



The International Women's Conference

# **Proposal Bid Manual**

February 2026



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.

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**INTERNATIONAL WOMEN’S CONFERENCE MISSION STATEMENT**

The International Women’s Conference is the bridge to a better understanding of the Alcoholics Anonymous (A.A.) philosophy and way of life because of our special needs in sobriety as women. The IWC is a closed\* conference for women who are not only members of A.A. but are also survivors. We have found a way to obtain meaning, depth and responsibility in our lives. This came about out of desire, decision, determination, and spiritual guidance. An elevated sense of belonging that is brought about by the special services and a special need provided by our Women’s Conference is our goal.

*\*The term “closed” means that the conference is for those who identify as women and are A.A. members only, or for those who have a drinking problem and have a desire to stop drinking. (see Appendix L, Helpful A.A. Literature/Resources, page 44).*

**KEY DATES AND SUGGESTIONS:**

1. Bidding cities should notify the Advisory Chair and Bid Chair of their intention to bid by **July 15 for consideration at the next IWC.**
2. All bids drafts are due electronically by **November 15** for consideration at the next IWC. Early submissions are welcome.
3. Attendance at online quarterly or monthly-scheduled AC Bid Committee Informational sessions is encouraged but not required.
4. An exploratory bid committee can vary; often, they are only 3 - 6 enthusiastic members.
5. 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.

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## 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

**GSO** - General Service Office

**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 purpose aims to:

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

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

Requirements for IWC Advisory Council Membership service are:

1. A minimum of five (5) years of continuous sobriety,
2. Prior attendance at three (3) IWC's,
3. The willingness and time to fulfill the obligation of the service commitment,
4. The ability to attend online quarterly IWC Advisory Council meetings during their year(s) of service, and
5. The ability to physically attend all annual IWC Advisory Council meetings during the IWC.

The Advisory Council is composed of approximately thirty-two (32) representatives from nine (9) regions, along with trusted servants with specific skills or experience. Eighteen (18) are Regional Representatives [two (2) from each of the six (6) Regions in the USA, two (2) from each of the Canadian Regions, and two (2) International Representatives]; nine (9) are Alternate Representatives (one from each Region); Chairs from the last two (2) 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 (3) consecutive years; Alternate Regional Representatives commit to serve for one (1) year. All Advisory Council members abide by the 7<sup>th</sup> 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 Advisory Council will be announced during their respective 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 their qualifications. The election process uses either the Third Legacy or the simple majority voting method for electing representatives.

*“What is Said Here Stays Here”*

Confidentiality amongst Advisory Council members is crucial because it fosters trust, reinforces the commitment to our First Tradition ("Our common welfare should come first; personal recovery depends upon A.A. unity") 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

1. New host city locations are always encouraged to submit a bid.
2. The total process and timeline from developing and submitting a bid to hosting the conference is approximately three (3) years.
3. Awarding the IWC is made two (2) years in advance of hosting the conference.
4. Please notify the AC Chair and Bid Chair by **July 15** that you intend to present a bid. A phone call or email is all that is necessary.
5. 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.
6. If selected as the next Host City, the Host Committee Chair and appropriate committee members will stay after the Sunday speaker meeting of the current IWC conference to meet with the Advisory Council representatives for approximately ninety (90) minutes to discuss the bid proposal and process.

### Annual Timeline of Host Committee Activities

IWC Activity	Pre-Bid Process	Pre-Conference	CONFERENCE YEAR	Post-Conference
Year	Year 0	Year 1	Year 2	Year 3
<b>Host Committee Actions</b>	Bid Proposal Submission / Bid Award	Plan, Prepare, Coordinate Conference Program	Host the IWC Conference in YOUR HOST CITY	Finalize accounts and support the next IWC

### Year 0: Pre-Bid Submission and 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 6-Point Bid Criteria on page 10 and familiarize yourself with this manual.
2. Ensure all Host Committee members are familiar with and adhere to the AC’s commitment to confidentiality throughout the bidding process.
3. Form an exploratory committee of 3-6 enthusiastic members.
4. Attend quarterly IWC Bid Committee Informational sessions.

5. Research hotel requirements and hybrid conference requirements.
6. Identify Host City hotel and obtain a negotiated proposal agreement from the hotel. Remember, do not sign any contracts at this point.
7. Draft logo and conference budget.
8. Notify the AC Chair and Bid Committee Chair of an intention to submit a bid by **July 15**.

**DEADLINE: NOVEMBER 15 FOR BID SUBMISSION**

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 city committee members; inquire about essential host committee roles and obtain copies of the "Host Committee Guidebook".

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

### **Year 1: Pre-conference**

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 volunteer burnout 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 obtaining the necessary forms from the AC Treasurer.

### **Year 2: Conference Year**

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

### **Year 3: Post-conference**

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

## D. YEAR 0: PRE-BID YEAR

### BID PLANNING AND PRESENTATION

#### 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.

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

#### Learn the IWC's 6-Point Bid Criteria - See pages 10 - 24

The Advisory Council established the 6-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.

1. While each of the six (6) criteria is equally important in the evaluation process, they are listed in order of priority when hosting any type of conference.
2. 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 (6) points.
3. After discussion, each Advisory Council voting member is asked to rank bids for each of the six (6) areas. This is done in writing using the same 6-point worksheet for each bid.

#### 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 bid process. During these 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 topics such as the budget, hotel, and technology.

#### Become familiar with IWC Committees for Support

There are a number of IWC Committees available to help support any exploratory Host Committee that is interested in submitting a bid. They include:

1. IWC Bid Committee - The Chair and Co-Chair aim to provide resources, connections, and any additional support to assist with the bid proposal development, submission, and presentation.

