



Greetings!

The International Women’s Conference (IWC) Advisory Council (AC) is delighted you are interested in bringing 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 below with questions.

Advisory Council Chair	Bid Chair	Bid Co-Chair
Terry N. Chair@aciwc.org 416-949-8193	Evette B. Bidcommittee@aciwc.org 925-281-7539	Emily M. Bidcommittee@aciwc.org 828-246-5113

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.

KEY DATES AND SUGGESTIONS:

- All bids drafts are due electronically by November 15. Early submissions are welcomed.
- Bidding cities are strongly encouraged to notify the Advisory Chair and Bid Chair of their intention to bid by July 15
- Attendance at online quarterly AC Bid Committee Informational sessions is encouraged but not required.
- An exploratory bid committee can be comprised of 2 – 3 enthusiastic members.
- The conference must occur during a weekend in February and as close as possible to the 14th. Each IWC Conference begins on Thursday and ends on Sunday by noon.

TABLE OF CONTENTS

A. KEY TERMS / ACRONYMS	3
B. IWC STRUCTURE	4
C. HOW TO BID SUCCESSFULLY: START TO FINISH	6
Summary: IWC Bid Process Overview.....	7
D. PRE-BID YEAR -Year 0	11
E. 6-POINT CRITERIA.....	12
1. AIRPORT FACILITY.....	13
2. CONFERENCE COMMITTEE.....	13
3. CONTRACT: FACILITY / HOTEL	15
3a. Contract Negotiation	17
4. FINANCIAL STATEMENTS.....	20
5. HOST CITY CHARACTERISTICS	22
6. ONLINE /AUDIOVISUAL TECHNOLOGY.....	23
F. FINAL BID PROPOSAL AND BID PRESENTATION	26
G. POST BID AWARD - Year 1 Planning	28
H. CONFERENCE YEAR - Year 2 Planning.....	36
YEAR 2: Financial Actions Recommendations.....	38
L. ADVISORY COUNCIL ROOM REQUIREMENTS	39
M. ADVISORY COUNCIL BUSINESS MEETING SCHEDULE	41
I. POST-CONFERENCE - Year 3 Planning	42
J. IWC CONFERENCE SUSPENSION OR ALTERATION.....	44
APPENDIX.....	45
Host Committee Chair Responsibilities & Duties	45
Past Conference History.....	47
Hotel / Conference Facility Checklist	50
Budget Template	52
Example Budget Expense Detail	53
Example Budget Notes	55
Sample Gift Receipt.....	57
Sample Donation Acknowledgement Letter.....	58
IWC Host Committee Chart of Accounts	59
Next Steps and Informational Sessions	65

A. KEY TERMS / ACRONYMS

AC – International Women’s Conference Advisory Council

AC Archivist – International Women’s Conference Advisory Council Archivist

AC Bid Chair – International Women’s Conference Advisory Council Bid Chair

AC Chair - International Women’s Conference Advisory Council Chair

AC Operating Committee – International Women’s Conference Operating Committee

AC Secretary- International Women’s Conference Advisory Council Secretary

AC Tech Chair – International Women’s Conference Advisory Council Technology Chair

AC Treasurer - International Women’s Conference Advisory Council Treasurer

Host City – The city where the conference is held.

Host Committee – Committee(s) that submit a bid and are confirmed host of a future conference.

Host Committee Chair – The individual identified by the Host City to provide leadership for the Host Committee.

IWC - International Women’s Conference

B. IWC STRUCTURE

THE ADVISORY COUNCIL

The Advisory Council is the custodian of the Conference and its experience. Its fundamental purposes are to:

- Ensure the continuity of the conference
- Provide guidance to the current Host Committees
- Provide guidance to cities who are preparing to bid for the Conference
- Select future conference sites from bids offered at each year's Conference
- Maintain the experience and material of past conferences through its archives

The Advisory Council selects conference cities and supports the women in hosting an IWC conference in their city.

Requirements for IWC Advisory Council Membership service are five years of continuous sobriety, attendance at three (3) IWC's, willingness and time to fulfill the obligation of the service commitment, and the ability to attend in-person for all of the annual IWC Advisory Council meetings during the IWC.

The Advisory Council is composed of approximately 32 representatives from nine regions, along with trusted servants with specific skills or experience. 18 are Regional Representatives (two from each of the six Regions in the USA, two from each of the Canadian Regions, and two International Representatives); nine are Alternate Representatives (one from each Region); Chairs from the last two IWC Host Committees, the Current and Past IWC Advisory Council Chairs, Treasurer, Tech Chair, and Archivist. The elected Regional Representatives are the only IWC Advisory Council voting members.

Regional Representatives

IWC Regional Representatives continuously promote the IWC conference in their region and attend the conference in person throughout their term. Representatives in the region hosting the conference are strongly encouraged to support the Host Committee whenever possible and promote the conference in the prior year. Regional Representatives commit to serve for three consecutive years; Alternate Regional Representatives commit to serve for one year. All Advisory Council members abide by the 7th Tradition and apply self-support to all conference related expenses, including registration fees, travel, food, and lodging.

Regional Representatives are elected by those attending the IWC Regional Meetings on Friday afternoon during the Conference. Any representatives rotating off of the Council will be announced during your regional meeting. If you are willing to serve on the Council and meet the criteria for a position, attendees are invited to make themselves available to serve as a Regional or

Alternate Representative by confirming eligibility and stating qualifications. The election process uses either the Third Legacy *or* the simple majority voting methods.

Operating Committee

The AC Operating Committee is composed of the AC Chair, AC Co-Chair, AC Treasurer, AC Technology Chair, and AC Secretary. Host Committees work closely with the AC Chair and the Operating Committee to plan and conduct a successful conference in their city. Operating Committee members serve for two or four consecutive years (the AC Treasurer and Tech chair serve four years, the other operating committee members serve two-year terms).

“What Said Here Stays Here”

Confidentiality amongst Advisory Council members is crucial because it fosters trust, reinforces the commitment to our First Tradition and safeguards bidding cities' information. AC members are encouraged to talk amongst themselves about IWC operations while being careful – especially regarding any information related to a bidding city – to refrain from discussing IWC financials or the Host City selection process with anyone who is not a seated AC member.

C. HOW TO BID SUCCESSFULLY: START TO FINISH

OVERVIEW

- New locations are encouraged to bid.
- The process and timeline from developing a bid to hosting the conference is approximately three years. The bid for the IWC is made two years in advance.
- Please notify the AC Chair and Bid Chair at least four (4) months or more before you intend to present a bid. A phone call or email is all that is necessary.
- You are encouraged to stay in touch with the Bid Committee while you prepare your bid to ask questions and get feedback, especially regarding the hotel agreement, budget, and AV needs for the virtual portion of the conference.
- If selected as the next Host City, the Host Committee Chair and appropriate committee members are strongly encouraged to stay after the Sunday speaker meeting to meet with the Advisory Council representatives for approximately 90 minutes.

Year 0: Pre-Bid Award Summary

This is the drafting stage, during which initial plans are made to host the conference. This period ends once the Host Committee presents its final bid in person at the IWC Conference. Please **do not sign any contracts** or open a bank account at this point.

1. Learn the Six Point Bid Criteria on page 12 and familiarize yourself with this manual.
2. Ensure all committee members are familiar with and adhere to the AC's commitment to confidentiality throughout the bidding process.
3. Form an exploratory committee with 3 - 6 women.
4. Attend quarterly IWC Bid Committee Informational sessions
5. Research hotel requirements and hybrid conference requirements
6. Draft logo and conference budget
7. Notify the AC Chair and Bid Committee Chair of an intention to submit a bid by July 15.

8. DEADLINE: NOVEMBER 15

Email a complete draft of your bid proposal to the AC Chair and Bid Committee and confirm the intention to present your bid at the upcoming IWC Conference.

9. Present your cities' bid during the IWC conference on Saturday at 8:00 am
10. Get awarded the bid at the speaker meeting on Saturday night.
11. Start fundraising in accordance with the 7th Tradition.
12. Contact the AC Chair to get contact information for previous host cities; inquire about essential committee roles and get copies of job descriptions.

**Bidding cities not selected are strongly encouraged to schedule a debrief session with the AC Bid Committee.*

Year 1: Post Bid Award Summary

This period is the 12-month period immediately after the bid is awarded to a Host Committee and continues through the next IWC Conference. Experience demonstrates it is important to plan initial committee activities carefully to avoid burning volunteers out early in the planning process.

The AC Chair **must review and sign all hotel and related contracts**. Please do not open any bank accounts without consulting the AC Treasurer.

1. Work with the AC Treasurer to open bank accounts and establish a QuickBooks accounting system.
2. Receive the first installment of conference seed money. Establish an email address and join the IWC Microsoft Office 365 account.
3. Develop your Host Committee structure; fill committee positions.
4. Connect with prior host cities to review committee member and volunteer job descriptions. Open PO Box, finalize logo, plan and start fundraising
5. Secure or finalize hotel and conference site
 - a. Continue negotiating contracts (food and beverage, room rates, A/V, etc..)
 - b. Work closely with the AC Chair and Operating Committee
 - c. Finalize contracts, ideally no later than March 30, with AC Chairs' signature
6. Plan conference
 - a. Identify and invite conference speakers
 - b. Plan tours (strongly recommended to include tours in your bid proposal)
 - c. Select and price souvenirs
7. Support and conduct outreach for the conference
 - a. Work with the AC Tech Chair to update the website
 - b. Draft the registration form, get AC Operating Committee's approval and distribute it
 - c. Continue to fundraise; establish e-commerce for souvenirs
 - d. Attend current year IWC and conduct onsite and online pre-registration
8. Receive \$8,000.00, the second installment of conference seed money.

Year 2: Host the International Women's Conference

This is the 12-month period that commences 364 days before the International Women's Conference is hosted in your city.

1. Continue committee meetings and fundraising activities.
 - a. Recruit and assign volunteers
 - b. Arrange for attendees' special needs and accommodations
 - c. Work with the AC Chair to ensure the Council can conduct its business meeting beginning Thursday morning through Sunday afternoon.
 - d. Coordinate with the AC Chair or her designee to host a debrief session on Sunday afternoon following the closing speaker.
 - e. Send committee meeting notes to the AC Chair.
2. Finalize budgets and spending plans with the AC Treasurer.
 - a. Secure required permits or other documentation specific to your state's rules to host fundraising events such as a raffle, a silent auction, or to collect contributions.
3. Outreach and Registration
 - a. Publicize the conference through local meetings and service structure; link with your IWC Regional Reps for additional outreach support
 - b. Distribute registration forms broadly; assemble registration packets
 - c. Continue registration for in-person and online attendees; monitor progress
4. Hotel / Conference Site
 - a. Open and monitor the hotel room block.
 - b. Finalize onsite, online AV needs, and banquet arrangements
5. Conference Program
 - a. Finalize panels, workshops, and entertainment; develop conference program for onsite and online distribution
 - b. Plan and confirm decorations
 - c. Arrange for onsite literature sales
 - d. Confirm and ensure support for hospitality rooms and for those with accessibility needs
 - e. Plan for archive activities; coordinate with AC Archivists
 - f. Select Taper Vendor
6. Convey the Language of the Heart by hosting the IWC Conference in your beautiful city.

