



## **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.

WE ARE CURRENTLY UPDATING THE BID BOOK. AS SOON AS THIS IS COMPLETE, IT WILL BE PUT ON THE WEBSITE! THANK YOU FOR YOUR PATIENCE.

In love and service,

Judy Kidner  
IWC Advisory Council Bid Chair

Robin Treese  
IWC Advisory Council Bid Co-Chair

Nancy Alexander  
IWC Advisory Council Chair

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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](mailto:Jlucinda1@bellsouth.net)
- 770-331-3327

### 2019-20 Alternate Bid Chair

- Judy Kidner  
[Judy\\_kidner@yahoo.com](mailto:Judy_kidner@yahoo.com)
- 440-669-0107

### 2019-20 AC Chair

- Judy Halabrin
- [judyiwc2017@gmail.com](mailto:judyiwc2017@gmail.com)
- 651-470-4003

The official website address for the IWC is: [www.internationalwomensconference.org](http://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). Collect information about city, tours, and souvenirs. Confirm choice of hotel – based on availability, room rate, accessibility, # breakout rooms, banquet space etc.
September	
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 14<sup>th</sup>. 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 \$150-\$190 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 the operating income of the IWC Advisory Council. In the past, each conference was asked to contribute 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 and contributions have been suspended until further need.

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. See 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 AND TIMELINES INCLUDING AFTER THE CONFERENCE REQUIREMENTS**

### **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 Technology Chair to update the 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](http://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 1<sup>st</sup>**

- **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 Technology 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 1<sup>st</sup>**

- **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 Treasurer

### **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 14<sup>th</sup> 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 1<sup>st</sup> 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 – Refer to the IWC Website for this 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

## **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

**IWC BID PACKET BUDGET FORM - FORECAST**

**Location:**

**Hotel:**

**Conf. Date:**

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

<b>SUMMARY OF EXPENSE</b>	
Facility Costs	\$0
Cost of Sales	\$0
Meals	\$0
Coffee	\$0
Printing	\$0
Mailing	\$0
Event Costs	\$0
Miscellaneous	\$0
Other	
Operating	
Costs	\$16,800
Planning Costs	\$0
<b>TOTAL EXPENSE</b>	<b>\$16,800</b>

<b>TOTAL INCOME</b>	<b>\$87,700</b>
<b>LESS TOTAL EXPENSE</b>	<b>\$16,800</b>
<b>BALANCE</b>	<b>\$70,900</b>

<b>DISTRIBUTION OF BALANCE</b>	
Balance to be distributed to AA service entities	
<b>Total Income - Total Expense:</b>	<b>\$70,900</b>

Report Submitted By:

Approved By:

Date:

IWC BID PACKET BUDGET FORM - DETAILS

**INCOME DETAILS**

<b>SOUVENIR ITEM SALES</b>			
	<b>Number</b>	<b>Price</b>	<b>Total</b>
Item 1			\$0
Item 2			\$0
Item 3			\$0
Item 4			\$0
<b>Total Sales</b>			<b>\$0</b>

**SUMMARY OF EXPENSE DETAILS**

<b>FACILITY COSTS</b>	
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
<b>Total Facility Costs</b>	<b>\$0</b>

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

<b>COST OF SALES</b>	
Raffle Prizes/tickets	\$0
Literature	\$0

<b>COFFEE EXPENSE</b>		
	<b>Gallons @</b>	<b>\$0.00</b>
Coffee		

**PRINTING COSTS**

Souvenir items	
Item 1	\$0
Item 2	\$0
Item 3	\$0
Item 4	\$0
<b>Total Cost of Sales</b>	<b>\$0</b>

<b>MAILING COSTS</b>	
Postage	\$0
Labels	\$0
<b>Total Mailing Costs</b>	<b>\$0</b>

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

Flyers	\$0
Programs	\$0
Meal tickets	\$0
Copies	\$0
<b>Total Printing Costs</b>	<b>\$0</b>

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

<b>OTHER OPERATING COSTS</b>	
Advisory Council Operations	\$4,800
Advisory Council conference expense	
Wednesday & Thursday AC food & beverage	
Seed money forwarded	\$10,000
Registration Platform/Software	\$2,000
<b>Total Other Operating Costs</b>	<b>\$16,800</b>

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

**IWC BID PACKET BUDGET FORM - NOTES**

Registrations

Advisory Council Operations \$4,800 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**  
=====

Convention Center  
Audio Visual & Labor

\$23,821

Literature Sales

Meals

Friday night  
Saturday night  
Sunday breakfast

Service Fee & Tax  
Other funds collected

Registration  
Platform/Software \$2,000 as required

Raffle

Seed money forwarded \$10,000 as required

				Percentage of attendees we hope to sell to
Souvenir item sales	We plan to sell:	Cost	Sales Price	
	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 Host City On Site Visit Air travel, food and lodging for 2 nights for Advisory Council Chair to attend Host City for site check and planning meetings.