2. Current and Newly-Awarded Host Committees - In any given year, three (3) Host Cities are involved at different stages of hosting the IWC Conference. All have recently experienced the bid proposal process and may provide additional support and insight for developing a successful bid. The Host Committees preparing for the next two upcoming Conferences are also routinely meeting for planning purposes. Interested exploratory bid cities are encouraged to reach out to the current and newly-awarded Host City Committee Chairs to attend and observe during these meetings.
3. Past Host Committee(s) - Previous experience from Host Committee Chairs has been known to be helpful for interested bid cities to gain a better understanding of the proposal process and access to previously awarded proposal documents.

Gather background research on your city.

Previous experience has shown that the more details and information Host Committee members collect on the 6-Point Criteria, the better prepared they are for showcasing their city in writing and in a bid presentation. It is difficult to know what kinds of questions may get raised about any Host City proposing a bid, however, thorough research may help provide options for potential attendees that might not have considered your city a feasible travel opportunity before.

## E. 6-POINT CRITERIA (please see details on pages 11-24)

This is a summary of the 6-point criteria. Each criteria point is detailed and listed in order of priority.

<p><b>1. HOST COMMITTEE</b></p> <ul style="list-style-type: none"> <li>a. Experience of attending previous IWC's</li> <li>b. Experience in hosting other A.A. conferences</li> <li>c. Quality of letters of support from local women's groups</li> <li>d. Degree of balance and diversity in the Host Committee core members as it reflects the local A.A. community</li> <li>e. Experience of Host Committee members in with A.A.'s Steps, Traditions, and Concepts</li> </ul>	<p><b>4. HOST CITY CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>a. Climate</li> <li>b. Regional diversity and characteristics</li> <li>c. First time in a new city</li> <li>d. Unique aspects of the Host City</li> <li>e. General impressions of the bidding city</li> <li>f. Other attractions near the Host City hotel or conference center</li> <li>g. Availability of other food choices in the area, hours open, low-cost options</li> <li>h. Ability of bidding city to put on a good IWC for women in Alcoholics Anonymous</li> </ul>
<p><b>2. FINANCIAL STATEMENTS</b></p> <ul style="list-style-type: none"> <li>a. Level of detail presented – does it demonstrate an awareness of fiscal responsibility</li> <li>b. Strength of contingency plans</li> <li>c. Budgets based on variable attendance levels</li> <li>d. Plans for disbursing funds following the conference</li> </ul>	<p><b>5. ONLINE /AUDIOVISUAL</b></p> <ul style="list-style-type: none"> <li>a. The approach for creating a cohesive experience for online and in-person attendees.</li> <li>b. The outreach strategy for online participation</li> <li>c. Selection and pricing of online/AV vendor (equipment and services)</li> <li>d. How hybrid meetings are hosted (zoom or other event platform)</li> <li>e. Cost comparison for on-site and external A/V provider</li> <li>f. Estimate number of hybrid meetings</li> </ul>
<p><b>3. CONTRACTS: HOTEL / CONFERENCE FACILITY</b></p> <ul style="list-style-type: none"> <li>a. Convenience of hotel to conference meeting rooms</li> <li>b. Room night commitments</li> <li>c. Food/beverage commitments</li> <li>d. Banquet seating requirements – capacity enough for 1,000 women for dinner</li> <li>e. Possibilities to expand hotel or meeting room space</li> <li>f. Quality and diversity of meeting room styles</li> </ul>	<p><b>6. AIRPORT / TRANSPORTATION</b></p> <ul style="list-style-type: none"> <li>a. Distance from the conference facility</li> <li>b. Choice of airlines serving the Host City</li> <li>c. General cost of flying to the Host City</li> <li>d. Ease of reaching the Host City from other areas of the country</li> <li>e. Cost of shuttle / taxi service</li> <li>f. Pricing for other modes of transportation (e.g. bus, train, subway, etc.)</li> <li>g. Rental car or car pooling options</li> </ul>

## 1. HOST COMMITTEE

Experience demonstrates that most successful conference committees begin with three (3) to six (6) women; members with experience hosting other A.A. conferences are beneficial. The Advisory Council recommends that Host Committees have at least one (1) member (often but not always is the Chairperson) who has attended at least three (3) IWC Conferences and has a minimum of five (5) years of continuous sobriety. It is strongly recommended that the Host Committee Chair attend at least one (1) IWC in-person. Ideally, some committee members have long-term sobriety and experience in various parts of the A.A. Fellowship's service structure and, together, represent the complexity of their 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 (see Helpful A.A. Resources in Appendix, page 43).

Once the decision to bid is made, the exploratory committee shifts and begins by identifying Host Committee service positions, such as Accessibilities Chair, Fund Raiser Chair, Tours Chair, etc., and continues and/or begins actively fundraising. The Advisory Council suggests filling roles with members with specific skills and experience. Additionally, members with leadership and marketing experience are beneficial. While experience with using Microsoft computer software is not required, many previous Host Committees have found it useful and important.

**The following information for each Host Committee member is presented in the final bid proposal.**

1. Name
2. Length of continuous sobriety
3. Service experience, including service work at other conferences, positions held, and conference size.
4. Number of IWCs attended
5. IWC Advisory Council for former Host Committee experience, if applicable
6. Specific skills, qualifications, and experience
7. Representation of the Host City's local diversity broadly defined (e.g. age, race, economic status, language, type of A.A. groups, etc.)