Year 3: Pass it On

This time period is typically from the close of the conference through September 30 of the same year.

1. Deliver lessons learned to AC Chair
2. Return all items to the AC Archivist
3. Coordinate with the AC Tech Chair to:
 - a. Compile onsite and online registration statistics
 - b. Deliver organized files including job descriptions, committee members' names, and contact information, and main speaker's names, and cities.
4. Coordinate with the IWC Treasurer to finalize financial statements.
 - a. Prepare and file any required governmental reports for raffles or auctions
 - b. Prepare and file required 1099-MISC or 1099-NEC forms with the IRS for prize winners and independent contractors.
 - c. Distribute seed money to future conferences
 - d. Make final distributions
 - e. Close bank accounts
5. Register for the next conference. The Host Committee Chair is seated on the Advisory Council in the “Past Chair” seat; the Past Chair is a two year term.

D. PRE-BID YEAR -Year 0

BID PLANNING AND PRESENTATION

1. Form an Exploratory Committee

Hosting the conference in your city or region is a great way to involve members in service. A recent IWC conference estimated more than 500 members did service work for the conference. A high level of willingness and interest is necessary for a successful conference.

- a. Before starting your bid planning process, identify a small exploratory committee of 3 to 6 A.A. women members to help make decisions, research and consider locations, and involve others. This is the bidding Host Committee.
- b. Once the local AA women's community shows interest and a potential location is identified, the bid planning process can begin.
- c. Begin to collect information regarding the IWC's 6-point criteria for inclusion in your bid proposal.

2. Learn the IWC's Six Point Bid Criteria

The Advisory Council established the Six Point Criteria at the 2003 IWC in Seattle, Washington, to ensure fair and equitable decision-making and prevent favoritism. The six points rely on experience, strength, and hope and include key areas for a successful conference. Criteria descriptions are provided as suggested guides and are not complete or absolute, as each conference is autonomous.

- a. The criteria are listed alphabetically because each is equally important in the evaluation process.
- b. At the Advisory Council meeting, each bid is evaluated and discussed individually. The Advisory Council members are asked to confine their comments to the strengths and weaknesses of each bid regarding each of the six points.
- c. After discussion, each Advisory Council voting member is asked to rank bids in the six areas. This is done in writing using the same 6-point worksheet for each bid.

3. Attend quarterly AC Bid Committee Information Sessions

The AC Bid Committee hosts online informational sessions to allow potential Host Committee members to ask questions and get answers about the process. During the informational sessions, former IWC Host Committee members share their experience, strength, and hope about different aspects of the conference they helped to host. The initial session focuses on how to form a successful committee; subsequent sessions explore items such as the budget, hotel, and technology.

E. 6-POINT CRITERIA

This is a summary of the 6-point criteria. Each criteria point is detailed on pages 13 – 25.

<p>1. AIRPORT FACILITY</p> <ul style="list-style-type: none"> a. Distance from the conference facility b. Choice of airlines serving the Host City c. General cost of flying to the Host City d. Ease of reaching the Host City from other areas of the country e. Cost of shuttle service 	<p>4. FINANCIAL STATEMENTS</p> <ul style="list-style-type: none"> 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
<p>2. CONFERENCE COMMITTEE</p> <ul style="list-style-type: none"> a. Experience of attending previous IWC’s b. Experience in 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 with AA’s Steps, Traditions, and Concepts 	<p>5. HOST CITY CHARACTERISTICS</p> <ul style="list-style-type: none"> a. Climate b. Regional diversity and characteristics c. First time in a new city d. Unique aspects of the Host City e. General impressions of the bidding city f. Other attractions near the Host City hotel or conference center g. Availability of other food choices in the area, hours open, low-cost options h. Ability of bidding city to put on a good IWC for women in Alcoholics Anonymous
<p>3. CONTRACTS: HOTEL / CONFERENCE FACILITY</p> <ul style="list-style-type: none"> a. Convenience of hotel to conference meeting rooms b. Room night commitments c. Food/beverage commitments d. Banquet seating requirements – capacity enough for 1,000 women for dinner e. Possibilities to expand hotel or meeting room space f. Quality and diversity of meeting room styles 	<p>6. ONLINE /AUDIOVISUAL</p> <ul style="list-style-type: none"> a. The approach for creating a cohesive experience for online and in-person attendees. b. The outreach strategy for online participation. c. The approach for vetting and selecting an external online/AV vendor d. How hybrid meetings are hosted (zoom or other event platform) e. Estimated costs for onsite and external a/v provider f. Estimate number of hybrid meetings.

1. AIRPORT FACILITY

The Advisory Council emphasizes making conference attendance as affordable as possible. The cost of airfare and ground transportation are essential aspects that can contribute to affordability. The following information should be collected and included in the bid proposal:

The bid proposal answers these questions:

- A. What airlines serve your city?
- B. What is the approximate cost for a round trip from the east and west coast? What is the travel time?
- C. How far is the airport from the hotel?
- D. Does the hotel offer a shuttle to and from the airport? What is the fare?
- E. How often and between what times does the shuttle operate?
- F. What are the costs by taxi, Uber, or Lyft?
- G. Are there other modes of transportation to and from the airport, and what is the fare?
- H. What is the distance from the airport to the hotel or conference center?
- I. What is the cost and time needed for transportation from the airport to the hotel or conference center?

2. CONFERENCE COMMITTEE

Experience demonstrates that most successful conference committees begin with 3 to 6 women; members with experience hosting other AA conferences are beneficial. The Advisory Council recommends that Host Committees have at least one member who has attended at least three IWC Conferences and has at least five years of continuous sobriety. It is strongly recommended that the Host Committee Chair attend at least one IWC in person. Ideally, some committee members have long-term sobriety and experience in various parts of the fellowship's service structure and, together, represent the complexity of the region (length of sobriety, demographically, and professional experiences). Experience also demonstrates it is helpful when members are well-versed in the Alcoholics Anonymous Steps and Traditions and open to learning more about the Concepts.

Once the decision to bid is made, the exploratory committee shifts and begins by identifying Host Committee officers, and continues and/or begins actively fundraising. The Advisory Council suggests filling roles with members with specific skills and experience. For example:

- a. Host Committee Chair – Strong communication skills; experienced with facilitating large groups; comfortable with delegation; able to create strong working partnerships with various personality types; the time and resources to lead the process throughout. (See suggested responsibilities and duties on page 45).
- b. Treasurer - Accounting and proficiency in QuickBooks to develop the budget and all financial transactions. Ability to translate financial terms to laypersons.
- c. Registration Chair – Comfort with database-like software platforms; computer skills to develop documents; careful attention to detail; strong customer service skills; ability to delegate and provide leadership.
- d. Hotel Chair – Comfortable with negotiating prices; ability to ask for and get support to interpret contracts; comfort with basic math; strong interpersonal skills with an ability to communicate with various vendors.
- e. Online/Tech Chair – Experience with virtual platforms, event management, and familiarity with vendors who support technological aspects of online meetings. This position requires the technical expertise needed to tie the in-person and online conference together; close coordination with the Program and Logistics Chairs – in-person and online – and the identified online event production are strongly encouraged.
- f. Service Liaison or Spiritual Advisor – Well-versed in the Steps, Traditions, and Concepts, with the experience to navigate and keep the primary purpose at the forefront.

Additionally, members with leadership and marketing experience are beneficial.

The following information for each officer is presented in the final bid proposal.

- A. Name
- B. Length of continuous sobriety
- C. Service experience, including service work at other conferences, positions held, and conference size.
- D. Number of IWCs attended
- E. IWC Advisory Council for former Host Committee experience, if applicable
- F. Specific skills, qualifications, and experience
- G. Representation of the Host City’s local diversity broadly defined (i.e., age, race, economic status, language, etc.)

3. CONTRACT: FACILITY / HOTEL

First, determine if a facility meets the Advisory Council’s basic requirements and is available within the suggested timeframe. It is a plus if the hotel/conference facility has past experience accommodating AA conferences. The IWC Bylaws state that the conference must occur during a weekend in February as close as possible to February 14. Prior approval from the Advisory Council is needed to deviate from the Bylaws.

The bid proposal must address different aspects of the facility/hotel outlined in Sections I and II.

SECTION I

The bid proposal must describe how the Hotel / Conference Facility is:

- A. A first-class facility in an appropriate and safe location
- B. Able to commit to at least a 500-room block per night
- C. Near at least one “overflow hotel” with matching rates, preferably within walking distance of the main hotel/conference center.
- D. Able to guarantee that no other major conferences or groups will be in attendance simultaneously.
- E. Able to guarantee that no outside vendors will be allowed to function near any conference activities or meetings.
- F. Capable of hosting a banquet with a customizable menu
- G. Able to provide a theater-style ballroom, plus overflow space in another room
- H. Able to provide ample meeting rooms that simultaneously accommodate the total number of attendees in various breakout meetings.
- I. Confirmation that the Host Committee understands they are not able to sign hotel contracts**

Experience demonstrates that a hotel/ conference facility site visit is a very good way to collect information needed to complete a successful Host Committee bid proposal.

SECTION II (Please see page 50 in the Appendix for the “Hotel /Conference Facility Checklist”)

The bid proposal answers the following questions:

Accommodations:

- A. How many rooms are available for your conference? (Single, Double, Triple, Quad, Suites)
- B. Is the hotel willing to commit to a room block of at least 500 rooms per night?
- C. Do they require minimum food and beverage orders?
- D. What is their attrition rate?
- E. Are room rates determined by type, occupancy, or flat rate for all rooms?
- F. How many rooms are handicap accessible?
- G. Are rooms in good condition? Comfortable? Clean and fresh smelling?
- H. Does the hotel offer VIP accommodations?
- I. Is express or video checkout available?
- J. Is room service available? How late?

Do the rooms have?

- A. Complimentary coffee and coffee maker
- B. Free Wi-Fi
- C. Hair dryer
- D. A steamer or ironing board and iron
- E. Refrigerator
- F. Late checkout

Hotel / Conference Facility Services

- A. What is the price of coffee per gallon?
- B. Does the hotel have a parking garage/lot? What is the rate? How many spaces are available?
- C. Does the hotel have an audiovisual equipment manager?
- D. Does the hotel have a restaurant/coffee shop? What are average prices? What are the hours of operation?

Are the following available?

