



Greetings!

The International Women's Conference (IWC) Advisory Council (AC) is delighted that you have requested to bring the IWC to your city. Hosting the IWC is a wonderful way to provide service and share the message of recovery with the women in your community. Please review this Bid Manual carefully and contact anyone listed below if you have any questions.

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#### INTERNATIONAL WOMEN'S CONFERENCE MISSION STATEMENT

The International Women's Conference is the bridge to a better understanding of the Alcoholics Anonymous philosophy and way of life because of our special needs in sobriety as women. We as women members of Alcoholic Anonymous are survivors. We have found a way to obtain meaning, depth and responsibility in our lives. This came about out of desire, decision, determination and spiritual guidance. An elevated sense of belonging that is brought about by the special services and a special need provided by our Women's Conference is our goal.

#### THE ADVISORY COUNCIL

The women on the Advisory Council provide support for the women involved in hosting an IWC conference in their city. The Advisory Council is the custodian of the Conference and its experience. Its fundamental purposes are:

- To ensure the continuity of the conference
- To provide guidance to the current Host Committees
- To provide guidance to cities who are bidding for the Conference
- To select future conference sites from bids offered at each year's Conference
- To maintain the experience and material of past conferences through its archives

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# THE PROCESS TIMELINE START TO FINISH

## OVERVIEW

- New locations are encouraged to bid.
- The process and timeline from Developing a Bid to Hosting the IWC is approximately three years. The bid for the IWC is made two years in advance.
- Please notify the AC Bid Chair at least four (4) 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.
- If selected to host the IWC, the Chair and appropriate committee members should stay after the Sunday speaker meeting to meet with the IWC Advisory Council for approximately one hour.

## TIMELINE OVERVIEW

### **BID YEAR: Planning and Presenting your Bid**

- Form an exploratory committee.
- Read and familiarize yourself with the Six Point Bid Criteria and this manual.
- Research hotel requirements.
- Develop budgets.
- Complete draft of your Bid Proposal prior to November 15<sup>th</sup>.
- Send a draft of Bid Proposal electronically to Bid Chair, Bid Co-Chair and AC Chair for review by November 15<sup>th</sup>.
- Deliver finalized bid proposals to Bid Chair or AC Chair ten days prior to the IWC that you intend to present your bid.
- Present bid at IWC.
- Get awarded the bid.
- Receive \$2000 seed money.
- Plan fundraisers.

## **CONFERENCE YEAR 1: Planning**

- Work with Treasurer to open bank accounts and establish QuickBooks accounting system.
- Finalize Hotel/Conference.
- Identify and invite Conference Speakers.
- Begin negotiating Hotel and/or Convention Center contracts.
- Send contracts to AC Chair for review and signature
- Develop your IWC Host City Committee structure.
- Fill your Committees
- Begin regular IWC Host City Committee meetings.
- Open PO Box.
- Create logo.
- Plan tours.
- Select and price souvenirs.
- Finalize meal selection.
- Plan fundraising activities.
- Develop registration form/flyer.
- Attend the IWC and conduct pre-registration.
- Receive \$8,000 seed money.
- Work with Technology Chair to update website.

## **CONFERENCE YEAR 2: Hosting**

- Continue planning meetings
- Finalize budgets and spending plan with AC Treasurer.
- Begin online registration and monitor.
- Open and monitor hotel room block.
- Publicize conference.
- Mail/email registration forms.
- Plan and confirm entertainment and decorations.
- Finalize panels/workshops.
- Arrange for volunteers.
- Secure raffle/silent auction donations and permits required to hold them.
- Finalize banquet arrangements.
- Hold fundraisers.
- Finalize AV needs.
- Plan decorations
- Plan and confirm hospitality rooms.
- Plan and assemble registration packets.
- Arrange for archives and literature sales.
- Develop and print conference program.
- Finalize all printing needs.
- Arrange special needs accommodations.
- Arrange and finalize the needs of the Advisory Council.
- HOST CONFERENCE!

### **CONFERENCE YEAR 3: Wrap-up**

- Write lessons learned.
- Deliver lessons learned to AC Chair.
- Finalize financial statements.
- Compile registration statistics and pass on to Bid Chair and AC Chair.
- Return Archives to IWC Archivist.
- Pass along seed money to future conferences.
- Make final distributions and close bank accounts

# **BID YEAR: PLANNING AND PRESENTING THE BID**

## **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.
- Hosting the conference in your city or region can be a great way to involve women in service.
- At a recent IWC conference it was estimated that more than 500 women did service work at the conference. A high level of willingness and interest is necessary.
- Once there is interest from the local AA community of women and a location or two have been identified, the bid planning process can begin.
- Begin to collect important information regarding the following criteria for inclusion in your bid proposal.

## **The Bid for the International Women's Conference is based on the six-point bid 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 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.
- 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 same 6-point worksheet for each bid.

## **6-POINT CRITERIA**

### **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 of 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 members 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 based on variable attendance levels
- d. Plans for disbursing funds following the conference

### **5. GEOGRAPHICAL DIVERSITY**

- a. Climate
- b. Regional diversity
- c. First time in a new city

### **6. HOST CITY LOCATION**

- a. Unique aspects of the Host City
- b. General impressions of the bidding city
- c. Other attractions near the Host City hotel or conference center
- 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

# 1. AIRPORT FACILITY

The following information should be collected and included in the bid proposal:

- What airlines serve your city?
- What is approximate cost for round trip from the east and west coast?
- 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 operate?
- What are the costs by taxi, Uber, or Lyft?
- Are there other modes of transportation to and from the airport and what is the fare?
- What parking is available at the airport and what is the rate?

The bid should answer these important questions:

- What are the airlines serving your city?
- What is the distance from the airport to hotel or conference center?
- What is the cost and time needed for transportation from airport to hotel or conference center?



## 2. CONFERENCE COMMITTEES

- Most conference committees begin with about five women.
- Members should be well versed in Traditions and Service Concepts.
- It is recommended that there be at least one member who has attended at least three IWC conferences and has at least five years of continuous sobriety.
- Ideally, at least some of the committee will be A. A. members with long-term sobriety and have A.A. service experience.
- Experience in hosting other A. A. conferences is beneficial.
- Members of the committee will represent the diversity of the local area.
- Once your host committee officers are confirmed, important documentation for each officer will be collected for inclusion in the bid proposal. Include the following:
  - a. Name
  - b. Length of sobriety
  - c. Service experience including service work on other conferences, positions held and size of conference(s).
  - d. Attendance at previous IWCs
  - e. Specific skills, qualifications and experience
  - f. IWC Council experience, if any
- Important skills and experience will include these:
  - Treasurer - Accounting and proficiency in QuickBooks program to develop the budget and all financial transactions.
  - Registration Chair - Will need technology/computer skills to develop documents and ensure the smooth transfer of programs relating to registration.
  - Hotel Chair - Will need contract negotiating skills for the hotel contracts.
  - Logistics/Technology Chair - Will need someone with technological skills and knowledge.
  - Additionally, women with leadership as well as marketing experience will be beneficial.
- There are many ways to achieve involvement which can generate publicity for the conference and the bid. Consider holding IWC Bid fundraising events.