## 2. FINANCIAL STATEMENTS

### Autonomy and Responsibility

Each IWC conference must be self-supporting. Furthermore, each Host Committee is a separate group, covering its own expenses and cooperating with the AC to meet A.A. 7<sup>th</sup> 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:**

1. Identify the Host Committee Treasurer and describe her experience with QuickBooks in the Host Committee profile (see Appendix page 30).
2. Include a proposed budget in a format provided in the "Financial Forms" section of this document.
3. Demonstrate the ability to maintain financial autonomy and responsibility in accordance with A.A. Traditions.
4. Use the 7<sup>th</sup> Tradition as a guide to create a fundraising contingency plan should a deficit occur.
5. Commit to dispensing seed money to the Host Committee that is identified during the conference. The first installment of \$2,000 is due immediately; the 2<sup>nd</sup> installment of \$8,000 is delivered in coordination with the AC Treasurer.
6. 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 A.A. 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 7<sup>th</sup> Tradition, ensuring self- support from member contributions and not accepting any outside contributions.

**The bid proposal must:**

1. Confirm that the AC Treasurer has reviewed the final proposed budget before presenting it to the full Advisory Council.
2. Present a budget that includes all estimated income and expenses for different scenarios (for example, 2000, 3000, 4000 in-person attendees), keeping with the appropriate numbers for your selected hotel/conference facility.
3. Recommend the in-person and online registration fees. The Advisory Council approves the final registration fees.
4. Include the allocation to the IWC Advisory Council in the budget projection. This amount is determined annually and informed by experience.
5. 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.

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

Experience demonstrates that a Hotel / Conference Facility site visit is an ideal way to collect information needed to complete a successful Host Committee bid proposal.

**SECTION II** (Please see page 36 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 total price of coffee per gallon which includes taxes and fees?
- 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 highly recommended to have all negotiated contract terms with the hotel or any vendor in writing. Verbal agreements may not be honored. Ask for a breakdown of all pricing to include base rate, tax, gratuities and other fees. 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.**

1. The AC Chair or their designee **approves all final terms and will approve and sign all contracts** or Letters of Agreements.
2. Plan for a 30- to 60-day window for final negotiations before contract signing by the AC Chair.
3. The hotel may want to know about the IWC and the locations of the last three (3) conferences. They can be provided with information on the cities, total attendance, and meal participation (see Past Conference History in Appendix).
4. Negotiate. Negotiate. And then negotiate some more. The first offer is rarely ever the best, and your committee is not required to accept the initial offer.
5. Ask for the first right of refusal or other assurances prohibiting selling to another event while negotiations are underway.

#### Room Block

1. 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.
2. 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.
3. 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.
4. Require that the room rate is guaranteed for three (3) days pre- and post-conference and is in the proposed contract.
5. 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
30	150	500	500	10	1170

Experience demonstrates the Wednesday before the Conference include a block of hotel rooms that

will provide lodging for the entire Advisory Council, along with an estimated number of the current Host Committee members. The room block will often increase as time goes by as more members register. Refer to the Past Conference History section I in the Appendix, Pages 32-33, for further details on previous room numbers reserved for recent conferences.

#### Room Rate

To keep the IWC affordable, hotel room rates should be kept as close to \$200.00-\$240.00 (without taxes included) 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

1. Coffee can be a very big expense, and the price can be negotiated and locked in ahead of time.
2. Coffee can be served all day or restricted to certain times of the day to manage the costs.
3. Be aware that hot water for tea is often charged at the same rate as coffee.
4. Inquire about on-site coffee shops to offset beverage demands and request extended hours during the conference.

#### Food and Beverage

1. 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.
2. Consider whether to offer three (3) meals (Friday dinner, Saturday dinner and Sunday brunch) or two (2) meals (Saturday dinner and Sunday brunch).
3. AC meals, and other food items (for example, ice cream socials, hors d'oeuvres, snacks) should be included in the negotiated Food & Beverage commitment.
4. Negotiate a cost or range of prices for each meal.
5. Determine what options and special meals will be provided (e.g., Regular, Vegetarian, Gluten-Free) so the options can be included during the IWC registration process for attendees.
6. Set a deadline with the hotel for providing the menu so it can be included in information sent to IWC registrants.

#### Audiovisual (AV)

1. 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.
2. Ensure the Hotel/Conference Center can run a hybrid event *or* has the capacity to collaborate with an external audiovisual vendor. The Advisory Council provides a list of suggested AV vendors that have been successful and are reasonably priced.
3. If using an A.A. 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.
4. Check if the hotel charges a fee if using an outside AV or taping company.
5. It is not mandatory to tape the breakout sessions.
6. It is not mandatory to provide a hybrid experience for all breakout sessions.

## Telecommunications

1. Many hotels now offer Wi-Fi for free or at an additional charge. Try to negotiate a free service to IWC attendees.

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

As for the “Force Majeure / Impossible Clause,” which allows the Host 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.

### 3b. Advisory Council Requirements

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

When	What/How
<b>IWC AC Annual Meeting</b> Thursday 8:00 am to 3:00 pm Sunday	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. <u>The Host Committee pays for a continental breakfast on Thursday morning only.</u> 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.
<b>“How to Make a Bid for the IWC”</b> Friday between 1:30 pm to 4:00 pm	A 90-minute session with theater seating for at least 50 and capacity for online attendees (i.e. HYBRID); two (2) wireless microphones, one for the moderator and another for the audience.
<b>IWC Regional Meetings</b> Friday, 3:30 pm – 5:00 pm	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.
<b>IWC Bid Presentation</b> Saturday 8:00 am – 10:00am	A 2-hour session with theater seating for a minimum of 100 people and capacity for online attendees (i.e. HYBRID), two wireless microphones, a projector, and a large projection screen.
<b>Wrap-Up / Debrief Meeting</b> 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.	A 90-minute to two-hour session with theater seating for a minimum of 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.