- A. A business center
- B. Fitness center
- C. Swimming pool
- D. Gift shop
- E. Shuttle service

3a. Contract Negotiation

Based on the site visit results, choose the facility that best meets the Advisory Council's requirements. Your initial Bid Committee is responsible for beginning negotiations and crafting the bid based on proposed terms. It is recommended that an attorney review any documents prior to the AC Chair signing a contract, but it is not required. **NEVER SIGN A HOTEL, CONFERENCE CENTER CONTRACT OR TECHNOLOGY CONTRACT, OR ANY OTHER ADDENDUMS OR BINDING AGREEMENTS.**

- a. The AC Chair or their designee **approves all final terms and will approve and sign all contracts** or Letters of Agreements
- b. Plan for a 30 to 60-day window for final negotiations before contract signing by the AC Chair.
- c. The hotel may want to know about the IWC and the locations of the last three conferences. They can be provided with information on the cities, total attendance, and meal participation (see Past Conference History).
- d. Negotiate. Negotiate. And then negotiate some more. The first offer is rarely the best, and your committee is not required to accept the initial offer.
- e. Ask for the first right of refusal or other assurances prohibiting selling to another event while negotiations are underway.

Room Block

- a. Most hotels will provide meeting rooms and ballroom(s) in exchange for selling a certain number of rooms (the room block) and a certain amount of food and beverage.
- b. 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. If a conference does not meet its room or food/beverage commitment, the Host Committee could have to pay for the use of the meeting rooms and other facilities.
- c. 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.
- d. Ask if the room rate is guaranteed for 3 days pre- and post-conference.
- e. The hotel will want to know how many rooms the Host Committee 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 ensure the hotel can 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

The room block will often increase as time goes by as more members register.

Room Rate

To keep the IWC affordable, hotel room rates should be kept as close to \$150.00-\$190.00 per night as possible. The hotel may not be able to give an exact rate, but it can provide the current going rate (either the rack rate or a group discount rate) and guarantee that the price will not increase by more than a certain percentage.

Coffee

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

Food and Beverage

- a. Be mindful and determine if service charges, gratuities, or sales tax are added to food and beverage prices. These charges are usually shown as “++” in the contract.
- b. Consider whether to offer three meals (Friday dinner, Saturday dinner and Sunday brunch) or two (Saturday dinner and Sunday brunch).
- c. AC meals, and other food items (for example, ice cream socials, hors d'oeuvres, snacks) can be included in the negotiated Food & Beverage commitment
- d. Negotiate a cost or range of prices for each meal; the menu can be decided later.

Audiovisual (AV)

- a. Audio and visuals are expensive. Negotiate with the hotel to offer this as a free service or at a reduced charge. Never accept the first quote.
- b. Ensure the facility/hotel can run a hybrid event or has the capacity to collaborate with an external audiovisual vendor.
- c. If using an AA taping company, it is highly recommended they set up microphones in each workshop and panel room, making it unnecessary to pay the facility/hotel for this service.
- d. Check if the hotel charges a fee if using an outside AV or taping company.
- e. It is not mandatory to tape the breakout sessions.

Telecommunications

- a. Many hotels now offer Wi-Fi for free or at an additional charge; please plan accordingly.

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

As for the “Force Majeure / Impossible Clause,” which allows your committee 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

Autonomy and Responsibility

Each IWC conference must be self-supporting. Each Host Committee is a separate group, covering its expenses and cooperating with the AC to meet 7th tradition obligations. The AC Operating Committee works closely with the Host Committee and provides the experience of prior conferences to help ensure costs are as reasonable as possible, and that the conference remains accessible to as many women as possible.

The IWC Advisory Council is not responsible for the IWC Host Committee's unpaid debts.

The bid proposal must:

- A. Identify the Bid Committee Treasurer and describe her experience with QuickBooks in the officer profile
- B. Include a proposed budget in a format provided in the "Financial Forms" section of this document.
- C. Demonstrate the ability to maintain financial autonomy and responsibility in accordance with AA Traditions.
- D. Use the 7th Tradition as a guide to create a fundraising contingency plan should a deficit occur.
- E. Commit to dispensing seed money to the conference committee that is identified during the conference. The first installment of \$2,000 is due immediately; the 2nd installment of \$8,000 is delivered in coordination with the AC Treasurer.
- F. Commit to dispensing a minimum of 20% of conference proceeds to the Advisory Council in the event of a surplus before any other distributions are made.

Budgeting

The IWC follows all AA Steps, Traditions, and Concepts. At the onset, the Host Committee Treasurer and the AC Treasurer work together closely once the bid is awarded until the year after the Host Committee has concluded all of its reporting responsibilities. When budgeting and fundraising, the Host Committee Chair and Treasurer reinforce the 7th Tradition, ensuring self-support from member contributions and not accepting any outside contributions.

The bid proposal must:

- A. Confirm that the AC Treasurer has reviewed the final proposed budget before presenting it to the full Advisory Council.
- B. Present a budget that includes all estimated income and expenses for different scenarios (for example, 1500, 2000, 2500 attendees), keeping with the appropriate numbers for your selected hotel/conference facility.
- C. Recommend the in-person and online registration fees. The Advisory Council approves the final registration fees.
- D. Include the allocation to the IWC Advisory Council in the budget projection. This amount is determined annually and informed by experience.
- E. Include the seed money your Host Committee will receive in the budget projection.

Click [here](#) to review a sample budget with estimated income and expenses.

Souvenir Sales

If you choose to sell souvenirs to online attendees, consider the cost of shipping to different states and nations. To date, the IWC experience has been limited to shipping within the United States and Canada.

5. HOST CITY CHARACTERISTICS

The IWC carries the language of the heart in a different city each year. This criterion provides an opportunity to describe your local AA community and the unique aspects of your city. A component of the bid proposal is to highlight inviting aspects of your city. Your local convention bureau, visitor bureau, and selected hotel can be an asset in identifying unique attractions and events to highlight in your bid.

Many successful bid proposals include letters of support from AA groups, the hotel or conference center, the local convention bureau, the intergroup office, the district committee, and others. If women from the local AA community sign a petition endorsing your city's IWC Bid, please have them sign with first name, last initial only, and sobriety date, email and phone.

The bid proposal must:

- A. Describe the number of local AA groups, especially women's groups, with strong involvement from women members
- B. Describe how members with general service experience, conference experience with the IWC, and other AA conferences support your bid proposal.
- C. State the average temperature in your city in February.
- D. Describe regional diversity broadly defined, including but not limited to demographic characteristics of the people; an economic overview of the region, food, music, or other cultural phenomena specific to the region, are welcomed.
- E. Describe aspects of your city that make it different. What attractions are nearby? Is transportation necessary and available?
- F. Name the shopping, eateries, and coffee shops within walking distance of the hotel/conference facility. Include the types of retail shopping, food, and price ranges.
- G. Describe available modes of transportation. Include the cost.
- H. State the number of times (if and when) the IWC has been hosted in your city.

The Advisory Council strongly recommends that bid proposals include tour options for conference attendees. Some Host Committees gather information, organize tours and budgets independently, and estimate income and expenses. Other cities select a local tour operator to organize 2 – 4 hour tours. For budgeting purposes, the final tour(s) anticipated income and expenses do not need to be exact, but likely options should be presented with as much information as possible, including a basic description of the activity, relevant logistical information, and the estimated per-person cost.

6. ONLINE /AUDIOVISUAL TECHNOLOGY

Since 2021, the IWC has offered online participation. Host Committees are strongly encouraged to integrate hybrid and online features into their conference plans. Hybrid means onsite and online participants experience the same content simultaneously and can interact in real time. Online only means the content is available via phone, tablet, or desktop whether the attendee is in a remote location or in-person at the conference (for example, an in-person registrant might decide to attend a Speaker meeting from their hotel room rather than in the banquet hall). In-person and online conference attendees should have a comparably good experience from registration to the closing session on Sunday afternoon.

Here are a few suggestions to guide the approach to the online conference.

- A. Be diligent when setting up registration by providing clear instructions when:
 - (1) registering on the website to attend in person with access to online meetings;
 - (2) registering on the website to attend online only, and
 - (3) registering onsite with access to online meetings.
- B. Online participation is encouraged whenever possible during hybrid panels and workshops. At a minimum, online attendees must have access to the four main meetings: the main speaker meetings on Thursday, Friday, Saturday night, and Sunday afternoon. The online attendee should be included in all aspects of these meetings through inclusion in the script, the state/county roll call, and the sobriety countdown.
- C. Coordinate with the AC Tech to gain access to the IWC's registration and consult with the Tech Chair before selecting volunteer management software.
- D. Include a checkbox on the registration form where in-person and online attendees can volunteer to support the conference.
- E. Experience demonstrates language interpretation, including ASL, enables the full expression of Tradition 12.

Online Committee Team Roles

Experience demonstrates the following roles are essential to provide a high-quality hybrid online experience.

Online Chair (could also be the Tech Chair)

- a. Manages the entire online conference, convenes the online committee, and stays in close communication with the AC Tech Chair to share progress and troubleshoot as needed. Experience demonstrates the Online Chair should have basic experience with online event management.
- b. Works with a professional team and designated person from the in-person

- conference to produce the four main speaker meetings. While these are A.A. meetings, for planning purposes, they need to be approached as “shows” to make sure all aspects are covered to produce a good experience for ALL attendees,
- c. Consider producing videos for each online volunteer role and live Q&A sessions online so interested members can ask questions and practice.

Online Program Chair

- a. Oversee the online program development. The online conference can mirror the in person conference.
- b. Work with Tech Chair to make sure main speaker meetings are produced well
- c. Work with Online Moderators to get panel/workshop topics assigned for each online meeting
- d. Create an online program that is made available to attendees (this is separate from the in-person program).

Online Registration Chair

- a. Ensure online attendees have ready access to Host Committee members that can assist and ensure the online experience remains comparable with in-person attendees.
- b. Identify a registration committee to address issues and assist members to ensure continuous online access.

Online Moderators

- a. Partner with the online program chair and online chair to determine what panels/workshops will be in their room.
- b. Partner with the Host Committee Volunteer Chair to ensure all volunteer shifts are covered in their room.

Online Volunteer Coordinator (this can be the in person volunteer coordinator)

- a. Coordinate with online moderators to ensure they have access to the volunteers they need.

Managing Online and Audiovisual

The IWC uses Microsoft Office 365 to conduct business, and the AC Tech Chair is available to provide ongoing consultation for all aspects of online events (i.e., website content, registration software platforms, online event management firms, issuing email addresses, informatics, etc..)

- a. In consultation with the Operating Committee, explore hiring a professional firm with experience and expertise to produce a high-quality online event that links the online and in-person experience for attendees.
- b. The suggested composition of an Online Committee includes a Chair, Co-Chair, Program Chair, Registration and Hospitality Chair to coordinate with the AC Tech

Chair.