**SAMPLE - IWC BID PACKET BUDGET FORM - FORECAST**

Your City Name Here

Hotel:

Date of Conference:

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

<b>SUMMARY OF EXPENSE</b>	
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
<b>TOTAL EXPENSE</b>	<b>\$200,387</b>

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

<b>TOTAL INCOME</b>	<b>\$212,220</b>
<b>LESS TOTAL EXPENSE</b>	<b>\$200,387</b>
<b>BALANCE</b>	<b>\$11,833</b>

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

**SAMPLE - IWC BID PACKET BUDGET FORM - DETAILS**

**INCOME DETAILS**

<b>SOUVENIR ITEM SALES</b>			
	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
<b>Total Sales</b>			<b>\$30,800</b>

**SUMMARY OF EXPENSE DETAILS**

<b>FACILITY COSTS</b>	
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
<b>Total Facility Costs</b>	<b>\$34,337</b>

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

<b>COST OF SALES</b>			
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
<b>Total Cost of Sales</b>			<b>\$20,260</b>

<b>COFFEE EXPENSE</b>			
Coffee	65 Gallons @	\$121.63	\$7,905.95

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

<b>MAILING COSTS</b>	
Postage	\$7,000
Labels	\$250
<b>Total Mailing Costs</b>	<b>\$7,250</b>

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

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

<b>OTHER OPERATING COSTS</b>	
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
<b>Total Other Operating Costs</b>	<b>\$18,000</b>

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

**SAMPLE - IWC BID PACKET BUDGET FORM – NOTES**

**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 =  $(90.00 \times 1.22 \times 1.10778) = \$121.63$

**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>
<b>Total rental costs:</b>	<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:

<b>Food &amp; Beverage Purchases:</b>	<b>Base Room Rate*</b>
\$69,000 and above	No Charge
\$58,000 - \$68,999	\$1,560
\$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)**

**SAMPLE - IWC BID PACKET BUDGET FORM – NOTES CONT'D**

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	<u>\$7,299</u>	
	<b>Total Convention Center AV &amp; Labor</b>	<b>\$23,821</b>	
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	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)		
Service Fee & Tax			
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:
  - 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. Speakers for Past Conferences**
- 4. Past Conference Locations**

**REGISTRATION STATISTICS**  
**2021 Charlotte, NC – IWC 57**

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

**2020 Indianapolis, Indiana – IWC 56**

	<b>2019</b>	<b>Nov 2019</b>	<b>Jan 10, 2020</b>	<b>FEB 09, 2020</b>	<b>Final</b>
<b>Registrations</b>		<b>1160</b>		<b>1717</b>	
<b>Friday Dinner</b>		<b>318</b>		<b>428</b>	
<b>Saturday Dinner</b>		<b>627</b>		<b>792</b>	
<b>Sunday Brunch</b>		<b>380</b>		<b>449</b>	
<b>Tours</b>		<b>362</b>		<b>478</b>	
<b>Tee Shirt</b>		<b>181</b>		<b>256</b>	
<b>Hoodies</b>		<b>165</b>		<b>219</b>	
<b>Coffee Mug</b>		<b>119</b>		<b>182</b>	
<b>Water Bottle</b>		<b>38</b>		<b>49</b>	

**2019 Los Angeles, California – IWC 55**

	<b>2018</b>	<b>Oct 2018</b>	<b>Jan 10, 2019</b>	<b>Jan 27, 2019</b>	<b>Final</b>
<b>Registrations</b>		<b>2427</b>		<b>3899</b>	<b>3991</b>
<b>Friday Dinner</b>					
<b>Saturday Dinner</b>		<b>1333</b>		<b>1646</b>	<b>1700</b>
<b>Sunday Brunch</b>		<b>702</b>		<b>967</b>	<b>992</b>
<b>Fri Ice Cream</b>		<b>585</b>		<b>720</b>	<b>850</b>
<b>Tours (All)</b>					<b>497</b>
<b>Tee Shirt</b>					<b>320</b>
<b>Hoodies</b>					<b>191</b>
<b>Coffee Mug</b>					<b>210</b>
<b>Cap</b>					<b>73</b>
<b>Journal</b>					<b>216</b>