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. The Host Committee determines refreshments and is responsible for the expenses; the menu generally features coffee, tea, water, and light snacks. This reception also provides a space to address any last-minute IWC concerns and extends an invite to the Host Committee of the upcoming conference that will occur the following year.

Traditional Advisory Council Meeting Schedule

When	Comments
<p><b>IWC AC Annual Meeting</b> Thursday 8:00 am to 3:00 pm Sunday</p>	None
<p><b>Conference Status Update (flex time)</b> Thursday between 2:00 pm – 4:00 pm</p>	The Host Committee Chair attends the Advisory Council Business meeting to present a real-time conference update.
<p><b>“How to Make a Bid for the IWC”</b> Friday - Hybrid 90-minute session between 1:30 pm to 4:00 pm</p>	Any IWC attendees interested in developing a bid for a future conference should attend. The AC Bid Committee runs the meeting and reviews the bid manual. A hybrid 90-minute session with theater seating of at least 50 with two (2) microphones.
<p><b>IWC Regional Meetings</b> Friday 3:00 pm – 5:00 pm</p>	<p>The 2- hour Regional Meetings are facilitated by Regional Representatives and serve three (3) primary purposes:</p> <ol style="list-style-type: none"> <li>1. To conduct elections of the new Regional Representative(s), and/or the Alternate Representative;</li> <li>2. To offer suggestions, comments, or ask questions about the conference; and</li> <li>3. To generate enthusiasm from each Region to bid for a future IWC Conference.</li> </ol>
<p><b>Before the Friday Speaker Meeting</b></p>	Introduce the AC Chair and Co-Chair for IWC announcements.
<p><b>IWC Bid Presentation – Hybrid</b> Saturday 8:00 am – 10:00 am</p>	A 2-hour hybrid session with theater seating for up to 100 people, two (2) wireless microphones, a projector, and a large projection screen.
<p><b>Before the Saturday Speaker Meeting</b></p>	AC Chair and Co-chair introduce AC members; announcement of newly selected Host City by the Bid Chair and Co-chair.
<p><b>Wrap-Up / Debrief Meeting</b> 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>	A 90-minute to 2-hour session for the Host Committee members and IWC attendees to discuss lessons learned.

## 4. 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 A.A. 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 A.A. groups, the hotel or Conference Center, the local convention bureau, the intergroup office, the district committee, and others. If women from the local A.A. 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:***

1. Describe the number of local A.A. groups, especially women's groups, with strong involvement from women members
2. Describe how members with general service experience, conference experience with the IWC, and other A.A. conferences support your bid proposal.
3. State the average temperature in your city in February.
4. 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.
5. Describe aspects of your city that make it different. What attractions are nearby? Is transportation necessary and available?
6. 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.
7. Describe available modes of transportation. Include the cost.
8. 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 two to four (2 – 4) hour long 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.

## 5. 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 on-site 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. The technology used should be easily accessible to accommodate attendees with disabilities.

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

1. 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.
2. 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.
3. Coordinate with the AC Tech Chair to gain access to the IWC's required RegPack registration software and consult with the Tech Chair before selecting volunteer management software (e.g. Constant Contact, MailChimp, etc.).
4. Include a checkbox on the registration form where in-person and online attendees can volunteer to support the conference.
5. Experience demonstrates language interpretation, including ASL, enables the full expression of A.A. Tradition 12.

### Online Committee Team Roles

Experience demonstrates various online roles are essential to provide a high-quality hybrid conference attendance. Listed, they include: Online/Tech Chair, Online Program Chair, Online Registration Chair, Online Moderators, Online Volunteer Coordinator, and Online Help Desk Chair. Refer to the Host Committee Guidebook Appendix (made available upon request if not yet awarded the bid) regarding Host Committee Service Position Roles and Responsibilities for more details on each position.

### 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 (e.g., website content, registration software platforms, online event management firms, issuing email addresses, informatics, etc.).

1. 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.
2. 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.
3. 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.
4. Create an online program identifying topics and meeting access information.
5. Identify online moderators to coordinate with the respective Chairs and recruit volunteers to ensure coverage for all online-only conference events.
6. 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:**

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

## 6. 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:**

1. What airlines serve your city?
2. What is the approximate cost for a round trip from the east and west coast? What is the travel time?
3. How far is the airport from the hotel?
4. Does the hotel offer a shuttle to and from the airport? If so, what is the fare? How often and between what times does the shuttle operate?
5. What are the costs by taxi, Uber, or Lyft?
6. Are there other modes of transportation (e.g. bus, subway, train, etc.) to and from the airport, and what is the fare?
7. What is the distance from the airport to the hotel or conference center?
8. What is the cost and time needed for transportation from the airport to the hotel or Conference Center?

## 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 may be provided upon request.
4. A proposal from the hotel or conference center based on the 6-Point criteria is required before a bid proposal can be presented.
5. 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. See pages 10 - 24.
6. By **November 15**, email a draft of the bid proposal to the Bid Chair, Bid Co-Chair, and AC Chair.
7. 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.
8. Email the finalized bid proposals to the AC Chair, Bid Chair, and Bid Co-Chair **no less than ten days before the conference**.
9. 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. Remember that this is the first and only time that attendees from the IWC will get to hear your bid - SHOWCASE YOUR CITY through the 6-point criteria.
2. 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.
3. 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.
4. 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.*
5. 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.
6. After each presentation, AC members will ask questions. Once Council members have completed their questions, other attendees will be invited to question the bidders.
7. After all presentations, the AC meets privately to review all bids and decide the next Host City.

## G. WHAT TO EXPECT: BID AWARD

The Bid Chair and Co-Chair announce the Host Committee awarded the bid and name their city during the Saturday evening speaker meeting.