- c. The suggested role and responsibility of the Online Program Chair is to coordinate with the in-person Program Chair to ensure seamless content for hybrid meetings, panels, and workshops and produce high-quality online-only content. Take care to clearly define the distinct responsibilities of the Program Chair and the Online Program Chair. Experience demonstrates that this can be two different people, but it is not required to be.
- d. Create an online program identifying topics and meeting access information.
- e. Identify online moderators to coordinate with the respective Chairs and recruit volunteers to ensure coverage for all online-only conference events.
- f. Identify an Online Help Desk Chair to assist attendees with meeting access, answer other questions, and solve problems during the conference. Consider hosting Q&A sessions.

The bid proposal must:

- A. Describe how your committee will approach online event production. How will you identify and interact with the online event production company?
- B. Describe the conference attendees' online experience from registration to meetings or workshops, purchasing souvenirs, and hospitality. For example,
 - How will online attendees participate in Friday night's state/country roll call?
 - How will online attendees participate in the sobriety countdown on Saturday night?
 - How will online attendees participate in podium scripts?
- C. Describe the anticipated number of panels or workshops that are online only.
- D. Describe how your committee will respond to proposed “watch parties” that host two or more members.
- E. Describe how your committee will include online non-English speakers.

F. FINAL BID PROPOSAL AND BID PRESENTATION

General Information and Guidelines

1. Lobbying members of the Advisory Council is inappropriate; however, they may be contacted for information or referrals.
2. Your main contact with the IWC Advisory Council should be with the Bid Chair or the Bid Co-Chair.
3. Past Conference Chairs can be contacted to help prepare the bid. Names and contact information will be provided upon request.
4. A negotiated agreement with the hotel or conference center based on the 6-Point criteria is required before a bid proposal can be presented. The Bid Proposal must be clear and succinct. Do not clutter it with glossy travel brochures; they will not help your bid but may make it harder for the Advisory Council to evaluate.
5. By November 15 (by 5 pm your local time), email a draft of the bid proposal to the Bid Chair, Bid Co-Chair, and AC Chair. The bid draft will be reviewed by Advisory Council members, and recommendations will be returned to you no later than December 31. Use the recommendations to finalize the bid proposal.
6. Email the finalized bid proposals to the AC Chair, Bid Chair, and Bid Co-Chair no less than ten days before the conference.
7. Coordinate with the Bid Chair to determine if hard copies of the bid should be delivered to the conference.

What to Expect: Bid Presentation

1. The bid presentations are on Saturday morning during the conference and are open to all in-person attendees. Check the conference program for the room location. The presentation order is determined randomly.
2. Prior to the conference, the Bid Chair will help bid cities connect with the appropriate person if audiovisual technology is needed for the bid presentations.
3. Each Host Committee is allotted a specific amount of time to present along the 6-Point Criteria. *The Host Committee Chair, Treasurer, Online /Audiovisual Chair, and Hotel Chair are strongly encouraged to be part of the presentation team.*
4. Usually, the presentation is the first opportunity for full AC members to ask the Host Committee presenters questions. All AC members attend the bid session; former IWC Host Committee members are also strongly encouraged to attend.
5. After each presentation, AC members will ask questions. Once Council members have completed their questions, other attendees will be invited to question the bidders.
6. After all presentations, the AC meets privately to review all bids and decide the next Host City.

What to Expect: Winning the Bid

1. The Bid Chair and Co-Chair announce the winning Host Committee and name their city during the Saturday evening speaker meeting.
2. The winning Host Committee and members of the AC will meet after the Sunday speaker meeting. Bidding cities should plan to return home Sunday evening, allowing enough time to attend the conference debrief that typically ends by 3:00pm on Sunday. The AC Chair determines the location of the debriefing session.
3. New duties and responsibilities begin immediately and are outlined in the section titled “Year 1: Planning” (Post Bid Award).

What to Expect: Your City is Not Selected

The Advisory Council deliberates carefully and understands that it is very disappointing if your city is not selected. Do not be discouraged. Many factors embedded in the 6-Point Criteria affect the selection process. The bidding cities that are not awarded are invited to meet with AC members after the conference to get more information about the results, ask questions and get answers. The Bid Chair will also follow up with each city to schedule a debrief session shortly following the conference to answer additional questions, offer clarifications, and make suggestions.

Please KEEP COMING BACK and bid again next year.

G. POST BID AWARD - Year 1 Planning

The newly awarded Host Committee commits to follow IWC Guidelines and Requirements and the fellowship's Twelve Steps, Twelve Traditions, and Twelve Concepts.

Each IWC Host Committee is autonomous, with full responsibility for oversight, successful planning, and implementation of the IWC Conference. Committees may be organized, with delineated responsibilities, in the best way for your local circumstances. For example, some conferences have two-tiered structures with a "core committee" and a "general committee." Experience demonstrates that smaller cities generally have few committee members and may not be as amenable to the two-tiered structure.

Guidelines and Planning Requirements

1. The conference theme is always "The Language of the Heart Will be Spoken Here."
2. Red and white are the predominant colors used on all conference-related materials.
3. All IWC meetings are CLOSED, and for those who identify as women and are Alcoholics Anonymous members.
4. AA conference-generated literature may be sold during the conference. Other printed materials may also be sold, but they must be displayed and kept separate from the AA conference-generated literature table.
5. In keeping with Tradition 5, the Host Committee Chair ensures that meetings, panels, and workshops are AA-related. Non-AA enterprises and events are not published on flyers or programs or allowed on conference premises or *in online spaces*.
6. In keeping with Tradition 6, the IWC is not affiliated with any outside vendor or enterprise; therefore, no outside vendor or enterprise can access the conference space.

Host Committee Commitments to the Advisory Council's Operating Committee

1. Provide reports, including a quarterly financial statement with reconciled bank statements, minutes from monthly planning meetings, and special event/fundraising committees.
2. Budget for at least one in-person planning site visit with the AC Chair. The AC underwrites any additional site visits, including travel, meals and accommodations.
3. Deliver a preliminary financial report within 60 days after the conference and a final financial report by September 30 that includes all closing bank statements.

Advisory Council Commitments to the Host Committee

The AC is available to assist with any concerns before, during, and after the conference. Before winning bid, the Bid Chair serves as the primary liaison to the Host Committee; after winning the bid, the IWC Operating Committee, led by the AC Chair, is the primary liaison to the Host Committee; after the conference is complete, the AC Treasurer and Tech Chair, in partnership with the AC Chair, are the primary liaisons to the Host Committee.

Contact List Management

IWC attendance lists are the property of the Advisory Council. To protect the anonymity of IWC attendees each year, under no circumstances are any lists – hard copy or electronic – to be copied, loaned, or sold to any other entities. Requests for the list are submitted to the Advisory Council Tech Chair.

The AC updates the contact list each year. Since the conference is an annual special event that moves from location to location, each Host Committee determines the best communication method. The US Postal Service may have restrictions on bulk mailing for non-profit organizations. The regulations are interpreted differently in each locality; please check your local Post Office regarding bulk mail before printing materials (e.g., flyers, and labels). Some Post Offices require seeing the collateral, the return address, and the amount mailed to provide the non-profit mailing rate.

The Advisory Council must approve all Host Committee material and all conference attendee communication. Please submit all materials (flyers, brochures, e-announcement, etc.) to the Operating Committee for review.

Year 1 Recommended Actions

Immediate Actions

- Convene the Host Committee meetings and commence regular meetings, prioritize filling vacant officer positions, and finalize the committee structure.
- The Host Committee Treasurer must contact the IWC Treasurer to get details about opening a bank account, access to the IWC non-profit status, including the EIN, and learning IWC accounting procedures.

Within 30 Days

- Deliver an initial roster with Host Committee member names, email, address, and phone numbers to the AC Chair.
- Open a Post Office Box
- Email monthly Host Committee planning meeting notes to the AC Chair.
- Purchase QuickBooks and use the IWC City Chart of Accounts provided by the AC Treasurer.

Within 2 Months

- Partner with the AC Chair to finalize the hotel/conference center contract. Once the AC Chair reviews the contract, the Host Committee will integrate any recommendation changes.
- The AC Chair is the signatory and approves and signs the contract.
- Identify an online event productions company and confirm prior experience with hosting a high-quality online conference for more than 1,000 in-person and 500 online attendees.

Within 3 Months

- Finalize the logo with red and white as the predominant colors. The IWC Operating Committee approves the final logo.
- Plan and finalize tours. The IWC Operating Committee approves tours, and the tour descriptions and pricing are on the registration form. Remember to make accommodations for those with special needs.
- Select up to four souvenirs for sale. The Operating Committee must approve additional souvenirs.
- Finalize the registration form (digital and hard copy) with the theme “The Language of the Heart Will be Spoken Here.” The IWC Operating Committee approves final registration form. The Registration form will include the following:

Registration Specific	Logistical Information	Essential Information	IWC Specific
<ul style="list-style-type: none"> • Cost for all services offered (in-person and online registration, meals, hotel rates. • Payment information • Methods of payment and related statements • Deadline dates • Maximum attendees • Request for volunteers • Request for special needs • Tours times, dates, and pricing and description • Souvenir description and pricing • Scholarship contribution request • Other Contribution request • Waivers and cut-off dates for refunds 	<ul style="list-style-type: none"> • Hotel Name, address, and phone • Maximum occupancy • Reservation instructions • Airline /Airport • Ground Transportation 	<ul style="list-style-type: none"> • Approved Host City logo • Host Committee Welcome Statement • 7th Tradition Statement of Self Support • Public Service Announcements • Host Committee contact information 	<ul style="list-style-type: none"> • Website • Mission Statement • Logo

Within 4 Months

- Identify and secure speakers. Consider expenses when choosing the main evening speakers, who may have to travel long distances from another state or country.
- Obtain written permission from all speakers/panelists who will be recorded.
- Announce the conference to local intergroups, districts, areas and delegates.
- Select and price a memento for the banquet tables. Be mindful of Tradition 6.

Within 6 Months

- Plan to attend the next IWC Conference
 - *Experience demonstrates it is essential for the Conference Chair, Treasurer, Hotel Chair and Online Chair to attend. When making travel arrangements, please plan to arrive on or before Wednesday and depart on Sunday evening. Plan to attend the conference debrief that is typically scheduled 1 hour after the Sunday morning speaker.*
 - *Arrange to “shadow” counterparts during the conference*
 - Bring registration forms to the conference. Historically, 10,000 hard-copy registration forms are on hand. Check with the prior host city.
 - Coordinate with the current Host Committee to determine where your registration table will be located. Staff the registration table.
 - Coordinate with the AC Tech Chair to have registration ready to go live.
 - Recruit committee members and other volunteers to attend

YEAR 1: RECOMMENDED FINANCIAL PLANNING

Each Host Committee is responsible for its conference cost. Click [here](#) to review AA “Self-Support: Where Money and Spiritual Mix.”

