	2006 MPIS/ST. PAUL, MN - IAAWC 42
Jane Grove	Judy Halabrin
6815 Zamora Drive	1721 Portland Avenue
Las Vegas, NV 89147	St. Paul, MN 55104
Co-Chair: Cathy Bozen	
8375 W. Flamingo Road #100	
Las Vegas, NV 89147	

2007 DETROIT, MI - IWC 43	2008 PORTLAND, OR - IWC 44
Josephine Mittchell	Rose Phillips
19450 Goldwin	P.O. Box 2644
Southfield, MI 48075	Oregon City, OR 97045
2009 SALT LAKE CITY, UT - IWC 45	2010 ORLANDO, FL - IWC 46
Lorna Nicholaou	Ann Pemberton
8368 South 3375 Street	8025 Gillette Ct.
Salt Lake City, UT 84121	Orlando, FL 32836
2011 ANCHORAGE, AK - IWC 47	2012 WASHINGTON, DC - IWC 48

Alison King	Missy Duvea
7120 Henderson Loop	3510 Prince Edwards Drive
Anchorage, Alaska 99507	White Plains, MD 20695
2013 RENO, NV - IWC 49	2014 HONOLULU, HI - IWC 50
Trudy Gilbert-Eliot	Patti Ludlow
5834 W. Brookdale	P.O. Box 23412
Reno, NV 89523	Honolulu, HI 96823
2015 PALM SPRINGS, CA - IWC 51	2016 NORFOLK, VA - IWC 52
Debra Wilson	Zee Herb
188 Sahara	4748 Thoroughwood Drive
Palm Springs, CA 92264	Virginia Beach, VA 23455
2017 CLEVELAND, OH - IWC 53	2018 PHOENIX, AZ - IWC 54
Jackie Fields	Sandy Dunlap
Cleveland, OH	
2019 LOS ANGELES, CA - IWC 55	

Past Conference Locations

“THE LANGUAGE OF THE HEART WILL BE SPOKEN HERE”

FEBRUARY 14, 1964 FIRST WOMEN’S CONFERENCE, KANSAS CITY, MO

1965-1990 NAAWC, National Alcoholics Anonymous Women’s Conference
 1991-2006 IAAWC, International Alcoholics Anonymous Women’s Conference
 2007-present IWC, International Women’s Conference
 (All Conferences remain closed only for women of Alcoholics Anonymous)

1965 - 1969	Kansas City, MO	1990	Minneapolis/St. Paul, MN
1970	St. Louis, MO	1991	Orlando, FL
1971	Wichita, KS	1992	Reno, NV
1972	Oklahoma City, OK	1993	Vancouver, British Columbia
1973	Little Rock, AR	1994	New York, NY
1974	Des Moines, IA	1995	Omaha, NE
1975	Minneapolis/St. Paul, MN	1996	Salt Lake City, UT
1976	San Antonio, TX	1997	Chicago, IL
1977	Chicago, IL	1998	Cleveland, OH
1978	Cleveland, OH	1999	San Jose, CA
1979	Denver, CO	2000	Atlanta, GA
1980	New York, NY	2001	Honolulu, HI
1981	Costa Mesa, CA	2002	Denver, CO
1982	Oklahoma, OK	2003	Seattle, WA
1983	Phoenix, AZ	2004	Buffalo, NY
1984	Atlanta, GA	2005	Las Vegas, NV
1985	Denver, CO	2006	Minneapolis/St. Paul, MN
1986	Philadelphia, PA	2007	Detroit, MI
1987	Albuquerque, NM	2008	Portland, OR
1988	Dallas, TX	2009	Salt Lake City, UT
1989	Kansas City, MO	2010	Orlando, FL

APPENDIX C

HISTORY AND BACKGROUND INFORMATION

- IWC History
- Radio Interview
- The Housewife's Secret Sickness
- A.A. Guidelines

IWC History

History information has been collected from Bertha C., Vernetta W., Jane J., Fawn H., Sally T. and a Sister in Sobriety who wished to remain Anonymous, and others who have contributed gathering names and making phone calls.