### 3. FACILITY/HOTEL CONTRACTS

Before moving forward with the planning process, determine if there is a facility that would meet the IWC's basic requirements and that would be available the weekend of the conference.

The Bylaws state that the IWC must be held on a weekend in February as close as possible to February 14<sup>th</sup>. Approval from the Advisory Council is needed to change these dates.

#### 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% when negotiating.)

**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.

**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.

#### GENERAL HOTEL REQUIREMENTS

- Hotel should be a first-class facility, in an appropriate and safe location. It does not need to be a luxury type accommodation.
- 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 and be willing to customize their banquet menu for IWC.
- Hotel/Conference Center must have a ballroom for main speaker meetings (theatre style) plus overflow space in another room.
- Hotel/Conference Center must have ample meeting rooms to accommodate the total number of attendees for various breakout meetings simultaneously.
- Consider it a plus if the hotel has past experience accommodating A. A. conferences.
- Total number of attendees is not mandated. See past conference attendees for reference.

## **SITE INSPECTION AND CHECKLIST**

### **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 are available for your conference? (Single, Double, Triple, Quad, Suites)
- Are room rates determined by type, occupancy or flat rate for all rooms?
- How many rooms are handicap accessible?
- Does each room have:
  - a. A radio
  - b. Cable TV
  - c. Closed circuit TV
  - d. Complimentary coffee and coffee maker
  - e. Voice mail/data port
  - f. Free Wi-Fi
  - g. Hair dryer
  - h. Ironing board and iron
  - i. Is express checkout available
  - j. Video checkout
- Are rooms in good condition? Comfortable? Clean and fresh smelling?
- Does the hotel offer VIP accommodations?

### **Hotel Services**

- What is the price of coffee per gallon?
- Does the hotel have a parking garage/lot? What is the rate? How many spaces are available?
- Does the hotel have an audiovisual equipment manager?
- Is room service available? How late?
- Does the hotel have restaurant/coffee shop? Average prices? Hours of operation?
- Are the following available:
  - a. Business center
  - b. Fitness center
  - c. Swimming pool
  - d. Jogging path
  - e. Gift Shop

### Facilities and Design

- Are hallways and lobby areas neat, clean, spacious, and safe?
- Is there an area to comfortably handle conference registration?
- Ask for permission to hang banners or welcoming signs in public areas?
- Are there enough elevators and stairways to comfortably move attendees?
- Are all areas accessible to the handicapped?
- Is the temperature in public areas comfortable?
- Is the lighting in all areas adequate?
- Are noise levels acceptable?
- Are all areas clean and fresh smelling?

### Meeting Rooms

- What is the number of breakout rooms available (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
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- Are pens/pencils and notepads included for attendees?
- Is a speakers' podium and microphone included?
- Does the room have an in-room water station?
- Are temperature controls within the room?
- Are signs outside the room attached to the door, the walls or easel?

### Banquet Room/Ballroom

- Room capacity (theatre style)?
- Can the ballroom hold up to 2,000 attendees?
- Is the banquet room able to host at least 1,000 participants?
- Are they willing to customize their menu to IWC needs?
- Does the room have a sound system and how is it controlled?
- Is there an extra charge for the podium or microphone?
- Does the room have audiovisual screens and if so, how many?
- What type of lighting and how is it controlled?
- Can a banner be hung or attached to walls?

### Other Considerations

- Are they willing to agree to a Force Majeure clause?
- Does the hotel overbook?
- Is the hotel willing to ensure 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?
- What are the minimum revenue requirements and timeline?
- Can room rates or menu prices be guaranteed?

- Are service charges, gratuities, or sales tax added to food and beverage prices? (Be mindful of these charges. This is usually shown as ++ in contract.)
- 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?
- Are there any plans for remodeling, construction, or management changes?

## NEGOTIATING THE CONTRACT

Based on the results of the site visit, choose the facility that best meets the IWC requirements. Now begin the negotiations to determine the terms of the agreement. It is advisable but not necessary for an attorney to review any contracts prior to signing. **DO NOT SIGN A CONTRACT.**

- It is the bid committee's responsibility to negotiate terms and make a bid based on those terms.
- The AC Chair and the Host City Committee Chair will sign the contract once bid is won (also called a Letter of Agreement).
- The hotel may want to know about the IWC and the locations of the last three conferences. They can be provided with the information on the cities, total attendance and meal participation (see Past Conference History)
- Everything is negotiable. Understand you do not have to accept the first offer they make.

### 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 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 the room block is met 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 the IWC is willing to guarantee and how many rooms it will be obliged to hold at the conference rate. Wait to finalize the room block until the bid is awarded to your city, but it is a good idea to make sure the hotel would be able to accommodate the IWC's needs. An example of a room block commitment when starting negotiations is shown below:

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

- Often this will be increased as more women register for the conference.

### **Room Rate**

To keep the IWC affordable, keep hotel rooms rates as close to \$150-\$190 per night as possible. The hotel may not be able to give an exact rate, but they will be able to provide 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.

### **Coffee**

- Coffee can be a very big expense and the price can be negotiated and locked in ahead of time.
- Coffee can be served all day or restricted to certain times of the day to manage the costs.
- Be aware that hot water for tea is often charged at the same rate as coffee.

### **Food and Beverage**

- Consider whether to offer three meals (Friday dinner, Saturday dinner and Sunday brunch) or two (Saturday dinner and Sunday brunch).
- Negotiate a cost or range of prices for each meal; the menu can be decided later.
- Are service charges, gratuities, or sales tax added to food and beverage prices? (Be mindful of these charges. This is usually shown as ++ in contract.)

### **Audio/Visual (AV)**

- Audio and visual can be quite expensive. Negotiate with the hotel to offer this as a free service or reduced charge.
- If using an AA taping company, they have been allowed to set up microphones in each breakout room, making it unnecessary for the conference to pay the hotel for that service.
- Check if the hotel charges a fee if using an outside AV or taping company.
- It is not mandatory to tape the breakout sessions.

### **Telecommunications**

- Hotel telecommunications (phone and internet lines) can be quite expensive. Many IWC Host committees have chosen to not use this service at the hotel during the conference. Many hotels now offer Wi-Fi for free or an additional charge; please plan accordingly.

### **Force Majeure/Impossible Clause (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 occurrences of any circumstances beyond the control of either party, such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, epidemics including outbreaks of infectious diseases or illness in the host city, county, governmental travel advisories, limited group gathering restrictions, curtailment of transportation facilities which may prevent or unreasonably delay 25% of the meeting attendees from attending, or other emergencies that would make it inadvisable, illegal, or impossible for either party to perform their obligations under this agreement. (Refer to Pg. 32~Suspension of Conference)

# 4. FINANCIAL STATEMENTS

## OVERVIEW

- The conference must be self-supporting.
- The Treasurer should be identified in the Exploratory Committee and must have QuickBooks knowledge. All accounts for the conference are kept in QuickBooks.
- IWC is not financially responsible for IWC Host City conference debts.
- Each year’s conference operates as a separate entity and must cover its own expenses.
- Each Host City receives seed money from prior conferences.
- Each Host City must provide seed money to the conference that follows.
- In the event there is a surplus of funds at the end of the Conference, a minimum of 20% will be given to the Advisory Council before any other distributions are made.
- The bid proposal must include a budget in a format provided in the FINANCIAL FORMS section.
- The bid proposal must demonstrate financial autonomy and responsibility in accordance with AA traditions.
- The Host Committee must provide a Contingency Plan should a deficit occur.