The IWC Advisory Council may assist with advice throughout the planning process; however, the AC is not responsible for any conference cost. The Host Committee is solely responsible for satisfying any deficit incurred by its conference. IWC Advisory Council members pay their own way and are responsible for their registration, meals, and accommodations.

Reporting

The IWC must keep its accounting records for seven years. The IWC has an online document management system your committee will use (the AC Tech Chair will add your committee to the online system). All your documents are uploaded electronically into the document management system.

The Host Committee regularly updates the Contingency Plan using the regular budget and submits it to the AC Chair and Treasurer.

The AC Treasurer will meet with the Host Committee Treasurer (or the designee) within 14 days after the bid is awarded. The Host Committee Chair or Treasurer completes and submits an “interim” financial report to the AC Chair and Treasurer no later than 60 days after the bid is awarded. In their initial conversation, the AC Treasurer will confirm details regarding opening a bank account, using the IWC non-profit status, EIN number, accounting procedures, insurance requirements, and QuickBooks.

1. *State/Federal* tax reports of the conference’s income and expenses are reported and filed by the AC Treasurer. The final conference activity is rolled into the IWC non-profit tax filing including the newly awarded Host Committee, the current Host Committee, and final reports for the most recently completed conference.
2. The Host Committee Chair or Treasurer contacts their 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 necessary, prepare the documentation for the AC Treasurer to review before filing. If a Registered Agent is required in the state, the Host Committee Chair and Treasurer serve in that capacity.
3. To meet state/federal filing requirements, the Host Committee Treasurer must submit reports, receipts, and copies of licenses and permits to the AC Chair and Treasurer. Submissions include:
 - a. Year 1 – Projected budget, profit and loss report, balance sheet, monthly bank statements and reconciliations, including electronic copies of all receipts.
 - b. Year 2 – Projected profit and loss report showing budget to actuals, balance sheet, monthly bank statements and reconciliations, including copies of all receipts.

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

4. The Host Committee must provide the AC Chair with minutes of all monthly planning meetings.
5. The Host Committee is required to secure a \$1M liability insurance policy for the conference. The International Women’s Conference, Inc., is the named additional insured on the policy. A copy of the insurance policy is submitted to the AC Chair.
6. Dual signatures are required on all checks written by the Host Committee members.
7. Individuals can make tax-deductible donations to the “International Women’s Conference, Inc. since it is a tax-exempt organization. For any donations, the Host Committee provides a “gift receipt” and is required to provide a “donation acknowledgment letter” to any individual that contributes \$250 or more. Sample gift receipt on page 57, and donation acknowledgment letters on page 58.

Additional Guidance and Experience

The IWC is a nonprofit organization exempt from Federal and State Income Tax. The IWC is not exempt from sales tax. Each state has different sales tax rules and gaming rules (e.g. raffles). The Host Committee is responsible for researching and complying with all state and local sales tax and gaming rules. (Raffles are considered gaming.) Please keep the AC Treasurer informed of your state’s rules and regulations so she can help ensure compliance.

QuickBooks information is used to prepare the IWC's annual Form 990 Information Return for the IRS. The Host Committee pays for its own QuickBooks accounting system, downloads the general ledger to Excel annually, and uploads it to the IWC online management systems.

- A. Each Host Committee opens a checking account in the name of the IWC. The International Women's Conference Inc. tax identification number is 42-1574635 and must be used as your conference’s tax ID.
- B. The AC Treasurer will provide:
 1. a tax-exempt letter needed to open a bank account.
 2. a copy of the IWC bylaws, articles of incorporation, and Colorado certificate of good standing, if needed, and the IRS guide on gaming.
 3. IWC Chart of Accounts
 4. a document with suggested naming conventions

- C. All fundraising must be done in the spirit of the 7th Tradition. In keeping with the 7th Tradition, the IWC AC and IWC Host Committee cannot accept rebates, rewards, or cash except in cases of standard industry practice. Any rebates are discussed with the AC Chair and Treasurer. Money must only come from AA members or AA-related activities.

If your committee conducts raffles to raise money and a winner receives any amount of cash, or a non-cash prize valued at \$600 or more, the winner will get a W-9 with the name, address and Social Security number to report the value as taxable income. The current W-9 is on the IRS website. There are federal tax withholding requirements for recipients if they win \$5,000 or more in a 50/50 raffle or other gaming activity.

- D. Your committee is also required to obtain a W-9 from any vendor you pay for services that is not a corporation. The AC Treasurer will file the annually required 1099-NEC and 1099-MISC forms in January, and will need all W-9s, and an account of payments from your committee.
- E. The Host Committee keeps all the receipts for all the expenses paid and any income received.
- F. No reimbursements are issued to anyone associated with the conference until a receipt is received.
- G. When depositing checks, keep a list of all the names and amounts on the checks deposited. Keep track of the exact amount of any cash deposited and the source and upload statements and bank reconciliations quarterly.
- H. The total number of volunteers should be tracked and reported each year.

H. CONFERENCE YEAR - Year 2 Planning

Six months before the conference, the AC Chair *may* make an additional site visit to your city. The IWC Advisory Council covers the cost of this trip. There are key Year 2 dates to keep in mind:

- a. March 1 – Send the first conference registration blast
- b. September 1 – ensure the AC Tech Chair has an updated email contact list; send the second registration blast.
- c. October 1 – Send out the third conference registration blast
- d. November 30 – Submit the final draft of the conference program, schedule, other content, and layout to the AC Chair.
- e. January 15 – Report the room block / pick up to the AC Chair

The Host Committee is responsible for communicating with IWC attendees about the availability of accommodations for those who are physically, visually, and audibly differently abled and will arrange for assistive equipment so that attendees with special needs have equal access to the language of the heart. (Please note on the website and registration that the Host Committee does not pay for assistive equipment.) Please click [here](#) to review “A.A. Guidelines on Accessibility for All Alcoholics.”

Actions Continued from Year 1

- a. Sustain regular Host Committee planning meetings and fill committee vacancies as needed; deliver complete financial reports (including meeting notes) to the AC Chair and Treasurer.
- b. Continue to work closely with the Tech Chair for all reports.
- c. Continue fundraising
- d. Monitor registration and hotel room block pickup.
- e. Estimate cancellation percentage rate in the final month.
- f. Stay in contact with your speakers

Actions for months 12 to 6 before the conference

- a. Plan for the AC Chair onsite visit
- b. Contact Box 459 to publish the upcoming conference
- c. Distribute flyers to Intergroups, Districts, Areas, and Delegates. *Coordinate with Advisory Council Regional Reps to help ensure outreach in each region.*
- d. Confirm program (times and locations), including panels, workshops, tours, and entertainment
- e. Arrange volunteers for meetings and other service commitments.
- f. Secure necessary permits for raffles and submit them to the AC Treasurer
- g. Create an online only registration flyer in the event of in person selling out.

6 Months Before the Conference

- a. Plan hospitality rooms
- b. Contact IWC Archivist to arrange delivery of IWC materials
- c. Contact previous Host City to acquire IWC signage used during their conference
- d. Print signs and banners
- e. Plan decorations
- f. Finalize banquet arrangements
- g. Finalize A/V and Tech
- h. Arrange for literature sales
- i. Assemble registration packets

Conference Program Requirements

Before printing the final conference program, the AC Chair approval is required. The following are required to be included in conference materials.

- a. The Heart Motif should be included in the Host City Logo
- b. “The Language of the Heart Will Be Spoken Here” is the motto.
- c. Previous IWC Host Cities, States, Provinces, Countries, and Years are listed on page 47.
- d. IWC regions should be listed.
- e. The location and time of the Friday regional meetings are listed. The time and location of the bid presentation meeting on Saturday morning is listed.
- f. Hospitality Room Hours are listed. The Hospitality Room is closed during the speaker meeting, which allows all volunteers to attend and hear the message.
- g. Include the statement, “No childcare will be provided.”
- h. The IWC Advisory Council information is listed in a box as follows:

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 (two from each of the six regions in the USA, two from each of the Canadian regions, and two international representatives); nine are alternate representatives (one from each region); chairs from the last two IWCs; the current and past IWC Advisory Council chairs; and treasurer. The elected regional representatives are the only voting members of the IWC Advisory Council.

IWC Advisory Council Membership Requirement

- Five (5) years of continuous sobriety
- Attendance at three (3) International Women’s Conferences
- Willingness and time to fulfill the obligation of the job
- Ability to attend all annual IWC Advisory Council meetings during the conference for three years (alternate: one year)

How are IWC Advisory Council Members Chosen?

Advisory Council members are elected by attendees of the IWC Regional Meeting on Friday afternoon. During your particular regional meeting, you will find out whether a voting representative or an alternate representative is rotating off the Council. If you are willing to serve on the council and meet the requirements for a position, stand and state your qualifications. The election voting process is either by the Third Legacy or simple majority with a show of hands.

YEAR 2: Financial Actions Recommendations

Host Committee Budget, Income, Expenses, and Reporting Considerations

1. The Advisory Council approves conference registration fees. Pre-conference fundraising is required to keep fees minimal while generating enough revenue to meet expenses.
2. Each Host Committee is required to budget for the Advisory Council's operating expenses, not to exceed a 20% increase from the current budget.
3. The Host Committee pays shipping costs to deliver the IWC Archives back to the IWC Archivist after the conference. Shipping Cost varies depending on the Host City's proximity to the IWC Archivist, and the shipping method.
4. If there is a surplus after all conference expenses are settled, a minimum of 20% of the surplus is given to the IWC AC before any other allocations.
5. Any remaining scholarship funds are forwarded to the next IWC Host Committee.
6. After the Host Committee settles all conference expenses and the Advisory Council distribution, additional disbursements are allocated to AA-related entities only. Suggested surplus distribution areas 10% to the General Service Office, 30% to the Host City Area, and 60% to the Host City's Intergroup/Central Office.
7. Refunds of registration fees or other monies are strongly encouraged and at the sole discretion of the Host Committee. Waivers and cut-off refund dates **must** be published on the conference registration flyer and the website.
8. Once all conference funds are dispersed, the Host Committee bank account shall be closed; final financial reports and closing bank statements are delivered to the AC Chair and Treasurer by September 30.

L. ADVISORY COUNCIL ROOM REQUIREMENTS

The Advisory Council hosts its annual business meeting during the IWC Conference and requires meeting space throughout the conference. The first Advisory Council event is Thursday morning, ending by 3:00pm on Sunday. The specifics of the meeting locations are left to the discretion of the Host Committee; however, the following are required for the Advisory Council to conduct its business.