On the 25th Anniversary of our Conference, we have endeavored to piece together, how the women's conference was started, where the first conference was held and thoughts and feelings from the surviving women who were a part of AA at the time. We dedicate this history of the NAAWC to you, our sisters in sobriety.

Our efforts have not been without struggle. It is difficult to remember, 25 years ago – what we were doing and how we felt are extremely hard to remember. The same has been true for those early days about the women's conference. We have tried to record as best we could, what it was like and what happened. In other words, those factors that contributed to making the women's conference what it is today.

The story begins with Bernadette O'K. She was 5'1", weighed 155 lbs., had piercing black eyes that could see right through you and was always there when anyone, anywhere needed help. She was ahead of her time having graduated from the University of Michigan in Engineering. At the time one of our sisters met Bernadette in 1963, she had at that time, 14 years of sobriety, having sobered up in the late 1940's.

Starting the women's conference was only one of many things that Bernadette did to inform women of AA and recovery in the area. Her typical day consisted of working, and then she would stop by Group #1, at 6125 Troost, to see if there was anyone needing help or a 12-step call to be made. Then she would have dinner with one of the many women in the program she was sponsoring, and then off to another meeting. She was always helping someone.

She used to say that she was a 'traveling drunk'; so, when she sobered up she also traveled quite a bit too various Round Robins or other AA functions throughout the Midwest. It was not uncommon for her to travel as far as Michigan or Texas on three- day holidays. Bernadette organized functions such as all day events on other 3-day holidays that brought families together. Women were in the kitchen skinning chickens for dinner while meetings or other recreational activities were occurring. She was a great delegator. Marie B. was one of the main

women behind the scenes who was there to implement the work that was inspired by Bernadette.

In the early 1960's, Bernadette helped to organize the first women's group at Group #1 on Troost in Kansas City, Missouri. It met once a week. That meeting continues today. The first women's conference was held at 6125 Troost (Group #1) on February 14, 1964.

This was Bernadette's AA birthday and the conference has continued to be the closest weekend to February 14th in her honor. At first the conference was mainly attended by local Kansas City women. The second conference was held at the Holiday Inn in Kansas City, Kansas. The next conference was held in the Executive Inn at 14th and Washington Streets, which is now demolished.

Prior to Bernadette's death, she attended her last conference at the Muelebach Hotel in downtown Kansas City, Missouri in 1968. About two weeks after that conference, Bernadette traveled to California to make her amends to her former husband, whom she had not seen for more than 20 years. Although he was not anxious to see her, she was able to tell him a little about what she had been trying to do with her life; so, he finally agreed to see her. After she made her amend, her former husband invited her to dinner to meet his wife and family. As she was crossing the hotel lobby to meet him, she suffered a massive stroke and died a few hours later. It's one of those many stories, we often hear around AA, which once again reaffirms how spiritually guided our program truly is.

Bernadette was a good friend with Marty Mann, the first woman in AA. They worked together to get the National Council in Kansas City. The spread of the women's conference occurred by word of mouth. It started out as local in nature, then in 1970, became a Regional Conference with its first move to St. Louis, Missouri then Wichita, Kansas, and on to other locations: Oklahoma City, Oklahoma; Little Rock, Arkansas; and then, to Des Moines, Iowa. Marty Mann also helped to promote it from her position in New York. After the Des Moines conference, it started moving around to various parts of the country finally returning to its roots in its 25th year.

Bertha C. informed me how she was the only black woman in AA for a time until Vernetta W. came into the program. They were sponsored by one of the first speakers of the conference, Madge F. Although it was difficult for these women at first, being the only black women, both of these women are alive and sober as of 1989 and both planned to be at the 25th Anniversary conference in Kansas City, MO.

Bernadette was a legend in her own time. Besides pioneering the conference, she was active in accomplishing many other activities in the 'halls' of AA. Bernadette stood very strongly for honesty. She didn't soft pedal anything. She was a firm believer in the basics of the program. She felt that women should only sponsor women and vice versa.

Some of us regret that we didn't know her. From what we have learned about Bernadette, she was a wonderful, down-to-earth, caring person who showed her love whenever it was needed. She wasn't a person to sit on the sidelines. She was one of those rare people that intuitively could see what was needed and then go about to accomplish it. That is how Bernadette went about helping AA grow in Kansas City. She helped to establish the first treatment center at St. Joseph Hospital in St. Joseph, MO.