**2018 Phoenix, Arizona – IWC 54**

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

**2017 Cleveland, Ohio – IWC 53**

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

**CONTRACTUAL ROOM BLOCKS**

	<b>2021 Charlotte, NC</b>	<b>2020 Indianapolis, IN</b>	<b>2019 Los Angeles, CA</b>	<b>2018 Phoenix, AZ</b>	<b>2017 Cleveland, OH</b>
<b>Attendance</b>			<b>4097</b>	<b>3642</b>	<b>1867</b>
<b>Monday</b>	<b>7</b>		<b>50</b>	<b>5</b>	
<b>Tuesday</b>	<b>46</b>		<b>50</b>	<b>32</b>	
<b>Wednesday</b>	<b>80</b>		<b>300</b>	<b>178</b>	<b>75</b>
<b>Thursday</b>	<b>366</b>		<b>600</b>	<b>526</b>	<b>400</b>
<b>Friday</b>	<b>466</b>		<b>700</b>	<b>609</b>	<b>400</b>
<b>Saturday</b>	<b>466</b>		<b>700</b>	<b>619</b>	<b>400</b>
<b>Sunday</b>	<b>40</b>			<b>78</b>	<b>25</b>
<b>Monday</b>				<b>5</b>	
<b>Tuesday</b>					
<b>Wednesday</b>					

## SPEAKERS FOR PAST CONFERENCES

<b>1971 WICHITA, KA - NAAWC 7</b>	<b>1972 OKLAHOMA, OK - NAAWC 8</b>
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
<b>1973 LITTLE ROCK, AR - NAAWC 9</b>	<b>1974 DES MOINES, IA - NAAWC 10</b>
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
<b>1975 MINNEAPOLIS, MN - NAAWC 11</b>	<b>1976 SAN ANTONIO, TX - NAAWC 12</b>
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
<b>1977 CHICAGO, IL - NAAWC 13</b>	<b>1978 CLEVELAND, OH - NAAWC 14</b>
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	
<b>1979 DENVER, CO - NAAWC 15</b>	<b>1980 NEW YORK - NAAWC 16</b>
Dr. Pam L., Colorado	Philomena Rice, Wichita, KS
Muriel Z., California	Marybeth P., Arizona
Annette Costello, Cleveland, OH	Cora Louise Belford, GSO, NY
<b>1981 COSTA MESA, CA - NAAWC 17</b>	<b>1982 OKLAHOMA CITY, OK - NAAWC 18</b>
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	

<b>1983 PHOENIX, AZ - NAAWC 19</b>	<b>1984 ATLANTA, GA - NAAWC 20</b>
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
<b>1985 DENVER, CO - NAAWC 21</b>	<b>1986 PHILADELPHIA, PA - NAAWC 22</b>
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	<b>1988 DALLAS, TX - NAAWC 24</b>
<b>1987 ALBUQUERQUE, NM-NAAWC 23</b>	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
<b>1989 KANSAS CITY, MO-NAAWC 25</b>	<b>1990 MINNEAPOLIS/ST. PAUL, MN - NAAWC26</b>
<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
<b>1991 ORLANDO, FL - IAAWC 27</b>	<b>1992 RENO, NV - IAAWC 28</b>
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
<b>1993 VANCOUVER, BC - IAAWC 29</b>	<b>1994 NEW YORK, NY - IAAWC 30</b>
Connie M., White Rock, British Col.	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 Col.	Fatheema A.M., Long Island, NY
<b>1995 OMAHA, NE - IAAWC 31</b>	<b>1996 SALT LAKE CITY, UT - IAAWC 32</b>
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

<b>1997 CHICAGO, IL – IAAWC 33</b>	<b>1998 CLEVELAND, OH – IAAWC 34</b>
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
<b>1999 SAN JOSE, CA – IAAWC 35</b>	<b>2000 ATLANTA, GA - IAAWC 36</b>
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	
<b>2001 HONOLULU, HI – IAAWC 37</b>	<b>2002 DENVER, CO – IAAWC 38</b>
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	
<b>2003 SEATTLE, WA – IAAWC 39</b>	<b>2004 BUFFALO, NY – IAAWC 40</b>
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
<b>2005 LAS VEGAS, NV – IAAWC 41</b>	<b>2006 MINNEAPOLIS/ST. PAUL, MN – IAAWC 42</b>
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
<b>2007 DETORIT, MI – IWC 43</b>	<b>2008 PORTLAND, OR – IWC 44</b>
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