## BUDGETING

- Prepare budgets that include all known and estimated income and expenses. Include more than one budget. (1,500, 2,000, and 2,500 attendees or appropriate numbers for your city)
- Set the registration fee. (The Advisory Council approves the registration fee.)
- Budget for seed money.
- Budget for the annual IWC Advisory Council allocation. This includes operating funds and technology expenses. The amount is determined each year by budgeting for the following year’s AC’s expenses.
- Review the proposed budget with the AC Bid Chair and AC Treasurer.
- Host Committee Treasurer should work closely with AC Treasurer.
- The IWC follows all AA Traditions, including Tradition 7. As we are self-supporting through our own contributions, therefore we do not accept outside contributions.

Income:	\$2,000	Planning year seed money	*estimate
	\$8,000	Conference year seed money	
	\$ xxx	Fundraising activities income	
Expenses:	\$8,000	Seed money for the next year Host City	
	\$2,000	Seed money for the future “2 <sup>nd</sup> year out” Host City	
	\$4,800	IWC Advisory Council operating fund (plus up to 20% increase)	
	\$2,000*	Reimburse for registration software, website costs and maintenance. (any changes made mid-year by Host City will be extra.)	
	\$1,000*	One million-dollar liability insurance policy for the conference.	
	\$1,000*	Funds to pay for site visit by the IWC AC Chair	
	\$2,000	Advisory Council Prudent Reserve	
	\$ xxx	All estimated expenses (tours, raffles, souvenirs, food, AV expenses etc.)	

## 5. GEOGRAPHICAL DIVERSITY

- What are the average temperatures in February in the Host City region?
- Highlight regional diversity. What makes this city different?
- What geographic attractions are nearby?
- Would this be a first time to host in this city? If not, when was it hosted?

## 6. HOST CITY

Share the unique aspects and attractions of the Host City.

- The hotel, convention bureau, or visitor's bureau can be an asset in highlighting the city.
- What attractions are nearby? Is transportation necessary and if so, is it available?
- What restaurants and coffee shops are within walking distance of hotel, and what type of cuisine and range of prices?
- Is retail shopping nearby?
- What modes of transportation are available in your city, bus, train, etc. and what are the costs?

Gather data on different tours that can be offered.

- 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.
- Identify recommended tours and cost per person.
- Decisions don't need to be made to submit the bid, but options available should be identified.

Share information about the local AA community.

- Identify number of local AA groups, especially women's groups or those with strong involvement from AA women.
- Identify involvement of local women in general service or other twelve-step work.
- Identify women who have experience with putting on conferences.
- Identify women who have local or regional attendance at the IWC. (Both high and low 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.
- If women from your local AA community sign a petition endorsing the IWC bid, please have them sign just their first name, last initial and sobriety



# FINAL BID PROPOSAL AND BID PRESENTATION

## GENERAL INFORMATION AND GUIDELINES

- Once an agreement with the hotel or conference center has been negotiated and the information on the 6-Point criteria has been assembled, the bid proposal can be presented.
- Information in the Bid Proposal must be clear and succinct. Do not clutter it up with a lot of glossy travel brochures as they will not help your bid but may make it harder for the Advisory Council to evaluate.
- Lobbying members of the Advisory Council is not appropriate; however, they may be contacted for information or referrals. Your main contact with the IWC Advisory Council should be with the Bid Chair or the Bid Co Chair.
- Past Conference Chairs can be contacted for help or advice in preparing the bid. Names and contact information will be provided upon request.
- Send a draft of the bid proposal electronically to the Bid Chair, Bid Co-Chair and the AC Chair by November 15<sup>th</sup> for review. The bid draft will be reviewed and recommendations sent by the end of December. Finalize the bid based on those recommendations.
- Send finalized bid proposals electronically to Bid Chair, Bid Co-Chair and AC Chair ten days prior to the conference and the Bid Chair will distribute the electronic bid proposal to the Advisory Council. Sending the electronic bid in a PDF format is preferred.

## BID PRESENTATION – WHAT TO EXPECT

- The bid presentations occur on Saturday morning during the conference. Bid presentations will be made in random order. Straws will be drawn on Saturday morning to determine the order of the presentations.
- The bid presentations generally occur in one of the larger meeting rooms and are open to any interested IWC attendees. IWC Advisory Council members, former IWC host committee members and other bidding cities or cities planning to bid in the future will be in attendance. Check the conference program for time and location.
- Fifteen minutes is allowed for presentations about how this bid meets the 6-Point Criteria. Props or computer technology can be used, although it is better to keep it simple, explaining why the IWC should be held in this city and why this bid is a good bid.
- After each presentation the Advisory Council members will have the opportunity to ask questions. If time allows others in attendance will also ask questions.
- After all the bid presentations, the IWC Advisory Council will meet privately and review all bids and award the bid.

## 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 meeting location will be determined by the AC Chair.
- As the newly elected Host City, the duties and responsibilities begin now. Please see the second section of the book titled: “Conference Year 1: Planning the Conference.”

#### **THE BID IS NOT AWARDED TO YOUR CITY**

- 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 a bid again next year.
- There are many factors within the 6-Point Criteria which affect the selection process.
- Those cities not awarded will be invited to meet with the Advisory Council on Saturday evening after the Speaker Meeting to review results and answer questions.
- At the close of the conference, the AC Bid Chair will be available to answer questions, give clarifications or make suggestions.

# CONFERENCE YEAR 1: PLANNING

The Host Committee is asked to make a commitment that the IWC Guidelines and Requirements, AA's Twelve Steps, Twelve Traditions and Twelve Concepts will be followed.

## GUIDELINES AND PLANNING REQUIREMENTS

- The theme of the 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.
- All IWC meetings are CLOSED for women of Alcoholics Anonymous only.
- Information, topics and decisions of the IWC are to adhere to AA's Twelve Steps, Twelve Traditions and Twelve Concepts.
- AA Conference-approved literature may be offered for sale. Other appropriate printed material may be offered for sale, but must be displayed and kept at a separate literature table.
- 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 published 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.

## IWC Host City Commitments to the IWC Advisory Council

- Provide current minutes of all planning and special events committee meetings.
- Provide quarterly budget reports on the IWC Financial Report form. The Treasurer will request this, and provide other necessary documents in New Host City letter within 14 days after the bid has been won.
- Provide a financial report, interim or final, no later than sixty (60) days after the conference and a final report, no later than September 30 of the conference year.
- Final Mailing List will be forwarded to the IWC AC Technology Chair ONLY (not to the next conference), no later than 60 days after the conference.
- The IWC Host Committee should plan on (and budget for) at least one in-person planning site visit with the AC Chair. Any additional site visits would be at the expense of the Advisory Council.

## IWC Advisory Council Commitments to the IWC Host City Committee

- The AC Secretary will provide a updated Roster of the Advisory Council members.
- The AC Technology Chair will forward the mailing list by May for the June mailing.
- The AC Chair and/or designated Advisory Council Member will be in regular contact with the IWC Host Committee to go over all phases of conference planning.
- The IWC Advisory Council is available to assist with any concerns with the planning before and during the conference.