The women's conference may have started without Bernadette. However, we are grateful she was the initiator for carrying the message to women for what has become one of the truly beautiful experiences within our sobriety.

At the 25th NAAWC Anniversary in 1989 in Kansas City, MO, women were thanked for contributing their part to the history of our Conference. To date, we have continued to make the Conference special for each and every one of us.

(1) First conference for women was February 14, 1964, Kansas City, MO

NAAWC (National Alcoholics Anonymous Women's Conference in 1965)

IAAWC (International Alcoholic Anonymous Women's Conference in 1991)

IWC (International Women's Conference in 2007)

Each Conference has remained the same:

A Closed Conference by and for Women of Alcoholics Anonymous

Radio Interview

WGN RADIO INTERVIEW

September 14, 1946

(The following is a Radio Interview about the early days for women in the AA program)

Edith: My interview this morning is with one who for more than six years has been a member of the group known as Alcoholics Anonymous. Most of you have read of Alcoholics Anonymous and the almost magical results its members have achieved in arresting their addiction to alcohol. Many of you may even have relatives or friends who are in this fellowship. Ordinarily, I believe, we think of excessive drinking as a man's problem. But we must recognize that the disease of alcoholism – and it is regarded by medical authorities as a disease – is no respecter of sex. It is well that we understand this, and it is very heartening to know that women, as well as men, who are thus afflicted, have the means of recovery. Now, in deference to the principle of anonymity embodied in Alcoholics Anonymous, I am not privileged to introduce my companion this morning by name. So I shall address her as I have for many years as Sylvia. First of all, Sylvia, will you explain the reason for using the term “anonymous” in Alcoholics Anonymous.

Sylvia: As far as my feelings are concerned, I would not object to using my name on this program, but there was a time, when I was new in the group, when I felt quite otherwise. One of the foolish fancies of the alcoholic is the notion that he or she has kept his drinking a secret from the world. Many of us actually protest that if we undertake the practice of AA we may be exposed as drunkards. Of course, we soon realize that everyone who knew us was aware of our drinking all the time. Instead of feelings ourselves embarrassed, we eventually receive such a reward in the regained respect of other people that we no longer worry about anonymity. However, there are other reasons. One principle of AA is that a member may speak freely of his own experience in and out of AA, but is not privileged to use the names of others unless he is certain that they would approve. Modesty and humility are needed by each of us, and we believe that by maintaining the principle of anonymity we will help to maintain these qualities for ourselves and the AA movement.

Edith: Yes, I believe we all can appreciate that. Can you tell us, Sylvia, how prevalent alcoholism is among women today? Are any figures available?

Sylvia: Doctors and other authorities on the subject appear to agree that about 750,000 to one million of the 50 million or so Americans who drink are alcoholic in the sense of being uncontrolled drinkers. The rate among women has increased in recent years. It is estimated that one in 5 or 6 alcoholics is a woman.

Edith: Then you must have quite a feminine section in the Chicago group of Alcoholics Anonymous.

Sylvia: Yes, out of 2,500 AA's in Chicago, I believe that approximately one-fifth of them are women.

Edith: Do you find that your women members are of one type or are they as different as men alcoholics appear to be?

Sylvia: We have a complete variety. Alcoholism, as you suggested, Edith, is no respecter of sex or social or economic standing. For some reason – which doctors and psychiatrists have not determined – some people who begin as social drinkers come to the stage where alcohol has the better of them. We're not concerned with the cause, but with the means of correction. We believe that alcoholism is acquired unintentionally and that no moral stigma should be attached to it. It is helpful in reaching that belief when we see how impartially alcohol afflicts all classes of people. We have all kinds of women in AA – housewives, professional women, society women and women who work at all types of jobs.

Edith: Do the women in your group attend meetings with the men or do you carry on as a separate section, Sylvia?

Sylvia: We have no division. All of us, men and women, have the same problem, and we practice the same principles to overcome it. AA is a fellowship without the least distinction between persons.