When	What/How
<p>IWC AC Annual Meeting Thursday 8:00 am to 3:00 pm Sunday</p>	<p>A room to accommodate 40 people, conference style, with additional theater seating for 10. This room is only used by the Advisory Council and must be located a distance from other meeting rooms and away from vendors. The meeting room must have a locking door – the meeting room key is given to the AC Chair, or access is provided through a designated conference employee contact. The Host Committee pays for a continental breakfast on Thursday morning only. Thursday through Sunday, the Host Committee provides water, coffee, tea, soda, and mid-afternoon snacks that are replenished. The continental breakfast on Thursday is ready and available by 8:00 am.</p>
<p>How to Bid for the IWC Friday between 1:30 to 4:00 pm</p>	<p>A 90-minute session with theater seating for 50 and capacity for online attendees; two wireless microphones, one for the moderator and another for the audience.</p>
<p>Regional Meetings Friday, 3:30 – 5:00 pm</p>	<p>No other activities or meetings are scheduled during regional meetings. Regional meetings occur at a mutually agreed-upon time by the AC Chair and Host Committee. Seven (7) individual rooms are needed to host groups that vary in size considerably. Please check with previous Host Committees for details. The Canada East, Canada West, and International Regional Meetings are combined into one room.</p>
<p>Bid Presentation Saturday 8:00 – 10:00am</p>	<p>A 2-hour session with theater seating for up to 100 people, two wireless microphones, a projector, and a screen.</p>
<p>Wrap-Up / Debrief Meeting after the Sunday Speaker (the desired start time is 30 minutes after the speaker; however, the exact start time is coordinated by the AC Chair and Host Committee Chair.</p>	<p>A 1-hour to 90-minute session with theater seating for 50 people. Online participation is up to the discretion of the Host Committee. Expected participants are the AC Chair, Treasurer, and Bid Chair, current Host Committee Chairs and available subcommittee chairs; the next Host Committee Chairs; and the newly selected Host Committee Chairs.</p>

It is an IWC custom for the host committee to hold a welcoming reception on Wednesday evening anytime between 6:00 and 9:00 pm. The reception is a celebratory opportunity for the full Advisory Council to meet and thank the current Host Committee. It also provides a space to address any last-minute concerns. The tradition is to invite the Host Committee for the upcoming conference. The Host Committee determines refreshments; the menu generally features coffee, tea, water, and light snacks.

M. ADVISORY COUNCIL BUSINESS MEETING SCHEDULE

When	Comments
IWC AC Annual Meeting Thursday 8:00 am to 3:00 pm Sunday	None
Conference Status Update (flex time) Thursday between 2:00 – 4:00 pm	<ul style="list-style-type: none"> • The Host Committee Chair attends the Advisory Council Business meeting to present a real-time conference update.
How to Bid for the IWC Friday - One hour to 90-minute session between 1:30 to 4:00 pm	<ul style="list-style-type: none"> • Members interested in developing a bid for a future conference should attend. • The AC Bid Committee runs the meeting and reviews the bid manual.
Regional Meetings Friday 3:00 – 5:00 pm	2- hour Regional Meetings are facilitated by regional representatives and serve three primary purposes: <ul style="list-style-type: none"> • To conduct elections of the new Regional Representative(s), and/or the Alternate Representative • To offer suggestions, comments, or ask questions about the conference. • To generate enthusiasm from each Region to bid for a future IWC Conference.
Before the Friday Speaker Meeting	<ul style="list-style-type: none"> • Introduce the AC Chair and Co-Chair for IWC announcements
Bid Presentation Saturday 8:00 – 10:00am	<ul style="list-style-type: none"> • A 2-hour session with theater seating for up to 100 people, two wireless microphones, a projector, and a screen.
Before the Saturday Speaker Meeting	<ul style="list-style-type: none"> • AC Chair and Co-chair introduce AC members; announcement of newly selected Host City by the Bid Chair and Co-chair
Wrap-Up / Debrief Meeting after the Sunday Speaker (the desired start time is 30 minutes after the speaker; however, the exact start time is coordinated by the AC Chair and Host Committee Chair.	<ul style="list-style-type: none"> • A 1-hour to 90-minute session for attendees to discuss lessons learned

I. POST-CONFERENCE - Year 3 Planning

Your Host Committee carried the message! Congratulations. Your hard work and dedication were on display, and they certainly helped many members get closer to the fourth dimension during your IWC Conference. Thank you.

Now, it's time to pass it on and do a bit more service to help ensure the ongoing success of the International Women's Conference for the still suffering and for generations to come. It is suggested that the Host Committee Chair prepare their committee members to take a breather after the conference and then get into action so that most post-conference actions (except financial reports) are completed within 30 days of the conference's close.

The following checklist outlines the Host Committee's final actions:

1. Lessons Learned

Please document lessons learned, including insights from before and during the conference from Host Committee leadership and subcommittees. The lessons learned are shared with the AC Chair within 30 days after the conference closes. The AC Chair will distribute the lessons learned to the Advisory Council.

2. Financials

No funds/money are forwarded directly to any non-AA entity.

- By April 30, the Host Committee sends the AC Chair and Treasurer the following:
- An interim financial statement with expense records, receipts, and contractual agreements
 - The reports will disclose all donations received, including from whom, dollar amount, and designated purposes. Any complimentary airline tickets, hotel rooms, rental cars, etc. received by the Host Committee, with details of their distribution and use.
 - There will be a statement that the IWC or the Host Committee has not accepted cash and/or rebates, except in the case of standard industry practices.
 - Distribution of rebates, if any, will be discussed with the AC Chair and Treasurer.
 - Coordinate with AC Treasurer to deliver final financial statements; prepare and file necessary governmental / state forms, including 1099-MSC or 1099-NEC; distribute seed money to future conferences; make final distributions and close the Host Committee bank account.

After the Host Committee expenses are settled and the IWC AC distribution requirement is met, the Host Committee will disperse any overage to AA-related entities

only. The suggested distribution of the remaining funds is 10% to the General Service Office: 30% to the Area, and 60% to the local Intergroup/Central Office.

Any remaining Scholarship funds are forwarded to the next Host Committee. Additional guidelines from the General Service can be found in the pamphlet: Self Support: Where Spirituality and Money Mix.

The FINAL FINANCIAL REPORT is due by September 30 of the conference year. The final report is sent to the AC Chair and Treasurer.

3. Archives

Coordinate with the AC Archivist to return all IWC Archival Material 30 days after the conference closes. Returned archive items should be packed carefully and shipped to a location agreed to by the AC Archivist. The Host Committee is responsible for shipping costs.

Provide two of the following items to the Archivist: Two programs, two pins, two name badge holders, two registration forms, and one each of all souvenirs and items gifted to participants.

Send the IWC signage to the next Host Committee within 30 days of the conference close.

4. Online /AV

Within 30 days following the conference's close, coordinate with the AC Tech Chair to report final onsite and online registration statistics, including the number and types of meals sold, type and number of souvenirs sold, type and number of tours sold, room rate and rooms sold at the conference and overflow hotel for each day (beginning the Monday before the conference and ending the Monday after); compile, organize, and deliver job descriptions, committee members' names and contact information, the main speakers' names and cities, and a copy of their speaker tape.

Register for the next International Women's Conference.

Pray, celebrate, and rest.

J. IWC CONFERENCE SUSPENSION OR ALTERATION

The International Women's Conference Advisory Council, working jointly with the appropriate Host Committee, has the responsibility and authority to suspend the current or upcoming conference by canceling the conference scheduled for the current year or changing the format of the presentation.

To suspend or alter the presentation, the Host Committee will make a recommendation to the Advisory Council with a minimum of three documented reasons. The Host Committee can present alternative formats to the Advisory Council for hosting (i.e., online) if possible. The Advisory Council will meet in an emergency meeting to vote on the Host Committee recommendation. No formal action can be taken until the IWC Advisory Council votes.

If the Host Committee must invoke the force majeure or Impossibility Clause for contracted hotels, convention centers, or other vendors, the AC must approve this action. The Host Committee will consult an attorney and request that the attorney send a letter to affected vendors regarding this action. Contact with the AC Chair should be maintained at all times regarding the communications between the Host Committee and the affected vendors.

If a recommendation is accepted, the Host Committee will produce a new budget and submit it as soon as possible to the AC Chair and Treasurer for approval. If necessary, a reimbursement plan for funds already collected must be submitted to AC; IWC registrants must be notified within thirty (30 days) of the decision.

APPENDIX

Host Committee Chair Responsibilities & Duties

Year 0: Pre-Bid Award

1. Attend at least one IWC in person.
2. Attends all IWC Conferences between being awarded the bid and completing her conference.
3. Be familiar with the Steps, Traditions, and Concepts and Service Manual.
4. Be familiar with the IWC Advisory Council Guidelines for putting on a Conference.
5. Be familiar with the GSO AA Guidelines for Conferences and Conventions.
6. Ability to serve on the IWC Advisory Council for 2 years following the conference.

Year 1: Post Bid Award

General Oversight

1. Works closely with the Advisory Council Chair and Operations committee
2. Negotiates the contract with the hotel and presents to AC Chair for signature.
3. Works with the AC Treasurer to understand state gambling and tax laws.
4. Coordinates the selection process for the Committee Chairs.
5. Reviews all Host committee plans before they begin to expedite

Committee Oversight

1. Works with host committee treasurer to obtain a bank account and post office box.
2. Holds monthly meetings (or as needed) for the host committee; forwards meeting notes to the AC Chair
3. Works closely with all the Host Committees.
 - Works closely with the Program, Logistics, and Finance Committees to develop a conference with a simple, straightforward AA program. Coordinates with the program committee to create a speaker no-show backup plan.
 - Works closely with Banquet Chair, Hospitality, Hotel, and Logistics to ensure smooth communications with hotel regarding room block, food and beverage specifics, and other necessary elements.
 - Works closely with Finance to develop a viable budget, maintaining the current status of money received, disbursed, and on hand and ensuring fiscal responsibility within each committee.
 - Works closely with Registration, maintaining a current status on registrations, banquet sales, souvenir sales, tours, and any special requests.
 - Works closely with Publicity/Public Information and Volunteers
4. Helps to publicize the conference and distribute flyers at regular and new meetings.

Year 2: Host the IWC:

1. Hosts a successful conference.

Year 3: Pass it On

1. Works with Registration Chairs and Treasurer to make final reports to IWC Advisory Council
2. Report – “what worked/what didn’t” for inclusion in IWC Advisory Council “Lessons Learned” book to transfer on to future conferences.
3. Revised committee description for inclusion in “Lessons Learned” to transfer to future conferences.
4. Encourage all committee members and volunteers to register for the next year’s conference.

Past Conference History

Registration Statistics and Room Blocks

The following charts are intended to provide valuable information to assist a Host Committee in planning for banquets, tour capacities, and souvenir items purchases. 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 Committee meet operating expenses incurred during the months leading up to the event.