## Areas of Responsibility of the IWC Host City Committee

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.

A copy of the IWC Host City organizational structure chart should be sent to the AC Chair.

### **Mailing List Communication**

The mailing list is the property of the IWC Advisory Council. It is housed on each of the four laptops owned by the IWC. The AC releases a laptop to each IWC Host Committee to be used for mailing and registration 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 AC 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.

The IWC Host Committee updates the mailing 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.

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 communication. Electronic communication is an effective way to communicate and the use of marketing platforms can be used.

The US 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. The Post Office may require seeing the flyer, the return address and the amounts being mailed in order to provide the non-profit rate for mailing.

All communications, notices, flyers, or email blasts must be approved by the Advisory Council.

### **Recommended First Year Action Items**

It is recommended the following actions be done in the first year of planning:

1. Finalize Hotel/Conference Center contract within 60 days
  - a. 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 AC Chair for review and signature, and then it will be returned for the Host City Conference Chair to sign.
  - b. Host City Conference Chair should not sign it prior to the IWC AC Chair.
  - c. Make all changes to the Hotel contract as directed by the Advisory Council.
2. Develop IWC Host City Committee structure and fill committee positions.
3. Provide the AC Chair with a roster that includes the Host City Committee member’s names, addresses, phone numbers and email addresses.
4. Open a Post Office Box.
5. Begin regular IWC Host City Committee planning meetings.
6. Provide minutes of all monthly planning meetings to the AC Chair.
7. Create logo

- a. Red and white are the predominant colors used on all conference related materials.
  - b. The logo must be approved by the Advisory Council.
8. Announce to local intergroups, districts, areas and delegates that the IWC will be held in the Host City.
9. Plan and finalize tours.
  - a. The tours and events planned by the Host City must include descriptions and pricing on the registration flyer.
  - b. These must be approved by the Advisory Council.
  - c. Make accommodations for women with special needs.
10. Select and price souvenirs. The sale of conference souvenirs is limited to no more than four items unless otherwise approved by the AC.
11. Select and price a memento to be placed on Saturday night banquet tables. Be mindful of Tradition 6 that reminds us no affiliation, endorsement of outside enterprise, etc.
12. Develop registration flyer.
  - a. The theme is always “The Language of the Heart Will Be Spoken Here”.
  - b. The registration flyer must be approved by the Advisory Council and should include the following information:
    - IWC Logo
    - Approved Host City logo
    - IWC Mission Statement
    - IWC Website
    - Host City Welcome Statement
    - Tradition 7 Statement of Self-Supporting
    - Hotel name, address, phone number and reservation information.
    - Airline and transportation information
    - Deadlines dates.
    - Payment information, methods of payment and related statements.
    - Maximum occupancy and maximum attendee statements
    - Public service announcements
    - Contact information of Host City Committee.
    - Costs for all services offered
    - Request for volunteers at conference
    - Request for special needs
    - Explanation of tours and pricing
    - Scholarship contribution request
    - Waivers and cut off dates for refunds
13. Plan to attend the next IWC. Planning considerations should include:
  - a. Work with AC Technology Chair to have online registration form ready to go live.
  - b. Print registration forms to bring to the conference. Quantity has historically been 10,000.
  - c. Recruit committee members and volunteers to attend the Conference and help staff the pre-registration table.
  - d. Work with current Host City to determine where the pre-registration table will be located.

- e. Meet with current Host City Chair and other committee members to observe and learn about committee roles and responsibilities.
  - f. Arrange to “shadow” counterparts during the conference.
14. Identify and secure speakers
- a. Selecting local speakers allows the conference attendees to experience the local recovery.
  - b. Consider expenses when choosing the evening speakers from out of town/out of state/out of country.
  - c. Obtain written permission from all the speakers/panelists you wish to record.
15. Technology/Laptops
- a. Contact the IWC Technology Chair to make arrangements to receive two laptops which is used for registration and mailing list communications. Do not make arrangements with previous host city to receive the laptops.

## CONFERENCE YEAR 1: FINANCIAL PLANNING

1. IWC Host City Treasurer must contact the AC Treasurer IMMEDIATELY to get details about opening bank accounts, establishing the conference’s non-profit status, EIN number, and IWC accounting procedures.
2. The Host City Treasurer will need to set up QuickBooks and begin regular financial reporting. It is required to provide the AC Chair and AC Treasurer with quarterly financial reports.
  - a) Year 1 - Profit and Loss Report and Monthly Bank Statements and Reconciliation
  - b) Year 2 – Profit and Loss Report showing Budget to Actual and Monthly Bank Statements and Reconciliation

Reporting Quarters	Month Due
January-March	April
April-June	July
July-September	October
October-December	January

3. An outside accounting firm will be providing oversight to the IWC. The Host City financial information will be reviewed periodically by the accounting firm. Contact with this firm will be handled by the AC Chair and AC Treasurer.
4. 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.
5. The income and expenses of the conference will be reported on the income tax return filed by

International Women's Conference Inc. 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.

6. Copies of receipts must be provided to the AC Treasurer electronically or actual paper receipts. Electronic copies of the documents are preferred.
7. After compliance with local government for permits and licenses, copies of those permits and licenses must be provided to the AC Treasurer.
8. Contact the Secretary of State to determine if it is necessary to file with them and/or to have a Registered Agent in the host state. If it is necessary, file accordingly and documentation should be sent to the AC Treasurer. If a Registered Agent in the state is required, the HC Chair or HC Treasurer should serve in that capacity.
9. The IWC Host Committee must provide minutes of all monthly planning meetings to the AC Chair and AC Treasurer. The quarterly financial statements will be provided to the AC Chair and the AC Treasurer
10. 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.
11. The IWC Host Committee must regularly update the Contingency Plan provided to the AC Chair and AC Treasurer. The regular budget should be used.
12. The IWC Advisory Council must approve the registration fee. Pre-conference budgeting is needed to keep the fee at a minimum and a sufficient amount 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.
13. 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 AC Chair.
14. Refund of registration fees or other monies are strongly encouraged, but is at the discretion on the IWC Host Committee. Waivers and the cut-off date for refunds needs to be published on the flyer and website.
15. Each next IWC Host Committee receives seed money in the amount of \$10,000 in order to meet pre-conference bills prior to the receipt of registration fees. A rotating system has been established where \$8,000 is provided to the next Host Committee at the current conference and \$2,000 is provided to the second Host Committee (2 years out) to assist with initial printing and early expenses.