Edith: Now, there is another class of women who have a tremendous interest in AA and they are the wives of the alcoholics. Do they have any share in the AA activities?

Sylvia: Yes, indeed. The wives attend one weekly meeting and the weekly social gatherings, and so do the husbands of women members of AA. We know that the greatest damage done by alcoholism is its destruction of the family. It is natural, and a very happy thing to find that reconstruction through AA is a family affair.

Edith: Now, Sylvia, from your appearance, I find it difficult to believe that you ever suffered from alcoholism. If you listeners were here in the studio you would see a very attractive woman sitting beside me. I am sure you would be impressed with her poise and her warm friendliness in participating in this program. Will you tell us, Sylvia, how you happened to choose AA as the medium through which you were to find the answer to your drinking problem?

Sylvia: Before answering your question, I would like to go back for a moment to the beginning of my drinking history. I was a product of that relaxed social order that followed the First World War. During prohibition, drinking was considered smart by certain social sets. Girls in their teens were included, and I got my introduction to the glamour and excitement of the cocktail party at an early age. By the time I was 20, alcohol had become more than a social indulgence. I was married at 19, had two sons and was divorced at 23. From then until I was 33, I struggled with an ever-growing problem, trying desperately to control it and failed just as miserably as in

my attempts at control. I tried everything, I think – going from physician to psychiatrist, friends and finally to isolation of myself from all society. The last three years of my drinking were spent behind the locked door of a hotel apartment. My telephone was not listed and I avoided knowing anyone. I had become the kind of drinker the world despises – not only an uncontrolled drinker, but a lone drinker as well. What the world may fail to understand is that alcoholic women become lone drinkers out of necessity. You see, we alcoholics never receive any signal before that one drink too many, saturation point. And, furthermore, we can be mentally paralyzed and still be on our feet, going places, driving cars and talking to people, without being capable of remembering any of it the next day. You can imagine how terrifying such an experience would be. So, realizing the danger of the almost inevitable blackout for us, when we drink we try to arrange this so that our situation will be safe when this occurs. Obviously, an alcoholic, especially a woman ‘alkie’, is never safe when drinking in public.

Edith: When did you start that phase of it? And how did you manage to protect yourself from possible sordid experiences on the outside?

Sylvia: Those last three years were lived in sheer desperation. I would fight my desire for alcohol until I was trembling all over and suffering constant insomnia. When I could no longer stand the agony of panic and nervous strain, I would order a bottle. But I would also call in a practical nurse at the same time to protect me throughout the drinking cycle at hand. This might last for three days or three weeks. That, too, is something we cannot foretell.

Edith: You say that doctors could not seem to help you. Why was that?

Sylvia: Well, to begin with, I was never willing to be quite honest with any doctor, which puts us at cross-purposes with each other. Nevertheless, it was the last of a number of physicians who undertook to cope with my problem that introduced me to AA. He sent for a copy of the book of Alcoholics Anonymous. He read the book himself and then brought it to me and told me, that in it was real hope for me. Then he arranged for an AA to talk to me.

Edith: I have been told that doctors generally approve of AA very highly. Has that been the experience of the AA group in Chicago?

Sylvia: Very much so. The doctors – and the clergymen, too – are our good friends. They have directed a great many men and women into AA.

Edith: Did you find immediate help in AA?

Sylvia: At the time, I was not too sure. I wanted sobriety desperately, but I did not have too much faith in the outcome for myself. That was almost seven years ago. During those years I have enjoyed – and I use the adjective literally – complete sobriety and freedom from that ghastly obsession that was causing such unspeakable pain, both mentally and physically. The people in AA (and there are, today, an estimated 34,000 in 900 groups throughout the country)

have found a completely adequate answer to their drinking problem. But more than that, they have found the key that unlocks those precious chambers of peace and security and happiness within themselves. Never at any time in my life have I known a group of people who really get as much of a kick out of living as do these men and women. Nor have I ever enjoyed the perfectly thrilling experience of being alive so much as I have during these last seven years. Just to become sober, Edith, to be dried up, so to speak, would by itself be deadly for the alcoholic, and if that were all that AA offered, I can assure you I would not want it for myself, nor would I want to pass it along to others. It is because drying up is only the first step toward a full, rich, vital and challenging life that I feel I want to carry this message to every helpless victim of alcohol. And, incidentally, Edith, the answer for every alcoholic is, today, as close as the nearest telephone.