** indicates missing information

2021 Charlotte, NC				2020 Indianapolis, IN			
Attendance - **		Registrations - **		Attendance - **		Registrations - **	
Monday	7	Fri Dinner	**	Monday		Fri Dinner	**
Tuesday	46	Sat Dinner	**	Tuesday	10	Sat Dinner	**
Weds	95	Sun Brunch	**	Wednesday	130	Sun Brunch	**
Thursday	466	Tours	**	Thursday	488	Tours	**
Friday	566	souvenirs	**	Friday	580	T-shirts	**
Saturday	566	souvenirs	**	Saturday	580	Hoodies	**
Sunday	40	souvenirs	**	Sunday	30	Mugs	**
Total Block	1786	souvenirs	**	Total Block	1818	Water Bottle	**
2019 Los Angeles, CA				2018 Phoenix, AZ			
Hotel Room Blocks				Hotel Room Blocks			
Attendance	4097	Registrations	3991	Attendance	3642	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	Cap	73	Total Block	2047	Totes	175
		Journal	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	2022	Santa Fe, NM
1981	Costa Mesa, CA	2002	Denver, CO	2023	Dallas, TX
1982	Oklahoma, OK	2003	Seattle, WA	2024	Portland, ME
1983	Phoenix, AZ	2004	Buffalo, NY	2025	San Diego, CA
1984	Atlanta, GA	2005	Las Vegas, NV	2026	<i>Des Moines, IA</i>
1985	Denver, CO	2006	Minneapolis/St. Paul, MN	2027	<i>Buffalo, NY</i>
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 Conference Speakers

2015 PALM SPRINGS, CA – IWC 51	2016 NORFOLK, VA – IWC 52
Gaynail J., Carmichael, CA	Lorna D.
Alison C., Santa Barbara, CA	Laura H.
	Nancy B., Texas

	Rachel M., North Carolina
	Millie L., Alabama
2017 CLEVELAND, OH – IWC 53	2018 PHOENIX, AZ – IWC 54
Angela H., Akron, OH	Diana E., Prescott, AZ
Missoon W., Sarasota, FL	Candice M., Los Angeles, CA
Diana L., New York, NY	Jane D., Tallahassee, FL
Regina B., Cleveland, OH	Deb H., Akron, OH
2019 LOS ANGELES, CA – IWC 55	2020 INDIANAPOLIS, IN – IWC 56
Phranc G., 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
2021 CHARLOTTE, NC – IWC 57	2022 SANTA FE, NM – IWC 58
Cathy W., Illinois	Maria L, Santa Fe, NM
Terri K., Ohio	Amanda L, Los Angeles, CA
Deborah K.A., North Carolina	Eileen S, Albuquerque, NM
Amy S.D., Kentucky	Sandra H, Santa Fe, NM
2023 Dallas TX, - IWC 59	2024 Portland, ME – IWC 60
Francine W., Palm Desert, CA	
Jenny L, Dallas, TX	
Ashley J, Tennessee	
Bobbie E, Dallas, TX	
2025 San Diego, CA – IWC 61	
Janice M., Carlsbad, CA	
Diedra K., Los Angeles, CA	
Irene N., San Francisco, CA	
Kathleen G., Carmel, IN	

Hotel / Conference Facility Checklist

<p>Facilities and Design</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are hallways and lobby areas neat, clean, spacious, and safe? <input type="checkbox"/> Is there an area to comfortably handle conference registration? <input type="checkbox"/> Can banners or welcoming signs be hung in public areas? <input type="checkbox"/> Are there enough elevators and stairways to comfortably move attendees? <input type="checkbox"/> Are all areas accessible to the handicapped? <input type="checkbox"/> Is the temperature in public areas comfortable? <input type="checkbox"/> Is the lighting in all areas adequate? <input type="checkbox"/> Are noise levels acceptable? <input type="checkbox"/> Are all areas clean and fresh smelling? 	<p>Meeting Rooms</p> <ul style="list-style-type: none"> <input type="checkbox"/> How many breakout rooms are available (not including the ballroom)? <input type="checkbox"/> What is the total capacity of the breakout rooms? <input type="checkbox"/> Can they accommodate approximately 2,000 attendees? <input type="checkbox"/> For each room what is the (1) Room Name (2) Theater Style Capacity, (3) Allowable Uses, and (4) In-room Technological capacity? <input type="checkbox"/> Are pens/pencils and notepads included for attendees? <input type="checkbox"/> Is a speakers' podium and microphone included? <input type="checkbox"/> Does the room have an in-room free water station? <input type="checkbox"/> Are temperature controls within the room? <input type="checkbox"/> Are signs outside the room attached to the door, the walls or easel?
<p>Banquet Room/Ballroom</p> <ul style="list-style-type: none"> <input type="checkbox"/> What is the room capacity (theater style)? _____ <input type="checkbox"/> Can the ballroom hold up to a minimum of 2,000 attendees? <input type="checkbox"/> Is the banquet room able to host at least a minimum 1,000 participants? <input type="checkbox"/> Are they willing to customize their menu to IWC needs? Special dietary options available? <input type="checkbox"/> Does the room have a sound system; how is it controlled? <input type="checkbox"/> Can you hire an outside AV company, and are there any penalties for doing so? <input type="checkbox"/> Is there an extra charge for the podium or microphone? <input type="checkbox"/> Does the room have audiovisual screens, and if so, how many? <input type="checkbox"/> What type of lighting and how is it controlled? <input type="checkbox"/> Can a banner be hung or attached to walls? <input type="checkbox"/> Does your in-house AV company have experience running a hybrid conference? <input type="checkbox"/> Is complimentary coffee, breakfast or evening hors d'oeuvres offered? <input type="checkbox"/> Can you bring in outside catering? 	<p>Other Considerations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are they willing to agree to a Force Majeure clause? <input type="checkbox"/> Does the hotel overbook? <input type="checkbox"/> 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? <input type="checkbox"/> Are all major credit cards accepted? <input type="checkbox"/> What are the minimum revenue requirements and timeline? <input type="checkbox"/> Can room rates or menu prices be guaranteed? <input type="checkbox"/> Are service charges, gratuities, or sales taxes added to food and beverage prices? (Be mindful of these charges. They are usually shown as ++ in the contract.) <input type="checkbox"/> Are there additional charges for items such as table set up, room resets, maintenance or electrical assistance? <input type="checkbox"/> Can outside food be brought in for the hospitality room? <input type="checkbox"/> Are there any plans for remodeling, construction, or management changes?

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

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
TOTAL SALES			\$0

Budget Template

Totals and amounts used are examples only.

SUMMARY OF EXPENSE		
Facility Costs		\$1,000
Virtual Platform Cost		\$0
Cost of Sales		\$0
Meals		\$67,636
Coffee		\$0
Printing		\$0
Mailing		\$0
Event Costs		\$0
Miscellaneous		\$5,400
Other Operating Costs		\$18,800
Planning Costs		\$0
Transportation		\$0
TOTAL EXPENSE		\$92,836

TOTAL INCOME		\$174,050
LESS TOTAL EXPENSE		\$86,436
BALANCE		\$81,214

DISTRIBUTION OF BALANCE		
20% to distribute to IWC AC		
Balance to distribute to AA Service		
Total Income - Total Expense:		

Report submitted by:

Approved by:

Date:

Example Budget Expense Detail

Totals and amounts used are examples only.

FACILITY COSTS (see budget notes)			
Hotel meeting space			\$0.00
Utilities			\$0.00
\$1M Liability Insurance			\$1,000.00
Audio/Visual			\$0.00
Tips for Hotel staff			\$0.00
Security			\$0.00
Total Facility Costs			\$1,000.00
VIRTUAL PLATFORM COSTS			
Virtual Platform			\$0.00
Total Virtual Platform Costs			\$0.00
COST OF SALES			
Raffle Prizes/tickets			\$0.00
Literature			\$0.00
Souvenir Items:			
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
Total Cost of Sales			\$0.00
MAILING COSTS			
Postage (check for Non-profit bulk mail)			\$0.00
Labels			\$0.00
Total Mailing Costs			\$0.00
MISCELLANEOUS COSTS			
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 (\$281 x 11 months)			\$3,100.00
Registration Software			\$1,800.00
Total Miscellaneous Costs			\$5,400.00
PLANNING COSTS			
Year One & Two Planning Meetings			\$0.00
Year Two AC Chair Site Visit			\$1,000.00
Total Planning Costs			\$1,000.00

Totals and amounts used are examples only.

MEAL EXPENSE + DECORATIONS AND GIFTS	Number	Price	Total
Friday Dinners	N/A	\$0.00	
Saturday Dinners	700	\$48.00	\$33,600.00
Sunday Breakfast	350	\$40.00	\$14,000.00
Meal Expense Subtotal			\$47,600.00
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
Total Cost of Meals			\$63,635.85
Gifts/Favors/Decorations			\$4,000.00
Total Meal Expense			\$67,635.85
COFFEE EXPENSE			
Coffee (see budget notes) Gallons @ X	0	\$0.00	\$0.00

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

**Comp rooms & hotel welcome baskets can be used

OTHER OPERATING COSTS			
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
Total Other Operating Costs			\$16,800.00
TRANSPORTATION COSTS			
Shuttles			\$0.00
Accessible Transport			\$0.00
Total Transportation Costs			\$0.00

Example Budget Notes

(Example of budget notes for 2,000 attendees)

A best practice is to include a note for each item on the income and expense budgets. The following is a summary example of the type information to include in budget notes.

This preliminary budget is based on conference experience within the last three years. It is extremely conservative, with room for changes, and reliant on continued guidance based on experience from prior conferences.

Proposed Prices

Pre-registration – \$xx.00

At Door Registration - \$xx.00

Virtual Registration - \$xx.00

Friday Dinner - \$xx.00

Saturday Dinner - \$xx.00

Sunday Breakfast - \$xx.00

Registration Income

The in-person price is comparable to previous years' conferences. It is a fair and accurate estimate. Our online conference vendor has submitted an estimate based on 2,000 virtual attendees. Bad checks are calculated as X% of the preregistrations, and refunds are calculated as X% of the preregistrations.

Meal Income

Friday dinner attendance assumes xx% of in-person attendees will purchase this meal. Saturday dinner attendance assumes xx% of in-person attendees will purchase this meal. Sunday breakfast attendance assumes xx% of in-person attendees will purchase this meal. The concession stand generates limited to no income and could be a possible liability. Please see the budget detail on the X page for further information.

Other Income

Fundraising before and during the conference assumes X% of the total income. Preliminary contributions during pre-conference events (for example, bake sales, spaghetti dinner, and a meeting, etc.) represent X% of total income. During the conference, activities such as raffle and silent auction assume X% of attendee purchase X tickets. The projection is that XX% of attendees will purchase at least one souvenir, and X% of attendees will purchase one tour. Tour income assumes \$X commission per attendee. The total fundraising goal is \$XXX.

Expenses (Budget Notes)

Facility

Audio Visual

The initial vendor proposal is \$XXX; it does not include the cost for all breakout rooms. Negotiations are ongoing with the facility to include additional breakout room AV cost in the contract at a lower rate.