16. Each IWC Host Committee is required to budget for the following year's Advisory Council's operating expenses and will not exceed a maximum of a 20% increase from the current budget.
17. Dual signatures are required on all checks written by the IWC Host Committee members. Checks can be made out to the payee, with two signatures, and the amount can be unspecified until the amount is known.
18. During the IWC, the current IWC Host Committee Chair presents the AC Chair with the following checks:
  - \$8,000 for the next year IWC Host Committee (Payable to the xx IWC)
  - \$2,000 for the 'second year out' IWC Host Committee (Payable to the xx IWC)
  - \$4,800 as per the Advisory Council budget. (Payable to IWC, Inc.)
  - \$1,500 for the reimbursement of the registration platform costs. (Payable to IWC, Inc)
  - \$500 for the reimbursement of the annual website updates. The cost for any web changes made by the Host City during the year will be reimbursed to the AC. (Payable to IWC, Inc.)
19. The IWC Host Committee Chair or Treasurer is expected to complete a final financial report no longer than 60 days after the IWC. This final report should be provided to the AC Treasurer and AC Chair.
20. 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.
21. No cash, rebates and/or reward points 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 AC Chair and AC Treasurer.
22. In the event there is a surplus of funds at the end of the Conference, a minimum of 20% will be given to the Advisory Council prior to any other allocations.
23. Any remaining Scholarship funds are to be forwarded to the next IWC Host Committee.
24. 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 AA related entities only. Suggested remaining distribution: 10% GSO; 30% to Area; and 60% to local Intergroup/Central Office.
25. Guidelines to the Alcoholics Anonymous General Service Office may be found in the pamphlet "Self-Support: Where Money and Spirituality Mix."



# CONFERENCE YEAR 2: HOSTING

It is recommended the following actions be done in the second year of planning:

## Continue Work From Year 1

- 1) Continue to hold regular Host City Committee planning meetings.
- 2) Continue to provide all Host City Committee planning meeting minutes to the AC Chair.
- 3) Continue to update your budget and income and expense reports using Quick Books.
- 4) Continue to provide quarterly financial reports to the AC Chair and AC Treasurer.
- 5) Continue to monitor registration.
- 6) Continue to monitor the hotel room block/pickup.
- 7) Continue to build and add committee members as needed.
- 8) Stay in contact with your speakers.

## 12-6 Months Prior to the Conference

- 1) Plan for the on-site meeting with the AC Chair and the Host City Committees.
- 2) Contact Box 459 to publish the announcement of the upcoming IWC in their publication.
- 3) Notify local Intergroups, Districts, Areas and Delegates-and provide them with IWC flyers.
- 4) Update mailing list. Returned mail and e-mails should be removed from mailing list and make note of any forwarding addresses. Notify the AC Technology Chair with any changes made.
- 5) **June 1** - Mail first mailing via postal and/or electronic mail.
- 6) Hold fundraiser activities.
- 7) Plan entertainment and confirm times to perform.
- 8) Plan and finalize panels and workshop topics.
- 9) Arrange volunteers for meetings and other service commitments
- 10) Plan raffles and secure permits if necessary. (Send copies of permits to AC Treasurer)

## 6 Months Prior to the Conference

- 1) Finalize banquet arrangements.
- 2) Finalize audio/visual needs.
- 3) Plan decorations.
- 4) Plan hospitality rooms.
- 5) Arrange for literature sales.
- 6) Contact archivist and arrange plans to send archived materials from conference.
- 7) Plan and assemble registration packets.
- 8) Print signs and banners
- 9) Arrange for women with special needs in panels/workshops and on tours.
  - a. 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 at the facility and meetings.)
  - b. 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.

- 10) **September 1** - Contact the IWC Technology Chair with changes to the mailing list, if not previously done, prior to this mailing.
- 11) **October 1** - Mail second mailing via postal and/or electronic mail.
- 12) **October/November** - Develop Conference Program. A "close-to-final" draft of the program and schedule, including content and layout, is to be forwarded to the IWC AC Chair.
- 13) **December/January** - Pay special attention to the room block/ pickup. This will be critical during the two months preceding the conference.
- 14) Within 6 months prior to your conference, the AC Chair may make an additional site visit to your city. The cost of this trip will be the responsibility of the IWC Advisory Council.

## **CONFERENCE PROGRAM REQUIREMENTS**

Before printing the FINAL version of the printed program, approval from the AC Chair is required.

The following items are required to be included in the printed program.

- The Heart Motif should be included in the Host City logo.
- "The Language of the Heart Will Be Spoken Here" is the motto.
- Previous IWC Cities, States, Provinces, Country and Year should be listed on one page. (see Past Conference Locations, Page 33)
- The Regions of the IWC and areas within those regions should be listed.
- The Friday night Regional meetings schedule and locations should be listed.
- Hospitality Room Hours (Hospitality Rooms should be closed during the speaker meetings in order to allow volunteers to attend.)
- State that verification of payment on attendee's bank statement will be the official receipt of registration.
- Include a statement that "No childcare will be provided."
- The IWC Advisory Council information listed in the box following should be inserted in the printed program booklet:

## **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 AC Treasurer. The elected Regional Representatives are the only voting members of the IWC Advisory Council.

## **Requirements for IWC Advisory Council Membership**

The requirements for IWC Advisory Council Membership as a representative are:

1. Five (5) years of continuous sobriety
2. Previous attendance at three (3) International Women's Conferences
3. Willingness and time to be of service and fulfill the obligation of the job.
4. A representative must be able to attend all of the annual IWC Advisory Council Meetings during the IWC for three years.
5. An alternate representative must be able to attend the IWC Advisory Council meeting for one year.

## **How Can I Become an Advisory Council Member?**

IWC Advisory Council members are elected by those attending the IWC Regional Meetings on Friday. During the Regional meeting, it will be determined what positions are rotating out of the Council for that region and whether a voting Representative or an Alternate Representative is needed. In order to serve on the Council one must meet the requirements for the position, which will be explained further at the meeting, and be willing to fulfill the commitment of one or three years. Those interested will be asked to speak to their qualifications. A vote will be taken by using either the Third Legacy process or the simple majority voting method, handwritten ballot 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 Make a Bid for IWC" located in room number **xxx at xx:00 p.m.** and on Saturday for the Bid Presentations located in room number **xxx** 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. Obtain a Bid Manual which explains the process of bidding as well as how to host the conference. Take notes, ask questions, learn about the six-point criteria used to evaluate the bids and determine the next host city.

## ADVISORY COUNCIL ROOM REQUIREMENTS

The IWC begins on Thursday afternoon and ends on Sunday by 11:00 a.m.

Specifics of the meetings are left to the discretion of the IWC Host Committee; however, the following are required:

- Reception - A meeting room is required for the Wednesday evening reception from 7:00-9:00 p.m. The room should be able to accommodate the IWC Host City Committee, The IWC Advisory Council and the next year's Host City Committee.
- How to Make a Bid for IWC - The Friday schedule must include a one and one-half hour session between the hours of 1:30 and 4:00 p.m. on "How to Make a Bid for IWC."
  - Theater seating for 100
  - Projector, screen, with computer hook-up is needed.
  - Four chairs (facing the audience) for the IWC Advisory Council
  - Two microphones - one for the audience and one for the moderator of the meeting.
- Regional Meetings - The Friday schedule must include Regional meetings at a time determined by the Host City and approved by the IWC AC Chair. No other activities or meetings will be scheduled during the Regional meeting time slots.
  - Seven (7) individual meeting rooms are needed to hold Regional Meetings and they will convene at mutually agreed upon time between the Host City and IWC AC 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.
- Bid Presentations - The Saturday schedule must include a two-hour session from 8:00-10:00 a.m. for "Bid Presentations."
  - Theater seating for 100 people
  - A head table and podium that will accommodate 3-4 people
  - Two microphones – one for the head table and one for the audience for questions.
  - A projector and screen, with computer hook-up
- IWC Advisory Council Annual Meetings - The IWC Host City Committee will provide a meeting room for the IWC Advisory Council for the duration of the conference, beginning Wednesday morning. The following reflects the meeting room requirements for the IWC Advisory Council throughout the conference.
  - The room should accommodate 30 women, set in conference style, with additional seating for 10.
  - IWC Host Committee is to provide, at their expense, a Continental Breakfast on Thursday morning only.
  - Water, coffee, tea and soda, and mid-afternoon snacks/cookies should be available in the meeting room to be replenished as needed through the IWC Advisory Council Liaison at the IWC Host Committee's expense.
  - The meeting room must have a locking door and be used solely by the IWC Advisory Council during the entire conference. The key for the IWC Advisory Council meeting room must be given to IWC AC Chair or provide a hotel contact for locking the room.