### *If Your Host City is Selected:*

1. **CONGRATULATIONS on a job well done!!!**
2. Your 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 IWC Host Committee Conference Guidebook.

### *If Your City is Not Selected:*

1. The Advisory Council deliberates carefully and understands that it is very disappointing if your city is not selected. Your committee has made tremendous progress this past year. Do not be discouraged. It is not uncommon for host committees to bid multiple times before being awarded the conference. Many factors embedded in the 6-Point Criteria affect the selection process.
2. 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.
3. 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.
4. Congratulate yourselves for all that you accomplished within the year and please **KEEP COMING BACK** and bid again next year.

# APPENDIX

## H. LIST OF HOST COMMITTEE CHAIR TYPES WITH RESPONSIBILITIES AND DUTIES

Each Host City has the autonomy of developing their own Committee(s) as they see fit. Yet during the Bid Proposal process, the exploratory committee may want to consider filling a few essential service positions detailed below. At minimum, they include: Host Committee Chair, Co-Chair, Treasurer, and Online Chair. Additional Committee position descriptions can be found in the Host Committee Guidebook Appendix section on Host Committee Roles and Responsibilities (made available upon request).

### Host Committee Chair

Experience demonstrates the Host Committee Chair typically serves as the primary Advisory Council Liaison. The Chair also provides leadership throughout Host Committee activities. It is the responsibility of the Chair to coordinate an entertaining, financially successful conference for A.A. women and adhere to the Guidelines of the IWC.

#### **Level of Commitment:**

1. Must have the time and resources to lead the hosting process from the time of the bid award through the post-conference period (minimum of 4 years).
2. Plans to attend all IWC Conferences between being awarded the bid and completion of her conference.
3. Encouraged to sit on the IWC Advisory Council for two (2) years following her conference.

#### **Beneficial Assets:**

1. Must have attended at least two (2) IWCs in-person
2. Strong communication skills
3. Pro-active with establishing deadlines, planning, and coordinating committees
4. Must be able to create strong working partnerships with various personality types
5. A working knowledge of the A.A. 12 Steps, 12 Traditions, and 12 Concepts
6. Familiarity with common email platforms
7. Experience with MicroSoft (Outlook, Teams, Excel, etc.) and Google document software
8. Previous experience facilitating large groups
9. Comfortable with delegation of duties, tasks, and responsibilities

#### **Main Responsibilities**

Before-the-Conference:

1. Be familiar with the A.A. Steps, Traditions, Concepts, and Service Manual.

2. Be familiar with the IWC Advisory Council Guidelines for putting on a Conference.
3. Be familiar with the GSO A.A. Guidelines for Conferences and Conventions.
4. Ability to serve on the IWC Advisory Council for two (2) years following the conference.
5. Works closely with the Advisory Council Chair and Operations Committee.
6. Negotiates the contract with the hotel and presents to AC Chair for signature.
7. Works with the Host Treasurer to obtain a bank account and post office box. Works with the AC Treasurer to understand state gambling and tax laws.
8. Coordinates the selection process for the Host Committee Chairs.
9. Ensure there are monthly meetings (or as needed) for the Host Committee; forwards minutes to the Advisory Council.
10. Works closely with all the Host Committee subcommittees (Finance, Hospitality, Hotel, Registration, Banquet, Logistics, Publicity/Public Information, Volunteers).
11. Reviews all Host Committee plans before they begin to expedite. May consider establishing a Steering Committee to assist with oversight of all of the Host Committee activities.

During and After the Conference:

Refer to the Host Committee Guidebook for further information for Post-Bid award responsibilities.

## Host Committee Co-Chair

Experience demonstrates the Host Committee Co-Chair is encouraged to serve as Chair if the identified Chair is no longer able to carry out all her duties.

### **Level of Commitment:**

1. Pro-active with establishing deadlines, planning, and coordinating committees
2. Must be able to create strong working partnerships

### **Beneficial Assets:**

1. Understands the roles and responsibilities with the ability to work closely with the Host Committee Chair
2. Has strong communication skills
3. Is comfortable with delegating responsibilities and tasks

### **Main Responsibilities**

See the Main Responsibilities listed above for the Host Committee Chair.

## Host Committee Treasurer

The Treasurer handles all money-income/expenses and plays an essential role in establishing accurate budget estimates early in the bid development process. This position should have direct contact with all Host Committees regarding the budget throughout the years the Host City is involved with the IWC.

### **Level of Commitment:**

1. Ability to serve for three (3) years

### **Beneficial Assets:**

2. Strong accounting and proficiency with Quickbooks
3. Ability to routinely track financial contributions and expenses for the IWC
4. Ability to develop a budget
5. Solid understanding of (or ability to learn about) the necessary tax-related documents required for filing
6. Ability to translate financial terms and details to laypersons

### **Main Responsibilities**

Refer to the Host Committee Guidebook for further information for Post-Bid award responsibilities.

Host Online Chair (Could also be the Host Tech Chair)

Coordinating virtual and in-person elements of any conference requires advanced equipment and technical expertise. The Online Chair plays an important role in the bid development process for determining all of the components necessary to successfully host an integrated virtual/in-person conference.

**Level of Commitment:**

1. Ability to serve for three (3) years

**Beneficial Assets:**

2. This position requires the technical expertise to successfully align the in-person and online conference together
3. Able to coordinate with the Host Program and Logistics Committees/Chairs for both in-person and online portions of the conference along with the identified online event production for smooth program management
4. Experience with virtual platforms and event management
5. Familiarity with vendors who support technological aspects of online meetings
6. Experience demonstrates the Online Chair should have basic experience with online event management

**Main Responsibilities**

Refer to the Host Committee Guidebook for further information for Post-Bid award responsibilities.