<b>2009 SALT LAKE CITY, UT – IWC 45</b>	<b>2010 ORLANDO, FL – IWC 46</b>
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
<b>2011 ANCHORAGE, AK – IWC 47</b>	<b>2012 WASHINGTON, DC – IWC 48</b>
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, Nigel, 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
<b>2013 RENO, NV – IWC 49</b>	<b>2014 HONOLULU, HI – IWC 50 – Golden Anniversary Year</b>
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
<b>2015 PALM SPRINGS, CA – IWC 51</b>	<b>2016 NORFOLK, VA – IWC 52</b>
Gaynail J., Carmichael, CA	Lorna D.
Alison C., Santa Barbara, CA	Laura H.
	Nancy B., TX
	Rachel M., NC
	Millie L., AL
<b>2017 CLEVELAND, OH – IWC 53</b>	<b>2018 PHOENIX, AZ – IWC 54</b>
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
<b>2019 LOS ANGELES, CA – IWC 55</b>	<b>2020 INDIANAPOLIS, IN – IWC 56</b>
Phranc G.	
Yolanda G.	
Josephine M., TX	
Judy L., Boulder CO.	



## 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**

**~REFER TO THE IWC WEBSITE FOR THIS INFORMATION~**

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

## **APPENDIX D**

### **FINANCIAL REPORTING**

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

## IWC FINANCIAL STATEMENT

CONFERENCE CITY:

FACILITY:

DATES OF CONFERENCE:

DATE OF STATEMENT:

<b>Seed Money Received</b>	<b>10,000.00</b>	
<b>Total Contribution Income</b>	-	
<b>Net Income from Fundraising Activities</b>	-	
<b>Net Income from Additional Fundraisers</b>	-	
<b>Net Registration Income</b>	-	
<b>Scholarship money received</b>	-	
<b>Gross Meal Income</b>	-	
<b>Gross Souvenir Sales</b>	-	
<b>Gross Tour Income</b>	-	
<b>Literature Sales income</b>	-	
<b>Total Other Income</b>	-	
<b>Total Income</b>		<b>10,000.00</b>
<b>Total Costs</b>		<b>14,800.00</b>
<b>Available for Distribution</b>		<b>(4,800.00)</b>
<b>Distribution to GSO</b>	<b>10%</b>	<b>(480.00)</b>
<b>Distribution to Local Area</b>	<b>30%</b>	<b>(1,440.00)</b>
<b>Distribution to Local Intergroup / Central Office</b>	<b>60%</b>	<b>(2,880.00)</b>
<b>Total Facility Costs</b>	-	
<b>Total Food Costs</b>	-	
<b>Total Souvenir Costs</b>	-	
<b>Total Indirect Fundraising Expenses</b>	-	
<b>Total Program Costs</b>	-	
<b>Total Registration Costs</b>	-	
<b>Total Printing Costs</b>	-	
<b>Total Other Costs</b>	-	
<b>Seed Money</b>	<b>10,000.00</b>	
<b>Advisory Council Distribution</b>	<b>4,800.00</b>	
<b>Total Costs</b>		<b>14,800.00</b>

**CERTIFICATION**

**CONFERENCE CITY:**

**FACILITY:**

**DATES OF CONFERENCE:**

**DATE OF STATEMENT:**



**I (We) hereby certify that:**

**All Expense Records, Receipts, Contractual Agreements, etc. are on file.**

---

**Treasurer**

---

**Date**

---

---

**INCOME**

Seed Money Received			10,000.00
<b>CONTRIBUTIONS</b>			
Total individual donations of less than \$250 each		-	
Individual / business donations of >\$250			
<b>Name of donor</b>	<b>Amount</b>		
<b>From additional tab</b>	-		
<b>Total Individual donors &gt; \$250</b>		-	
<b>Total Contribution Income</b>			\$ -
<b>FUNDRAISING ACTIVITIES</b>			
Includes Raffles, auctions, special events			
Description of Activity 1:			
Gross income from activity	-		
Direct expenses related to activity			
Net Income - Activity 1		-	
Description of Activity 2:			
Gross income from activity	-		
Direct expenses related to activity			
Net Income - Activity 2		-	
Description of Activity 3			
Gross income from activity	-		
Direct expenses related to activity			
Net Income - Activity 3		-	
<b>Total Net Income from Fundraising Activities</b>			-
Scholarship funds Received			
<b>REGISTRATIONS</b>			
Number of registrations (Regular Fee)			

Number of registrations (increased fee after cut-off)			
Scholarship funds used			
<b>Total Registration Income</b>		-	
Less: Bad checks			
Less: Refunds			
<b>Total Reductions</b>		-	
<b>Net Registration Income</b>			-