The Housewife's Secret Sickness

The Housewife's Secret Sickness

Source: Saturday Evening Post, January 27, 1962

Probably more than 1,000,000 American women are victims of alcoholism. Here are the shocking facts.

By: DON MURRAY

In every American town, on almost every green, shaded street, live housewives who are desperately ill but who do not seek the treatments which are available. They remain prisoners in their homes, isolated by their own guilt and hidden by their families' shame. These lonely, terrified women all suffer the same secret sickness: Alcoholism.

The woman alcoholic is rarely seen intoxicated by her neighbors, but she exists just the same. "There are just as many woman drunks in the suburbs as men, perhaps even more," says Mrs. Thomas Delaney, founder and director of CHR-ILL ("chronically ill") Service, and its alcoholism information center in East Orange, New Jersey, which is operated under the auspices of the Essex County Medical Association.

Her experience is supported by Dr. Marvin Block of Buffalo, New York, chairman of the American Medical Association's committee on alcoholism. Says Doctor Block: "In my own practice, alcoholism is as common among women as among men. And I have found that the same thing is true with other private physicians who treat alcoholic patients."

Statistics on alcoholism in the United States – 80,000,000 drinkers; 5,000,000 male alcoholics; 850,000 female alcoholics – do not yet reflect the facts as they are known by workers in the field, and for good reason. Such estimates are based on public records, and most women alcoholics remain hidden.

"The stigma of being a woman alcoholic is so great that women with a drinking problem hide it," according to Mrs. Marty Mann, who is founder and head of the National Council on Alcoholism. Most women alcoholics are secret drinkers who satisfy their compulsion with primitive cunning.

"The neighbors never knew," one recovering alcoholic woman told me, "that my bedroom floor was skid row." The Fairfield County (Connecticut) Council on Alcoholism has estimated that there are nine hidden alcoholics for each one who is known.

The woman drunk is protected by their husband, her parents, her children, and her family physician. In a good neighborhood there is a conspiracy of discreet silence. The woman alcoholic is treated for "female troubles" by her family doctor and admitted to the private

hospital for a “nervous disorder.” Her name does not appear on the police blotter and, when the woman alcoholic dies, there is rarely an autopsy. The cause of death is listed delicately as “heart failure.”

Despite this protective conspiracy, the woman alcoholic is beginning to reveal herself and to seek treatment. I have attended meetings of Alcoholics Anonymous – once a predominantly male organization – where there were as many women as men. The number of women coming for help to the sixty-one alcoholism information centers affiliated with the National Council on Alcoholism is increasing steadily.

The problem of the woman drunk is as old as the grape, and there is no evidence that the percentage of women drinkers who become alcoholics is increasing. What is startling is the fact that today most young women drink in college, in bars on the way home from work, in the suburbs after they are married. The woman who has never had the first drink cannot become an alcoholic. Since World War II the number of woman drinkers has multiplied dramatically and so, inevitably, has the number of women who cannot control their drinking.

Take a drive through a pleasant New Jersey suburb with Mrs. Delaney, as I did, and you’ll begin to see the dimensions of the problem of alcoholism in women.

“She has five children, and she’s been sober five months this time,” Mrs. Delaney told me grimly. “She’s a lovely girl when she isn’t drunk. She was married in her teens, and she was an alcoholic as a teen-ager too. Meet her and you’d like to have her for a neighbor, yet she’s been in and out of half a dozen mental institutions and tried about every cure there is. Last time she hit bottom, she may make it now. Some have to go all the way down before they can start up.”

As we drove off, I thought of what a member of the Fairfield County Council told me. She said, “We have 12,000 alcoholics, but the alcoholics have 60,000 people in their immediate families. We think they are all involved in the problem of alcoholism.”

“This isn’t the Bowery, is it?” Mrs. Delaney brought me back to New Jersey and pointed to an English manor house set high on a double lot. “The woman who owns that home is in the hospital now. She’s a physical wreck who looks at least twenty years older than her real age, fifty-eight. You’d never think she was a lush if you met her. She’s a lady – genteel, soft-spoken, and gracious.”