# I. Past Conference History

## Past Conference Attendance

Since the first online conference in 2021, the IWC has evolved to a hybrid format that requires additional support and expenses. Below is a table of in-person and online registration over the years.

## 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

2027 Buffalo, NY				2026 Des Moines, IA			
Attendance (In-Person)		Registrations (In-Person)		Attendance (In-Person)	2,257	Registrations (In-Person)	2,276
Hotel Room Blocks		Registrations (Online)		Hotel Room Blocks		Registrations (Online)	
Monday		Fri Dinner		Monday		Fri Dinner	780
Tuesday		Sat Dinner		Tuesday		Sat Dinner	862
Wednesday		Sun Brunch		Wednesday	140	Sun Brunch	
Thursday		Tours		Thursday	505	Tours	
Friday		Souvenirs		Friday	505	Souvenirs	
Saturday		Souvenirs		Saturday	505	Souvenirs	
Sunday		Souvenirs		Sunday	10	Souvenirs	
Total Block		Souvenirs		Total Block		1,665	
2025 San Diego, CA				2024 Portland, ME			
Attendance (In-Person)	4,010	Registrations (In-Person)	3,550	Attendance (In-Person)	2,987	Registrations (In-Person)	1,200
Hotel Room Blocks		Registrations (Online)		Hotel Room Blocks		Registrations (Online)	
Tuesday	62	Fri Ice Cream Social	1,200	Monday	0	Fri Dinner	383
Wednesday	494	Sat Dinner	1,560	Tuesday	0	Sat Dinner	606
Thursday	1,115	Sun Brunch	1,431	Wednesday	30	Sun Brunch	365
Friday	1,295	Tours	601	Thursday	210	Tours	262
Saturday	1,297	Zip-up Hoodie	916	Friday	400	Long-sleeved T-shirt	**
Sunday	266	T-shirt	818	Saturday	400	Hooded Sweatshirt	**
Monday	10	Totes	441	Sunday	10	Travel Mug	**
Total Block		4,539		Total Block		1,050	

2023 Dallas, TX				2022 Santa Fe, NM			
Attendance (In-Person)	2,997	Registrations (In-Person)	3,588	Attendance (In-Person)	1,482	Registrations (In-Person)	2,995 <sup>+</sup>
Hotel Room Blocks		Registrations (Online)	3,583	Hotel Room Blocks		Registrations (Online)	5,145
Monday	0	Fri Dinner	635	Monday	9	Fri Dinner	**
Tuesday	0	Sat Dinner	1,029	Tuesday	35	Sat Dinner	593
Wednesday	51	Sun Brunch	605	Wednesday	163	Sun Brunch	341
Thursday	318	Tours	250	Thursday	279	Tours	168
Friday	510	V-Neck Short-sleeve T-shirt	430	Friday	291	Short T-shirt	282
Saturday	510	Long-sleeve T-shirts	320	Saturday	234	Lightweight Hoodie	666
Sunday	41	Mugs	297	Sunday	60	Mug	199
Total Block	1,430	IWC Cookbook	70	Monday	7	Canvas Bag	314
		Phone Wallet	45	Total Block	1,078		
2021 Charlotte, NC (First Virtual)				2020 Indianapolis, IN			
Attendance (In-Person)	0	Registrations (In-Person)	**	Attendance (In-Person)	**	Registrations (In-Person)	**
Hotel Room Blocks		Registrations (Online)	3,000 <sup>+</sup>	Hotel Room Blocks		Registrations (Online)	**
Monday	7	Fri Dinner	**	Monday	**	Fri Dinner	**
Tuesday	46	Sat Dinner	**	Tuesday	10	Sat Dinner	**
Wednesday	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	1,786	Souvenirs	**	Total Block	1,818	Water Bottle	**
2019 Los Angeles, CA				2018 Phoenix, AZ			
Attendance (In-Person)	4,097	Registrations (In-Person)	3,991	Attendance (In-Person)	3,642	Registrations (In-Person)	3,643
Hotel Room Blocks		Registrations (Online)	0	Hotel Room Blocks		Registrations (Online)	0
Monday	50	Sat Dinner	1,700	Monday	5	Fri Dinner	1,580
Tuesday	50	Sun Brunch	992	Tuesday	32	Sat Dinner	1,710
Wednesday	300	Fri Ice Cream	850	Wednesday	178	Sun Brunch	1,375
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	1,451
Monday	0	Cap	73	Monday	0	Totes	175
Total Block	2,400	Journal	216	Total Block	2,047	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

1965-69	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, BC	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	Des Moines, IA
1985	Denver, CO	2006	Minneapolis/St. Paul, MN	2027	Buffalo, NY
1986	Philadelphia, PA	2007	Detroit, MI	2028	Boston, MA
1987	Albuquerque, NM	2008	Portland, OR	2029	???
1988	Dallas, TX	2009	Salt Lake City, UT		
1989	Kansas City, MO	2010	Orlando, FL		

Past Conference Speakers

<b>2015 PALM SPRINGS, CA – IWC 51</b>	<b>2016 NORFOLK, VA – IWC 52</b>
Gaynail J., Carmichael, CA	Lorna D.
Alison C., Santa Barbara, CA	Laura H.
	Nancy B., Texas
	Rachel M., North Carolina
	Millie L., Alabama
<b>2017 CLEVELAND, OH – IWC 53</b>	<b>2018 PHOENIX, AZ – IWC 54</b>
Angela H., Akron, OH	Diana E., Prescott, AZ
Missoon W., Sarasota, FL	Candice M., Los Angeles, CA
Diana L., New York, NY	Jane D., Tallahassee, FL
Regina B., Cleveland, OH	Deb H., Akron, OH
<b>2019 LOS ANGELES, CA – IWC 55</b>	<b>2020 INDIANAPOLIS, IN – IWC 56</b>
Phranc G., California	Leslie G, Indianapolis, IN
Yolanda G.	Angie P., Cincinnati, OH