MEALS	Quantity	Price			Net
	Purchased	Charged	Income	Cost	Profit
Friday Dinner Income			-	-	-
Saturday Dinner Income			-	-	-
Sunday Breakfast Income			-	-	-
Other Meal - Describe			-	-	-
<b>Gross meal Income</b>			-		
<b>SOUVENIR SALES</b>					
	Quantity	Price			Net
Type	Sold	Charged	Income	Cost	Profit
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>Gross Souvenir Sales</b>			-		

TOUR INCOME			
	Quantity	Price	
Description	Sold	Charged	
			-
			-
			-
			-
<b>Gross Tour Income</b>			-
<b>TOTAL LITERATURE SALES</b>			

<b>OTHER INCOME</b>			
Includes coffee sales, hospitality donations, interest income, other cash receipts			
Describe source:		<b>Amount</b>	
<b>Total Other Income</b>			-

**SUMMARY OF EXPENSES**

<b>FACILITY COSTS</b>			
Auditorium			
Meeting Rooms			
Setup			
Chairs/Tables			
Audiovisual			
Utilities			
Security			
Other - From page 4	-		
<b>Total Facility Costs</b>		-	
<b>COST OF SALES</b>			
<b>MEALS</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
Including tips and tax	<b>Purchased</b>	<b>Paid</b>	<b>Cost</b>
Friday Dinner			-
Saturday Dinner			-
Sunday Breakfast			-
Other Meal - Describe			-
<b>Gross Meal Costs</b>			-
Coffee costs			
Advisory Council Food Costs			
Other Food Costs - from page 4			-
<b>Total Food Costs</b>			-
<b>SOUVENIR COSTS</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
<b>Type</b>	<b>Purchased</b>	<b>Paid</b>	<b>Cost</b>
0			-
0			-
<b>Gross Souvenir Costs</b>			-

Literature Costs			
Total Souvenir Costs			-
<b>PROGRAM COSTS</b>			
Speaker Travel			
Speaker Room, Meals			
Taping			
Entertainment			
Decorations			
Signs			
Taping			
Flowers			
Gifts			
Total Program Costs		-	
<b>REGISTRATION COSTS</b>			
Credit card fees			
NSF check charges			
Registration packets			
Badges / Name tags			
Copying Registration packet items			
Total Registration Costs		-	
<b>PRINTING</b>			
1st Flyer Printing			
2nd Flyer Printing			
Preconference Flyer			
Programs			
Meal Tickets			
Miscellaneous Copying			
Ink costs			
Other printing - page 4	-		
Total Printing Costs		-	

<b>FUNDRAISING EXPENSES</b>	
Description	Amount
Total indirect fundraising expenses	-
<b>OTHER COSTS</b>	
Bank Charges	
P.O. Box Rental	
Mailing costs	



**COMPLETE LIST OF ALL DONATIONS**

<b>Conference City:</b>			
<b>Hotel:</b>			
<b>Dates:</b>			
<b>NAME OF DONOR</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>RECEIPT?</b>

**DONATION LETTER**

OFFICIAL GIFT RECEIPT  
Please retain for IRS Purposes

DATE

NAME OF DONOR  
ADDRESS OF DONOR  
CITY, STATE, ZIP

Dear Friend:

Thank you for your generous gift of (\$\$\$) on (DATE OF CONTRIBUTION) to the (#) International Women’s Conference (IWC) held in (YOUR CITY AND STATE). Your support of the conference is a wonderful way to assist many women in getting exposure to the A.A. message, and will help ensure the continuity of the IWC experience for many women from all over the world.

This receipt serves as an official acknowledgement of your gift and we certify that no goods or services were received by you in exchange for your donation. The Internal Revenue Service (IRS) requires proof of gifts of \$250.00 or more, other than a cancelled check. Since gifts to the

International Women’s Conference, Inc. constitute a proper deduction under the charitable contribution laws of the IRS, you should retain this receipt as proof of your gift.

Thank you on behalf of all those who will benefit from your generosity.

Sincerely,

Chair, (#) IWC  
Address  
City, State, Zip

**GIFT RECEIPT – SHORT FORM**

Thank you for your contribution. This receipt is for your tax preparation purposes.

International Women’s Conference, Inc. is a 501©3 not-for-profit organization. In accordance with IRS rulings, this receipt confirms that no goods or services of any kind were provided in consideration for this gift.

Gift Amount \_\_\_\_\_

Date of Contribution \_\_\_\_\_

## - 1574635  
### IWC  
Address  
City, State, Zip

[Change Conference # and address information before distributing to donor]

**SAMPLE QUARTERLY REPORT AND FINAL REPORT**

For copies of these reports contact IWC Advisory Council Chair or Treasurer.