Mrs. Delaney nodded sadly, “it’s an old story. By the time her children grew up and left home, her husband was a success. He traveled a great deal, and she was left alone. She never drank in front of anyone, but she started to drink alone; and after he died, she rarely left the house, didn’t even get dressed for weeks. Time turned upside down, until night was day and day was night. She drank until she passed out and drank herself into oblivion again. We never would have found her if she hadn’t gone to a doctor for another ailment.”

“Why didn’t her children do something?” I asked.

“They didn’t know,” Mrs. Delaney smiled. “Women alcoholics are the most convincing liars in the world. She wrote them about her busy life. When they wanted to visit, she’d tell them she was going to Europe, or something. Only once in a while did she make a heroic effort to dress up and face them.”

We drove on until Mrs. Delaney parked in front of a group of expense garden apartments. “Career women come to us too. They take care of their parents or seek a career in a man’s world, sacrificing everything for success, and then something happens. In one of those apartments over there is a young woman with a Ph.D., but she’s a drunk.

“She’s been in to see us, but she isn’t ready for help yet.” Mrs. Delaney pulled away from the curb. “Her employees don’t know, although they may be wondering why she’s sick so many Monday mornings. She’s falling down drunk, but her booze is delivered, and you never see her on the street. If you met her, you wouldn’t suspect it. She’s charming, graceful, intelligent – and very sick.”

When we arrived at her office, Mrs. Delaney summed up our trip, “People think of the woman drunk as an old hang, a blowzy creature who would never live in a nice neighborhood. They won’t believe that people they know are alcoholics, and therefore they won’t help them get treatment. That’s the trouble. They won’t admit alcoholism is a disease and that the woman who has a serious drinking problem could be their next- door neighbor, their best friend, even a member of their own family.”

Information from authorities on alcoholism across the country confirms Mrs. Delaney’s picture of the woman alcoholic. “The large majority of the women alcoholics I know are best described by the word “dainty” writes Mary C. Clark, executive director of the Monterey Peninsula Council on Alcoholism in Carmel, California. “There portrait is in pastel tones, the skin delicate, the voice gentle, the manner feminine.” Sarah A. Boyd, director of the Berks County Committee on Alcoholism in Reading, Pennsylvania, has found that the average woman alcoholic is of superior intelligence, has a better-than- average income, is usually between thirty-six and fifty years old and has two or three children. Mrs. Boyd’s experience confirms the National Council on Alcoholism estimate that less than 3 percent of all confirmed alcoholics are derelicts.

Reports from alcoholism information centers in Houston, Honolulu, Cleveland, Detroit, Greensboro, North Carolina, and other cities – as well as conversations I have had with physicians, psychiatrists and recovered alcoholics – all indicate that the woman alcoholic may be shy or vivacious, young or old, too busy or too idle, married or single, but they all have one thing in common: There is a vacuum in their lonely lives that they desperately try to fill with a bottle.

The woman alcoholic has lost her way in life, and drinking has become a way of living. “Instead of facing reality, they try to change it with a drink,” one psychiatrist told me. Mrs. Delaney adds, “They all need a crutch to get through life. They try alcohol, then they find they can’t get along without it.”

For years alcohol seemed an efficient crutch. With a drink in her hand the too-busy mother finds the momentary stimulation to face another chore or a moment of calm in the confusion of children’s demands, errands and social obligations. The bored woman finds a warming hour of fulfillment, another hour of fuzzy contentment and, finally, a night of oblivion.

According to studies at the Yale Center of Alcohol Studies in New Haven, Connecticut, and elsewhere, women alcoholics tend to start drinking later in life than men, and then progress faster through the final stages of alcoholism than males. Yet there are usually long years while they are clear-headed drinkers, while they have no hangovers, while they still drink heavily by choice. But somewhere they cross over the line. They take a drink as a stimulant before a party and another as a sedative afterward. Insidiously the drink becomes all things at all times. Social affairs are planned as an excuse to drink, the five-o’clock cocktail becomes a reward – and a daylong goal. Getting the first drink – and the dozens which inevitably follow – becomes a way of life.