Josephine M., Texas	Mary T., Santa Fe, NM
Judy L., Boulder CO.	Sister Mary C., Tampa, FL
<b>2021 CHARLOTTE, NC – IWC 57</b>	<b>2022 SANTA FE, NM – IWC 58</b>
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
<b>2023 Dallas TX, - IWC 59</b>	<b>2024 Portland, ME – IWC 60</b>
Francine W., Palm Desert, CA	Donna L, Cape Elizabeth, ME
Jenny L, Dallas, TX	Arisa B, Boston, MA
Ashley J, Tennessee	Stacy S, San Antonio, TX
Bobbye E, Dallas, TX	Sandra B, Portland, ME
<b>2025 San Diego, CA – IWC 61</b>	<b>2026 Des Moines, IA – IWC 62</b>
Janice M., Carlsbad, CA	Velta, B., Des Moines, IA
Diedra K., Los Angeles, CA	Chris C., Coshocton, OH
Irene N., San Francisco, CA	Cyndi M., Louisville, KY
Kathleen G., Carmel, IN	Tiombe W., Modesto, CA
<b>2027 Buffalo, NY – IWC 63</b>	<b>2028 Boston, MA – IWC 65</b>

## J. Hotel / Conference Facility Checklist

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

## K. BUDGET TEMPLATE

Totals and amounts used are examples only. Sample numbers are based on previous five (5) conferences.

BUDGET FOR 3,000

Location:

Conference Dates:

<b>INCOME</b>				Notes
Seed Money from Previous Conference			<b>\$ 10,000</b>	
	<b>Number</b>	<b>Amount</b>	<b>Total</b>	
<b>Registrations</b>				
Preregistrations (\$65)	2700	\$65	\$175,500	
300 at door registration (\$75)	300	\$75	\$22,500	
1200 virtual registration (\$30)	1200	\$30	\$36,000	
<b>Total registration income</b>			<b>\$234,000</b>	
Less: Bad checks	30	\$65	\$1,950	
Refunds	80	\$65	\$5,200	
Less Scholarship funds used			\$0	
<b>Total</b>			<b>\$7,150</b>	
<b>Net Registration Income</b>			<b>\$226,850</b>	
<b>Meal Income</b>				
Friday Dinner	700	\$60	\$42,000	
Saturday Dinner	1500	\$75	\$112,500	
Sunday Breakfast	500	\$40	\$20,000	
<b>Total Meal Income</b>			<b>\$132,500</b>	
<b>Other Income (Projected)</b>				
Pre-Conference Fundraisers			\$0	
Raffle Ticket/Silent Auction Sales			\$0	
Souvenir Item Sales			\$0	
Donations for Scholarships			\$0	
Tours			\$0	
Other Funds collected			\$0	
<b>Total Other Income</b>			<b>\$0</b>	
<b>TOTAL INCOME</b>			<b>\$603,350</b>	

<b>SOUVENIR ITEM SALES INCOME</b>			
	<b>Number</b>	<b>Price</b>	<b>Total</b>
T-shirts	400	\$ -	\$0.00
Sweatshirts	350	\$ -	\$0.00
Coffee/Travel Mugs	400	\$ -	\$0.00
Notebooks	150	\$ -	\$0.00
<b>TOTAL SALES</b>			<b>\$0</b>

<b>SUMMARY OF EXPENSE</b>		
Facility Costs		\$0
Cost of Sales		\$0
Meals		\$233,955
Beverage Costs		\$0
Printing		\$0
Mailing		\$0
Event Costs		\$0
Miscellaneous		\$10,775
Other Operating Costs		\$16,800
Planning Costs		\$0
Tour/Transportation		\$0
<b>TOTAL EXPENSE</b>		<b>\$261,530</b>

<b>TOTAL INCOME</b>		<b>\$603,350</b>
<b>LESS TOTAL EXPENSE</b>		<b>\$261,530</b>
<b>BALANCE</b>		<b>\$341,820</b>

<b>DISTRIBUTION OF BALANCE</b>		
20% to distribute to IWC AC		\$68,364
Balance to distribute to A.A. Service		\$273,456
<b>Total Income - Total Expense:</b>		<b>\$0</b>

Report submitted by:

Approved by:

Date:

### Example Budget Expense Detail

Totals and amounts used are examples only. Sample numbers are based on previous five (5) conferences.