Virtual Conference

The contract value is \$XXX. Please find the unsigned contract on page X.

Food & Beverage

The estimated total is \$XXX and includes a projection of \$XXX complimentary for \$XXX amount or greater. This projection includes tips for facility staff (the detailed projected tip amount is on page x). A shortfall is projected if food and beverage falls below \$XXX amount. Fundraising before and during the event in the amount of \$XXX will fill any gaps created by a Food and Beverage shortfall.

Concession Stand

The expense is projected to be \$XXX; \$XXX per worker per hour for a 4 hour shift, including a \$XXX labor fee per work. The projection assumes X% of attendees will purchase from the Stand each day.

Liability Insurance

There is an initial quote on page X. The total policy amount is \$XXX for four days of coverage.

Raffle Prizes/Tickets/50-50 payout is projected to be \$XXX based on the estimated of X% of attendees purchasing X tickets. Tickets are sold individually and in bundles; individual tickets are \$X and bundles are \$X.

Coffee Expense

The total expense is \$XXX. This assumes 35% of attendees will drink 2 cups of coffee per day at 10 cups per gallon.

Speakers / Entertainment/ Accessibility Expenses

The total projected expense is \$XXX and includes \$XXX per speaker for flights; Wednesday through Sunday lodging at \$XXX per night, and \$XXX for three meals per speaker for each day. Gifts are projected to be \$XXX per speaker.

Entertainment is \$XXX per night on Thursday, Friday, and Saturday. The total expense is \$XXX.

American Sign Language (ASL) interpretation Thursday – Sunday for up to five hours per day is projected to be \$XXX per day per interpreter. \$XXX is projected for equipment rental. Rental for assistive technology is still under negotiations. The estimated total for ASL interpretation is \$XXX.

Sample Gift Receipt

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

International Women's Conference, Inc. is a 501(c)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 Acknowledgement 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

IWC Host Committee Chart of Accounts

Account Number & Description	Type	Description/Comments
Asset Accounts:		
10100 Checking	Bank	
10200 Savings	Bank	
10300 Petty Cash / Change Fund	Other Asset	Cash on hand, if any, for petty cash or change fund
12100 Due from AC	Other Asset	Expense to be reimbursed by AC
12200 Due from other Host City	Other Asset	Expense to be reimbursed by another host city
13100 Security Deposits (Refundable)	Other Asset	If you have to pay a deposit that will be refunded
Liability Accounts:		
20100 Accounts Payable	Accounts Payable	
21000 Due to other Host City	Other Liability	If you collect registration fees for the next Host City
Net Asset Accounts (Equity):		
31000 Opening Balance Equity	Equity	
31100 Unrestricted Net Assets	Equity	
Income Accounts:		
40000 SEED MONEY RECEIVED	Income	
40010 Planning Year Seed Money (Yr1)	Income	
40020 Conference Year Seed Money (Yr2)	Income	
40100 CONTRIBUTED INCOME	Income	Donations to the conference, not fundraising events
40110 Donations <\$250 each	Income	
40120 Donations \$250 or more each	Income	Send letter to each donor of \$250 or more
40130 Coffee Donations	Income	
40200 SCHOLARSHIPS	Income	

Account Number & Description	Type	Description/Comments
40210 Scholarship Contributions Received	Income	
40220 Scholarship Contributions Used	Income	
40230 Scholarships Funds From Prior Conference	Income	
40300 IN-KIND DONATIONS (NON-CASH)	Income	
40310 In-Kind Donations - Goods	Income	Fair Market Value of Goods/Items Contributed

40320 In-Kind Donations - Professional Services	Income	Fair Market Value of Professional Services Contributed
41000 PRE-CONF FUNDRAISING EVENT REVENUE	Income	
41100 Event #1 (Describe)	Income	
41101 Event #1 Donations <\$250 each	Income	Record donations and ticket sales separately
41102 Event #1 Donations \$250 or more each	Income	Send letter to each donor of \$250 or more
41103 Event #1 Ticket Sales	Income	
41200 Event #2 (Describe)	Income	
41201 Event #2 Donations <\$250 each	Income	
41202 Event #2 Donations \$250 or more each	Income	
41203 Event #2 Ticket Sales	Income	
43000 REGISTRATION INCOME	Income	
43010 Reg#1 Pre-Registrations	Income	
43020 Reg#2 After cut-off	Income	
43030 Reg#3 At door	Income	
43090 Less: Refunds	Income	
43100 CONFERENCE MEAL INCOME	Income	
43110 Friday Night Meal Tickets Sold	Income	
43120 Saturday Night Meal Tickets Sold	Income	
43130 Sunday Morning Meal Tickets Sold	Income	

Account Number & Description	Type	Description/Comments
43200 TOUR INCOME	Income	
43210 Tour#1 Tickets Sold	Income	Put tour name in account description
43220 Tour#2 Tickets Sold	Income	
43230 Tour#3 Tickets Sold	Income	
43240 Tour#4 Tickets Sold	Income	
45000 SOUVENIR SALES	Income	
45010 Hoodie Sales	Income	
45020 T-Shirt Sales	Income	
45030 Coffee Cup/Traveler Mug Sales	Income	
45040 Tote Bag Sales	Income	
45090 Shipping Income	Income	
46000 LITERATURE SALES	Income	

46010 Literature Sales Income	Income	
47000 CONFERENCE FUNDRAISERS	Income	
47100 Conference Raffle Tickets Sold	Income	
47200 Conference Auction Income	Income	
48000 MISCELLANEOUS INCOME	Income	
48100 Interest Income	Income	
48200 Rebates	Income	
48300 Returned Checks	Income	
Expense Accounts:		
51000 PRE-CONF FUNDRAISING EVENT EXPENSES	Expense	Direct expenses for pre-conference fundraising events
51100 Fundraising Event #1 Describe	Expense	
51110 Event Prizes	Expense	
51120 Event Food Expense	Expense	
51130 Event Entertainment Expense	Expense	
51140 Event Supplies Expense	Expense	
51150 Event Facility Cost	Expense	

Account Number & Description	Type	Description/Comments
51200 Fundraising Event #2 Describe	Expense	
51210 Event Prizes	Expense	
51220 Event Food Expense	Expense	
51230 Event Entertainment Expense	Expense	
51240 Event Supplies Expense	Expense	
51250 Event Facility Cost	Expense	
61000 CONFERENCE FACILITY EXPENSES	Expense	
61100 Audio/Visual Expense	Expense	
61200 Donated Facilities	Expense	Fair market value of donated facility use
61300 Facility Rental	Expense	Hotel meeting space
61400 Security	Expense	
61500 Tips (Hotel Staff)	Expense	
61600 Transportation/Shuttles	Expense	Not tours (use 642xx for tours)
61700 Other Conf Facility Expenses (Describe)	Expense	
62000 CONFERENCE FOOD & BEVERAGE EXPENSES	Expense	
62100 Friday Dinner	Expense	Include service fees & taxes

62200 Saturday Dinner	Expense	Include service fees & taxes
62300 Sunday Breakfast	Expense	Include service fees & taxes
62400 Coffee Costs	Expense	Include service fees & taxes
62500 Advisory Council Food Costs	Expense	Include service fees & taxes
62600 Other Conference Food/Bev (Describe)	Expense	
63000 CONFERENCE EXPENSES-OTHER	Expense	
63100 Interpreters	Expense	
63200 Badges/Registration Packets	Expense	
63300 Entertainment	Expense	
63400 Decorations/Flowers	Expense	

Account Number & Description	Type	Description/Comments
63500 Gifts/Favors	Expense	
63600 Speaker Expenses (rooms, meals, gifts)	Expense	
63700 Speaker Travel	Expense	
63800 Technical Support	Expense	
63900 Virtual Platform Software	Expense	e.g. Zoom Webinars
64200 COST OF TOURS	Expense	
64210 Cost of Tour#1 (describe)	Expense	
64220 Cost of Tour#2 (describe)	Expense	
64230 Cost of Tour#3 (describe)	Expense	
64240 Cost of Tour#4 (describe)	Expense	
65000 SOUVENIR COST OF SALES	Expense	
65010 Cost of Hoodies	Expense	
65020 Cost of T-shirts	Expense	
65030 Cost of Coffee Cup/Traveler Mugs	Expense	
65040 Cost of Tote Bags	Expense	
65050 Other Souvenir Costs (describe)	Expense	
66000 LITERATURE COST OF SALES	Expense	
66010 Cost of Literature	Expense	
67000 COST OF RAFFLE/AUCTION AT CONFERENCE	Expense	
67100 Raffle Prize(s)	Expense	
67200 Cost of Auction Items	Expense	
70000 OTHER OPERATING EXPENSES	Expense	

70100 AC Site Visit Travel Expense	Expense	
70200 Archive Shipping	Expense	
70300 Bank Charges	Expense	
70400 Credit Card Fees	Expense	
71000 Insurance Expense	Expense	
71200 Legal Fees	Expense	

Account Number & Description		Type	Description/Comments
	71600 Miscellaneous Expense	Expense	Miscellaneous should be small
	73000 Office Supplies	Expense	
	73100 P.O. Box Rental	Expense	
	73200 Postage & Mailing	Expense	
	73300 Printing	Expense	
	73500 Small Equipment	Expense	
	74100 Software Licenses	Expense	Not virtual platform software (use 63900)
	74110 Registration Software	Expense	e.g. RegPack
	74120 Email Marketing Software	Expense	e.g. Mail Chimp
	74130 Other Software	Expense	QuickBooks
	74200 Telephone/Internet	Expense	
	74300 Website Fees/Maintenance	Expense	
	80000 DISTRIBUTIONS	Expense	
	80100 Seed money for the next Host City	Expense	
	80200 Seed money for "2nd year out" Host City	Expense	
	80300 Advisory Council Operating Fund	Expense	
	80310 Advisory Council Prudent Reserve	Expense	
	80400 Scholarship Funds for next Host City	Expense	
	80800 Final Distributions:	Expense	
	80810 IWC Advisory Council	Expense	
	80820 GSO	Expense	
	80830 District/Area	Expense	
	80840 Local Intergroup/Central Office	Expense	
	80850 Other (describe)	Expense	Add more sub-accounts as necessary

Next Steps and Informational Sessions

Thank you for reviewing this manual and submitting your Bid Proposal to host the International Women’s Conference in your city. Once the host city is selected, additional financial information and further details about hosting the conference will be available.

You are welcome to attend informational sessions hosted by the IWC Bid Committee. Upcoming sessions are:

April 5, 2025 at 8:00 am Pacific Time

June 22, 2025 at 11:00 am Pacific Time

Tentative – September 20 at 8:00 am Pacific time

Informational sessions are virtual and conducted via Microsoft Teams. Please email bidcommittee@aciwc.org for informational session meeting access.

The Advisory Council
International Women’s Conference