Alcoholism is a progressive disease, with permanent danger signals for the woman who will allow herself to see them. The National Council on Alcoholism, the members of Alcoholics Anonymous, physicians and psychiatrists and other experts recognize the same warning signs along the road which leads from the drink which is chosen to the one which cannot be refused.

If a woman has become “a slow cooker,” delaying dinner so there will be time for an extra Martini, if she insists on mixing the drinks so she can “earn” the dividend, if she needs a drink before going to a party and another after she comes home, if she drinks alone, if she plans social occasions which will give her an excuse to drink, if she “sweetens” her own drinks, if she “needs” a drink to face a crisis, she’d better watch out.

If she blacks out, lies to herself and others about the number and the strength of drinks she has had, drinks “the hair of the dog” in the morning and hides a reserve supply, then she is in trouble and should seek help immediately. Doctor Block adds some advice of his own: “Pay attention to valid criticism from those in your family who care about you. If they are worried about your drinking, don’t pass it off – consider it. They may have something to worry about.”

Too often the woman speeds past all warning signs and becomes an alcoholic. Then liquor controls her life, then the next drink is more important than anything else – the care of a child, the love of a man, her health, her home, her reputation, her God. As her thirst begins to rule her life, a woman runs head on into a double standard. Among men, heavy drinking is often taken as a sign of virility, and the phrase, “Drunk as a lord,” is a tribute. No one ever said

approvingly, "She was drink as a lady." The woman with an unquenchable thirst must lead a life of unrelenting deception.

One recovered alcoholic told me she used to slither down the side of her bed and crawl to the bathroom to make sure she wouldn't fall and develop revealing bruises. A woman alcoholic will hide a jug in the diaper pail, fill the hot-water bottle with Scotch, stash a fifth in the vacuum cleaner, and spike the vinegar bottle. A career woman with perfect eyesight wore spectacles with thick, uncorrected lenses to hide her bloodshot eyes. One woman fooled her husband by keeping gin in the water carafe by her bed; another buried half-pints in cereal boxes.

Many women keep changing doctors so one won't catch on to the true nature of their disorders. Mrs. Elizabeth D. Whitney, executive director of the Boston Committee on Alcoholism, has known several women who drank perfume for its alcoholic content, so their breath wouldn't smell of whiskey. Vanilla extract has been a staple of women alcoholics for generations, as have many patent medicines with high alcoholic content. Many of these tonics and elixirs are still popular in rural areas and among elderly women.

A woman with a drinking problem develops an extraordinary ability to rationalize. She needs a drink because she is tense, and she needs another to perk her up; she drinks because her husband is away on a business trip, and she drinks to celebrate his return home. Women alcoholics may not always fool others, but they almost always deceive themselves, and that self-deception is the most dangerous of all, for it keeps them from seeking and accepting treatment.

The ability of a woman with a drinking problem to delude herself is astonishing. "I only drink sherry," is a popular, self-righteous refrain that may hide the fact she drinks half a gallon or more a day. A Connecticut mother, who is now a member of A.A., knew she didn't have a drinking problem because she never touched a drop until the children were in bed. Of course, she kept putting them to bed earlier and earlier in the afternoon and then drinking until she passed out. Another A.A. member told me she convinced herself she was not an alcoholic, because she always hung her clothes up neatly before she blacked out.

Richard Silver, executive director of the Seattle Committee on Alcoholism, has found that husbands often encourage such dangerous self-delusion by denying their wives' alcoholism. False pride prevents many a man from admitting his wife could be an alcoholic. Worse still, he prevents his wife from facing her problem, the first step in any successful treatment of the alcoholic.

The woman alcoholic has particular difficulties because she is a woman. As a wife and a mother her erratic behavior has a devastating effect on her family. Mrs. Delaney has found that the woman alcoholic is usually a perfectionist who swings wildly from one emotional extreme to the other. She cleans the entire house at once, or doesn't wash a single dish. She refuses to allow her husband near her, or smothers him with aggressive affection. She will have no guests in the

house and then invites twenty to a formal dinner. Her son goes uncorrected for major offenses and then has his bike taken away for a month for trivial misbehavior. One daughter does not have a birthday party, but her sisters and friends are treated to birthday lunch in the private dining room of a fancy restaurant.