<b>FACILITY COSTS (see budget notes)</b>			
Convention Center			\$0.00
Convention Center Audio Visual			\$0.00
Hotel meeting space			\$0.00
Utilities			\$0.00
\$1M Event/Liability Insurance			\$0.00
Audio/Visual (outside vendor 2 speaker meetings)			\$0.00
Tips for Hotel/Convention staff			\$0.00
Security			\$0.00
<b>Total Facility Costs</b>			<b>\$0.00</b>
<b>VIRTUAL PLATFORM COSTS</b>			
Audio/Visual Equipment and Services for 2000+			\$0.00
<b>Total Virtual Platform Costs</b>			<b>\$0.00</b>
<b>COST OF SALES</b>			
Raffle Prizes/tickets			\$0.00
Literature (sold by AA Area XX)			\$0.00
<b>Souvenir Items:</b>			
T-shirts	0	\$0.00	\$0.00
Sweatshirts	0	\$0.00	\$0.00
Coffee Mugs	0	\$0.00	\$0.00
Notebooks	0	\$0.00	\$0.00
<b>Total Cost of Sales</b>			<b>\$0.00</b>
<b>MAILING COSTS</b>			
Postage			\$0.00
Labels			\$0.00
Shipping Archives materials to/fro AC Archivist			\$0.00
<b>Total Mailing Costs</b>			<b>\$0.00</b>
<b>MISCELLANEOUS COSTS</b>			
Badges/registration packets			\$0.00
Bank Charges			\$0.00
Credit Card Processing Fees (@ 3% per transaction)			\$0.00
Insurance (costed under facility)			\$0.00
Office Supplies			\$0.00
PO Box rental			\$0.00
Signage			\$0.00
Website			\$975
Mail chimp (\$300 x 12 months)			\$3,600
Constant Contact for 20,000+ (\$200 x 12 months)			\$2,400
RegPack registration software			\$5,000
Quickbooks accounting software (\$200 x 12 months)			\$2,400
<b>Total Miscellaneous Costs</b>			<b>\$14,375</b>
<b>PLANNING COSTS</b>			
Year One & Two Planning Meetings			\$0.00
Year Two AC Chair Site Visit			\$0.00
<b>Total Planning Costs</b>			<b>\$0.00</b>

Totals and amounts used are examples only.

<b>MEAL EXPENSE + DECORATIONS AND GIFTS</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>
Friday Dinners	700	\$40.00	\$28,000
Saturday Dinners	1500	\$62.00	\$93,000
Sunday Breakfast	500	\$32.00	\$16,000
<b>Meal Expense Subtotal</b>			<b>\$137,000</b>
Hotel /Caterer Service Fee (@ 23.5%)			\$32,195
Meal Tax (@ 8.25%) on Meal Total AND Service Fee			\$139,586
<b>Service Fees and Taxes Subtotal</b>			<b>\$308,781</b>
Gifts/Favors/Decorations			\$0
<b>Total Meal Costs</b>			<b>\$308,781</b>
<b>COFFEE EXPENSE</b>			
Coffee (see budget notes) Gallons @ X	0	\$0.00	\$0.00
<b>PRINTING COSTS</b>			
Flyers			\$0.00
Programs			\$0.00
Meal tickets			\$0.00
Copies			\$0.00
<b>Total Printing Costs</b>			<b>\$0.00</b>
<b>EVENT COSTS</b>			
Speaker travel			\$0.00
Speaker rooms, meals, gift baskets**			\$0.00
Entertainment			\$0.00
ASL interpreter			\$0.00
Other translation services (Spanish, etc.)			\$0.00
Miscellaneous			\$0.00
<b>Total Event Costs</b>			<b>\$0.00</b>
**Complimentary rooms & hotel welcome baskets can be used.			
<b>OTHER OPERATING COSTS</b>			
Advisory Council Operations			\$4,800
Advisory Council conference expense			
Wed & Thurs AC food & beverage			\$2,000
Seed money forwarded			\$10,000
IWC Prudent reserve fund			\$2,000
<b>Total Other Operating Costs</b>			<b>\$18,800</b>
<b>TRANSPORTATION COSTS</b>			
Shuttle(s)			\$0.00
Accessible transport service(s)			\$0.00
<b>Total Transportation Costs</b>			<b>\$0.00</b>

## Example Budget Notes

### **Expenses (Budget Notes)** (Example of budget notes for 3,000 in-person 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 or 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 attendees will purchase X number of 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 Continued)

### 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. This includes the equipment and service fees associated with hosting 2000+ virtual attendees throughout the conference.

### Food and 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; \$XX.00 per worker per hour for a 4-hour shift, including a \$XXX labor fee per worker. The projection assumes XX% of attendees will purchase from the Stand each day.

### Event 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 X% of attendees purchasing X tickets. Tickets are sold individually and in bundles; individual tickets are \$XX.00 and bundles are \$XX.00.

### 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.

## L. HELPFUL A.A. LITERATURE / RESOURCES

The A.A. General Service Office provides various written materials that help guide towards hosting a successful IWC. Below lists a few with associated weblinks that may be of use in the bidding process.

[Twelve Steps](#)

[Twelve Traditions](#)

[Twelve Concepts](#)

[A.A. Service Manual](#)

[Self Support: Where Spirituality and Money Mix](#)

[A.A. Guidelines on Conferences, Conventions and Roundups](#)

[A.A. Guidelines on Accessibility for All Alcoholics](#)

[What is a "closed" meeting?](#)

## M. 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 annual informational sessions hosted by the IWC Bid Committee. Upcoming one-hour sessions are listed below provided according to the EASTERN STANDARD TIME zone.

Topic	2026 Date(s)	Time(s)
How to Submit a Bid, Getting Started, Helpful Resources	Sunday, March 22	2:00 PM (Eastern Time, EST)
Establishing a Host City Committee, Q&A	Sunday, April 19	2:00 PM (Eastern Time, EST)
Understanding Hotel, Budget, and other Financials	Sunday, May 17	2:00 PM (Eastern Time, EST)
<i>Online and Audio/Visual Technology Essentials</i>	<i>Sunday, June 28</i>	<i><u>2:00 PM (Eastern Time, EST)</u></i> <i><u>Tentative</u></i>

Informational one-hour sessions are virtual and conducted via Microsoft Teams. Please email [bidcommittee@aciwc.org](mailto:bidcommittee@aciwc.org) for informational session meeting access. Check ahead of schedule to ensure the correct time according to YOUR TIME zone and the link provided is working correctly on your electronic device(s).

The Advisory Council  
International Women’s Conference  
Updated February 2026