- The meeting room must be located a distance from other meeting rooms and any outside vendors.
- The meeting room should be equipped with an easel or dry-erase board and have electrical outlets easily accessible for computers.
- The room set-up should be in hollow square with food tables in the back of the room and two extra tables for materials.
- Wrap Up Meeting – This meeting is for the IWC AC Chair, IWC AC Treasurer, current IWC Host City Committee Chairs, next IWC Host City Committee Chairs, and the newly selected IWC Host City (2-year) Chairs.
  - Seating for 50 people
  - One Microphone

## **ADVISORY COUNCIL SCHEDULE**

### **Wednesday 7:00-9:00 PM – Reception**

- The IWC Host City Committee hosts a reception for IWC Host City Committee and the IWC Advisory Council. It is strongly encouraged to invite the Host City Committee for the following conference.
- Refreshments are the choice of the IWC Host City Committee, but generally feature coffee, tea, water, and light refreshments.
- Purpose of the reception:
  - To provide an opportunity for IWC Advisory Council to meet and thank the current IWC Host City Committee for their years of service to the conference.
  - To allow the IWC Advisory Council and the IWC Host City Committee to address any last-minute concerns.
  - Any Bid Proposals that were not delivered prior to the conference can be delivered at the reception to the IWC AC Bid Chair or the IWC AC 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 Continental Breakfast should be ready and available at 8:00 a.m.

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

- The IWC Host Committee Chair presents an update on the conference status to the IWC Advisory Council sometime between 2:00-4:00 p.m. 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 AC Chair plans the luncheon and coordinates with the Advisory Council Liaison who serves as the contact 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”**

- Cities interested in presenting a bid to bring the IWC to their city should attend this meeting.
- The IWC AC Bid Chair runs the meeting and Bid Books will be distributed to those interested in bidding.
- A question/answer period is held.

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

The Regional Meeting serve three primary purposes:

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

**Friday 8:00PM - Prior to Speaker meeting**

- Introduce IWC AC Chair and AC Co-Chair for Announcements

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

**Saturday 10:00 AM – IWC Advisory Council Meeting resumes (following bid presentations)**

**Saturday 8:00 PM – After Speaker Meeting**

- Announcement of the newly selected IWC Host City Committee by IWC AC Chair
- IWC AC 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 all Bid Presenters.

**Sunday 11:00 AM (approximately) - After Speaker Meeting**

- IWC Advisory Council members discuss “Lessons Learned”
- Banner given to next IWC Host City Committee
- Checks distributed as required (see Conference Year 1: Financial Planning)

# CONFERENCE YEAR 3: WRAP UP

## LESSONS LEARNED

- Write up “Lessons Learned” developed from the experience of each committee.
- Attend the Wrap-up Meeting to discuss the experience of the conference and to pass on the information to the next Host City.
- Provide a written copy of “Lessons Learned” to the AC Chair, who will distribute to the next IWC Host Committee and AC Bid Chair.

## ARCHIVES

- Immediately after the conference, the Archives should be packed carefully and shipped to the location indicated by the AC Archivist.
- The IWC Host Committee is required to pay the cost of shipping and 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: Two programs, two pins, 2 name badge holders, two 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 laptop computers are to be sent to the IWC AC Technology Chair. Any electronic mailing lists created should be turned over to the Technology Chair. All corrections and deletions must be made on the mailing list prior to sending. The mailing lists are the property of the IWC Advisory Council.

## DATA

Provide the AC Chair, the AC Bid Chair with the following data:

- 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 Monday before the conference and ending the Monday after)
- The names of your guest speakers.

## FINAL 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 AC Chair and AC Treasurer the following:

- An interim financial statement (due April) including a statement to the effect that all expense records, receipts and contractual agreements are on file. (using form included FINANCIAL FORMS) The final accounting must be submitted by September 30 and preferably sooner.

- The report will disclose all donations received by the IWC Host Committee, including from whom, 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 AC Chair and AC 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. Additional guidelines from the Alcoholics Anonymous General Service Office may be found in the AA Pamphlet, *Self-Support: Where Spirituality and Money Mix*. Suggested distribution:
    - 10% to GSO
    - 30% to Area
    - 60% to local Intergroup/Central Office.
  - Any remaining Scholarship funds are to be forwarded to the next IWC Host Committee.
  - There are to be NO funds/money 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 this report to the AC Chair and the AC Treasurer.

## **SUSPENSION OF CONFERENCE**

The Advisory Council shall have the responsibility to suspend the current or upcoming IWC by cancelling the conference for that year or changing the format of presentation, working jointly with the Host City.

The Host City will make a recommendation to the Advisory Council to suspend or alter the conference with a minimum of three documented reasons. The Host City can present other formats to the Advisory Council for hosting the IWC, if possible. (i.e., video conferencing.)

The Advisory Council will meet in an emergency meeting to vote on this action. No formal actions will be taken until the AC has voted.

If the Host City must invoke Force Majeure or Impossibility Clause for the contracted hotels or convention center, the AC must approve this action. The Host City will consult an attorney and request the attorney send a letter to the hotel(s) or convention center regarding this action. Contact with the Advisory Council Chair should be maintained at all times during these communications.

If a new format for the conference is approved, the Host City will establish a new budget and submit as soon as possible to the Advisory Council Treasurer and AC Chair for approval. A plan for reimbursement of funds already collected, if necessary, must be submitted to the AC and registrants must be notified within thirty (30) days of the decision.



# PAST CONFERENCE HISTORY

## REGISTRATION STATISTICS AND ROOM BLOCKS

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.