The road of the woman alcoholic is not an easy one. A.A. experience has shown that a mother who is a drunk loses the respect of her children earlier than a drinking father does and is less likely to win it back. Husbands are more apt to divorce an alcoholic mate than a woman is. A woman usually has economic reasons to stick with her husband. He is a feeble reed, but he may be her only support.

When a woman “blacks out,” an experience shared by all alcoholics and a universal danger signal, she suffers a special horror at the thought of what might have happened while she was unconscious. It is biologically and psychologically impossible for a woman to be casual about blackouts. There are promiscuous women drunks, of course, but the infidelities of a woman alcoholic are more often imaginary than real. Much of the scorn heaped on the woman alcoholic implies that she has been sexually uninhibited. “Who wants a drunken woman?” she asks. “When men are interested in her, she’s only interested in the next drink. When she passes out, she’s vulnerable, of course, but it isn’t likely that anyone will take advantage of her. She’s hardly an attractive woman by the, and her virtue is usually quite safe.”

According to such authorities as John T. Crane, executive director of the Fling (Michigan) Committee on Alcoholism, the woman alcoholic is likely to be a plateau drinker who keeps herself on an even keel, although she is consistently sodden and awash like a bashed-in dory floating just under the surface of the water. Many experts feel the compulsive woman drinker usually has more serious emotional ills, in addition to her alcoholism, than the male – and of course, no treatment can be given until she is sober. Her nervous system sometimes triggers heavy drinking in the premenstrual periods, or during the menopause. Mrs. Delaney, who also runs a rest home for alcoholics, finds that women drinkers are likely to suffer extreme physical damage in a short time. She believes that the physical ravages of heavy drinking cut deeper in the female than in the male.

Most alcoholics suffer extreme malnutrition from drinking without eating. Cirrhosis of the liver, the fifth highest killer of men and an increasing disease of women, is not caused by the amount of liquor drunk but by the lack of proper food. Women alcoholics often confuse their loss of appetite with the will to diet, and drink but do not eat – a certain road to physical ruin.

Modern drugs offer a special hazard to the woman. Doctors often casually prescribe barbiturates, bromides and tranquilizers to calm their nerves, ease their female difficulties, and cure their insomnia. Mrs. Delaney believes the woman alcoholic is particularly addictive, and Alcoholics anonymous has issued a special pamphlet on the subject of drugs and the alcoholic. For whatever the psychological facts may be, the person who depends on alcohol to face life is likely to let drugs take control of her too. In some especially tragic cases a woman who has won

the struggle to stop drinking is set off on a binge by cough syrup liberally laced with alcohol, or she substitutes capsules and pills for the bottle until she finally becomes a drug addict.

With or without the problem of drugs, the woman alcoholic faces a long, lonely struggle, but she can face the future with hope today. Education has already removed the stigma which once kept the victims of tuberculosis and cancer from receiving treatment. Education is changing the public attitude on mental illness. The same process of illuminating truth is removing the dark shadow which falls over the woman alcoholic.

Today the facts about alcoholism can be obtained from the National Council on Alcoholism, 2 East 103rd. Street, New York City, New York, or its sixty-eight affiliates which operate sixty-one alcoholism information centers in twenty-seven states and the District of Columbia. There also are tax-supported agencies working with alcoholics in thirty-nine states. The techniques of the Alcoholics Anonymous recovery program have been proved by the lives of more than 250,000 members, and groups can be reached through a great many local telephone books or by writing Box 459, Grand Central Station, and New York City, New York. One of the best books of many on alcoholism is Marty Mann's New Primer on Alcoholism, published by Rinehart and Winston.

When the Boston Committee on Alcoholism was formed sixteen years ago, it was the first of its kind. Now Mrs. Whitney, its founder, can say, "This is what we tell women who come to us today: The stigma of being a woman alcoholic is being removed, and treatment is available for every woman who wants it."

Once the housewives' secret sickness is brought into the open, it then can be healed. Successfully.

THE END