2021 Charlotte, NC (Virtual)				2020 Indianapolis, IN			
Registrations:		19,373		Actual Hotel Room Blocks			
Souvenirs:		Entertainment:				Registrations	1900
Sweatshirts	314	Dysfunctional		Monday	1	Fri Dinner	470
T-shirts	251	Family Feud	375	Tuesday	16	Sat Dinner	807
Tote Bags	104	Karaoke Night	1,149	Wednesday	123	Sun Brunch	461
Travel Mugs	245	Dance Party	1,119	Thursday	396	Tours	
				Friday	433	T-shirts	306
				Saturday	429	Crew neck sweat	270
				Sunday	43	Mugs	222
				Total Block	1441	Water Bottle	75

2019 Los Angeles, CA				2018 Phoenix, AZ			
Hotel Room Blocks				Actual Hotel Room Blocks			
		Registrations	3991			Registrations	3643
Monday	50	Sat Dinner	1700	Monday	5	Fri Dinner	1580
Tuesday	50	Sun Brunch	992	Tuesday	32	Sat Dinner	1710
Wednesday	300	Fri Ice Cream	850	Wednesday	178	Sun Brunch	1375
Thursday	600	Tours	497	Thursday	526	Tours	
Friday	700	T-shirts	320	Friday	609	Short T-shirt	575
Saturday	700	Hoodies	191	Saturday	619	Long T-shirt	415
Sunday		Mugs	210	Sunday	78	Mugs	1451
Total Block	2400	Caps	73	Total Block	2047	Totes	175
		Journals	216			Cookbooks	216

# PAST CONFERENCE LOCATIONS

**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**

1965 - 1969	Kansas City, MO	1990	Minneapolis/St. Paul, MN	2011	Anchorage, AK
1970	St. Louis, MO	1991	Orlando, FL	2012	Washington, DC
1971	Wichita, KS	1992	Reno, NV	2013	Reno, NV
1972	Oklahoma City, OK	1993	Vancouver, British Columbia	2014	Honolulu, HI
1973	Little Rock, AR	1994	New York, NY	2015	Palm Springs, CA
1974	Des Moines, IA	1995	Omaha, NE	2016	Norfolk, VA
1975	Minneapolis/St. Paul, MN	1996	Salt Lake City, UT	2017	Cleveland, OH
1976	San Antonio, TX	1997	Chicago, IL	2018	Phoenix, AZ
1977	Chicago, IL	1998	Cleveland, OH	2019	Los Angeles, CA
1978	Cleveland, OH	1999	San Jose, CA	2020	Indianapolis, IN
1979	Denver, CO	2000	Atlanta, GA	2021	Charlotte, NC (Virtual)
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		

## PAST CONFERENCES SPEAKERS

<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., Texas
	Rachel M., North Carolina
	Millie L., Alabama
<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., California	Leslie G, Indianapolis, IN
Yolanda G.	Angie P., Cincinnati, OH
Josephine M., Texas	Mary T., Santa Fe, NM
Judy L., Boulder CO.	Sister Mary C., Tampa, FL
<b>2021 CHARLOTTE, NC – IWC 57</b>	<b>2022 SANTA FE, NM – IWC 58</b>
Sherry L., West Virginia	
Cathy W., Illinois	
Terri K., Ohio	
Deborah K.A., North Carolina	
Amy S.D., Kentucky	

# FINANCIAL SCHEDULES

## FINANCIAL REPORTING SCHEDULE

TO BE SENT TO AC TREASURER AND AC CHAIR

### Items Due Each Quarter:

*Year 1*

Profit and Loss Report

Monthly Bank Statements and Reconciliation

*Year 2*

Profit and Loss Report showing Budget to Actual

Monthly Bank Statements and Reconciliation

<b>Reporting Quarters</b>	<b>Month Due</b>
January-March	April
April-June	July
July-September	October
October-December	January

## BUDGET TEMPLATE - INCOME DETAIL.

Totals and amounts used are examples only.

BUDGET FOR 2,000

Location:

Conference Dates:

INCOME					Notes
Seed Money from Previous Conference				\$10,000	
	<b>Number</b>	<b>Amount</b>	<b>Total</b>		
<b>Registrations</b>					
Preregistrations (\$50)	1700	50	\$85,000		
300 at door registration (\$55)	300	55	\$16,500		
<b>Total registration income</b>			<b>\$101,500</b>		
Less: Bad checks	10	\$55	\$550		
Refunds	30	\$55	\$1,650		
Less Scholarship funds used			\$0		
<b>Total</b>			<b>\$2,200</b>		
<b>Net Registration Income</b>				<b>\$99,300</b>	
<b>Meal Income</b>					
Friday Dinner	0	\$0	\$0		
Saturday Dinner	700	\$65	\$45,500		
Sunday Breakfast	350	\$55	\$19,250		
<b>Total Meal Income</b>				<b>\$64,750</b>	
<b>Other Income (Projected)</b>					
Raffle Ticket/Silent Auction Sales			\$0		
Literature Sales			\$0		
Souvenir Item Sales			\$0		
Donations for Scholarships			\$0		
Tours			\$0		
Other Funds collected			\$0		
<b>Total Other Income</b>				<b>\$0</b>	
<b>TOTAL INCOME</b>				<b>\$174,050</b>	

SOUVENIR ITEM SALES INCOME			
	Number	Price	Total
T-shirts	400	\$ -	\$0.00
Sweatshirts	350	\$ -	\$0.00
Coffee/Travel Mugs	400	\$ -	\$0.00
Notebooks	1000	\$ -	\$0.00
<b>TOTAL SALES</b>			<b>\$0</b>

**BUDGET TEMPLATE - INCOME DETAIL**

Totals and amounts used are examples only.

<b>SUMMARY OF EXPENSE</b>		
Facility Costs		\$0
Cost of Sales		\$0
Meals		\$67,636
Coffee		\$0
Printing		\$0
Mailing		\$0
Event Costs		\$0
Miscellaneous		\$0
Other Operating Costs		\$18,800
Planning Costs		\$0
Transportation		\$0
<b>TOTAL EXPENSE</b>		<b>\$86,436</b>

<b>TOTAL INCOME</b>		<b>\$174,050</b>
<b>LESS TOTAL EXPENSE</b>		<b>\$86,436</b>
<b>BALANCE</b>		<b>\$87,614</b>

<b><i>DISTRIBUTION OF BALANCE</i></b>		
Balance to distribute to AA Service		
<b>Total Income - Total Expense:</b>		

Report submitted by:

Approved by:

Date:

## BUDGET TEMPLATE - EXPENSES DETAIL

Totals and amounts used are examples only.

<b>FACILITY COSTS (see budget notes)</b>		
Hotel meeting space		\$0.00
Utilities		\$0.00
\$1M Liability Insurance		\$0.00
Audio/Visual		\$0.00
Tips for Hotel staff		\$0.00
Security		\$0.00
<b>Total Facility Costs</b>		<b>\$0.00</b>

<b>COST OF SALES</b>			
Raffle Prizes/tickets			\$0.00
Literature			\$0.00
<b>Souvenir Items:</b>			
T-shirts	0	\$0.00	\$0.00
Sweatshirts	0	\$0.00	\$0.00
Coffee Mugs	0	\$0.00	\$0.00
Notebooks	0	\$0.00	\$0.00
<b>Total Cost of Sales</b>			<b>\$0.00</b>
<b>MAILING COSTS</b>			
Postage (check for Non-profit bulk mail)			\$0.00
Labels			\$0.00
<b>Total Mailing Costs</b>			<b>\$0.00</b>

<b>MISCELLANEOUS COSTS</b>			
Badges/registration packets			\$0.00
Bank Charges			\$0.00
Office Supplies			\$0.00
PO Box rental			\$0.00
Signage			\$0.00
Website			\$500.00
Mail chimp (\$75 x 12 months)			\$0.00
Registration Software			\$1,500.00
<b>Total Miscellaneous Costs</b>			<b>\$2,000.00</b>
<b>PLANNING COSTS</b>			
Year One & Two Planning Meetings			\$0.00
Year Two AC Chair Site Visit			\$0.00
<b>Total Planning Costs</b>			<b>\$0.00</b>

**BUDGET TEMPLATE - EXPENSES DETAIL**

Totals and amounts used are examples only.

<b>MEAL EXPENSE + DECORATIONS AND GIFTS</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>
Friday Dinners	N/A	\$0.00	
Saturday Dinners	700	\$48.00	\$33,600.00
Sunday Breakfast	350	\$40.00	\$14,000.00
<b>Meal Expense Subtotal</b>			<b>\$47,600.00</b>
Hotel /Caterer Service Fee i.e. 23.5%			\$11,186.00
Meal Tax i.e.8.25% on total AND Service Fee			\$4,849.85
<b>Total Cost of Meals</b>			<b>\$63,635.85</b>
Gifts/Favors/Decorations			\$4,000.00
<b>Total Meal Expense</b>			<b>\$67,635.85</b>
<b>COFFEE EXPENSE</b>			
Coffee (see budget notes) Gallons @ X	0	\$0.00	<b>\$0.00</b>

<b>PRINTING COSTS</b>			
Flyers			\$0.00
Programs			\$0.00
Meal tickets			\$0.00
Copies			\$0.00
<b>Total Printing Costs</b>			<b>\$0.00</b>
<b>EVENT COSTS</b>			
Speaker travel			\$0.00
Speaker rooms, meals, gift baskets**			\$0.00
Entertainment			\$0.00
ASL interpreters			\$0.00
Miscellaneous			\$0.00
<b>Total Event Costs</b>			<b>\$0.00</b>

\*\*Comp rooms & hotel welcome baskets can be used

<b>OTHER OPERATING COSTS</b>			
Advisory Council Operations			\$4,800.00
Advisory Council conference expense			
Wed. & Thurs AC food & beverage			\$0.00
Seed money forwarded			\$10,000.00
IWC Prudent reserve fund			\$2,000.00
<b>Total Other Operating Costs</b>			<b>\$16,800.00</b>
<b>TRANSPORTATION COSTS</b>			
Shuttles			\$0.00
Accessible Transport			\$0.00
<b>Total Transportation Costs</b>			<b>\$0.00</b>



## BUDGET NOTES (Example of budget notes for 2,000 attendees)

This is a sample format to provide explanations and pertinent information about income and expenses activity. The format should follow the budget template as closely as possible.

### INCOME

Seed money:	\$10,000 as required		
Registrations:	Pre-registration \$50 (approved by AC)		
	\$55 Registration at the door		
Meals:			
-Friday night	No dinner planned		
-Saturday banquet	Assume 60% will attend.		
	Meal ticket \$65. Meal cost \$63.24		
-Sunday breakfast	Assume 25% will attend.		
	Meal ticket \$55. Meal cost is \$52.70		
Service Fee and Tax (++)	The hotel charges a 23.5% service fee and tax of 8.25% on the service fee and meal cost. These costs will be included in the prices charged.		
Raffle/Silent Auction	Projected income – Will spend approximately \$1,000 on the raffle. Income projected at 2000 women x \$7.50 pp = \$15,000 (not all women will participate – this is an estimated average as many attendees will spend more than \$7.50 pp)		
Literature Sales:	Will be provided by AA Area trusted servant and intergroup office – no revenue		
Souvenir item sales:	Plan to sell T-shirts, sweatshirts and coffee mug		
	Cost	Sales Price	% of attendees buying
T-shirts	\$15	\$25	18%
Sweatshirts	\$22	\$32	18%
Coffee mugs	\$ 6	\$10	15%
Notebooks	\$ 3	\$ 5	50%
Tours:	Contracted through outside vendors. No markup on registration fee for tours.		
Other Funds:	Approximately \$5,000 from fundraising (e.g. 50/50 raffles, Women/Men clothing swap, spaghetti dinners, dances w/bake sale, Green Chile cookoffs/competitions)		

## EXPENSES

Hotel meeting space:	Cost of meeting space is waived if we meet the \$60,000 F&B minimum and 80% of our 1700 room block.
Special insurance:	\$1M liability insurance or other insurance as required.
Audio/Visual	\$20,000
Hotel A/V	Screens-4 main speakers and overflow room on Saturday and Sunday, 4 microphones, 48 channel mixer for main speaker, 6 speakers, HDMI cables, podium.
Recordings	Speaker meeting and breakout session recordings provided by recording company at no charge for service – CD's of conference will be sold.
Tips for Staff:	Approximately \$2,000 (\$1 per woman registered for conference)
Security:	No cost for security.
Cost of sales:	
Raffle/	See above under income.
Silent Auction	See above under income.
Literature	See above under income
Souvenir items	See above under income
Mailing Costs:	Will check on costs for bulk mailing and using Mailchimp for email blasts.
Badges/Registration Packets	Registration badges, pin and small gift; approx. \$4.00 each
Planning Costs:	
Meetings:	Cost for space rental for core and executive committee planning meetings for year 1 and 2: \$2,000
AC Chair Visit:	All travel, food and lodging for 2 nights for site check and planning meetings Year 2: \$1,500
Meal Expense:	Anticipated 700 banquet attendees and 350 breakfast attendees. Costs are show in Meals above Service fee is 23.5% and taxes are 8.5%
Gifts/favors/decorations	Approx. \$4.00 pp (700 for Saturday night and 250 for Sunday morning) \$4,000
Coffee:	Coffee is \$90 per gallon from hotel, plus F&B fee of 23.5% plus 8.25% tax = \$120.42 per gallon. We plan to closely monitor coffee service to avoid unexpected costs.
Printing Costs:	Getting prices on printing costs for program, flyers and tickets.

Entertainment:

Friday night \$500 – Comedian who performs at local clubs.

Saturday night Free – Local dancers to perform at no charge.

ASL Interpreter: 2 ASL Interpreters at \$80 per hour, two hour minimum for 4 speaker meetings.

Speaker travel: \$3,500 for four speakers (This is a high estimate. Will determine if local speakers will be used or speakers from other states)

Speakers' expenses:

Hotel Rooms Cost approx..  $\$159.00 \times 3 \text{ nights} \times 4 \text{ speakers} = \$1,908.00$ . (looking into number of hotel comp rooms that can be used for speakers)

Banquet & Breakfast Cost for banquets and breakfasts for speakers -  $4 \text{ speakers } \$64.00 \times 4 + \$53.00 \times 4 = \$468.00$

Gifts Four speakers gifts  $\$50.00 \times 4 = \$200.00$

## SAMPLE GIFT RECEIPT

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 \_\_\_\_\_

XX - 1574635

XXth IWC

## SAMPLE DONATION LETTER

**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 xxth 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, xxth IWC

Address

City, State, Zip

Thank you for reviewing this manual and submitting your Bid Proposal to request to host the International Women's Conference in your city.

Additional financial information and further details about hosting the conference will be available once the host city is chosen.

The Advisory Council  
International Women's Conference

