



BC Yukon Area 79

www.bcyukonaa.org

General Service Committee

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Bidding & Hosting Guidelines — Quarterlies and Assemblies

Thank you for your interest in bidding to host a BC/Yukon Area 79 assembly or quarterly. Any questions please contact Area Chair at chair@bcyukonaa.org

A. Bidding Procedures

When bidding to host either a quarterly or an assembly, information in the presentation must include:

1. The name of the proposed facility where the event will be held, its size, location and general layout, including breakout rooms.
2. The accurate cost of the meeting facilities, including table/chair rental.
3. The room rates of the hotels/motels in the surrounding area. ***
4. Whether billets and, where applicable, some transportation (such as pickup at airport or ferry terminal) will be offered.
5. Travel feasibility (road conditions at certain times of the year, ferry schedules, etc.).

Area 79 has a history of "creative" bid formats (including song and dance, skits, etc.), which is a delightful custom, but please note that all bids must include the above information in order for the fellowship to make informed choices.

B. Presentation Guidelines & Suggestions

1. Please NOTE: The length of a bid presentation should not exceed 5 minutes.
2. Please inform the Area Chair at least 30 days prior to the assembly if you plan to use any audio-visual equipment for the presentation.
3. If you are choosing to have a digital presentation, it would be appreciated if you could submit it a minimum of two weeks prior to the event. (They must be presented no later than the Friday evening.)
4. All digital presentations will be done on the Area 79 laptop and projector.
5. Bring a copy of your digital presentation on a flash drive in case of equipment failure.
6. We also recommend bringing a hard copy or notes of your bid in case of equipment failure.

C. Submission of Intention to Bid

1. Intentions to bid should be submitted to the Area Chair by Jan31st, for inclusion with the Pre-conference Assembly agenda package, to give groups time to consider upcoming bids. Intentions to bid can also be accepted from the floor, provided the required information is available.
2. For more information to assist on planning a bid, please refer to the Shared Experience at bcyukonaa.org under the chair tab.

D. Financial Responsibilities

1. Area 79 will pay the cost of the meeting place (and table/chair rentals if required). Costs have varied over the past two years, depending on the venue and the community. Preference is given to venues with the most reasonable rates; often these are church halls, schools and community centres.
2. The Area Site Coordinator (a GSC member or past GSC member appointed by the chair) can assist the district in the preparation of site/venue details. Please note that all contracts and deposits must be completed and signed by the Area Chair. The site inspection must be completed by a member of the GSC prior to signing the contract.
3. A Seventh Tradition basket will be passed at the event, and submitted to the Area Treasurer to help offset costs of the quarterly or assembly.

E. Physical Requirements

1. A meeting place with:
 - Capacity for: 300-325 members (quarterlies)
400-425 members (assemblies)
 - With tables and chairs to accommodate the same numbers and available for the required times**.
 - a) Designated Smoking Area: must meet venue requirements, be away from main entrance, monitored and cleaned up by the Host District Committee.
 - b) A second meeting space for the Friday Area Committee meeting (DCMs/GSC) with a seating capacity of 60.
 - c) 10 committee breakout meetings (12 for the Pre-Conference Assembly). Ideally, the venue would have enough breakout rooms for all committees — but it is acknowledged that very few facilities within the Area 79 budget have that kind of capability. As a result, committees occasionally share breakout rooms. A minimum of 8 meeting spaces (in addition to the main hall) is recommended.

2. Wheelchair accessibility - REQUIRED.
3. A total of: 27 - 6-8 foot tables for Area displays
 - 16 - of which are set up around the perimeter of the room for the committee displays
 - 5 - to be set up on the stage or risers.
 - 2 - beside the stage (on risers if possible) for the Registrar and Secretary
 - 4 – for Registration.
4. Seating at the head table for 12 GSC members, either on stage, on risers, or a combination of the two.
5. A podium for the floor mike. Please note that Area will use its own audio equipment and microphones to accommodate the recording equipment and hearing assist equipment. GSC members will set this up.
6. Volunteers to set up the tables and chairs with the direction of the Alt. Chair prior to the event, set/take down tables and chairs, and clean up the venue at the end of the event. The GSC will be responsible for the setup and teardown of the sound equipment, the displays on the tables around the room, and the wall displays.
7. Volunteers to staff the registration table. The Area Alt. Chair will be responsible for providing all materials related to registration (name tags, sign-in sheets, procedures, supplies).
8. Facilities for shredding confidential papers, either on-site or off-site, and a place to collect those papers.
9. A 10' step ladder.
10. Large projector screen preferred in main hall.
11. Wi-Fi (passwords if necessary).
12. Restrooms (number available including single stall gender neutral washroom).

Additional Considerations

- Please advise the Area Chair of any specific venue requirements, e.g. soft footwear due to flooring conditions, paid parking available/cost, etc.
- Host districts are welcome to present, at their own cost, an AA recovery meeting prior to or following the Area 79 business day.

F. Meals

Adequate time will be given for lunch and supper breaks. If the host district or the facility being used chooses to provide a meal or host a concession, Area 79 will assume no responsibility for financial losses. All expenses and revenue regarding food must be kept separate from the rest of the quarterly or assembly finances.

G. The Agenda

1. The host DCM (or another member of the district) is traditionally asked to do a presentation on one of the 12 Concepts.
2. Someone from the host district is traditionally asked to read the "long form" of the 12 Traditions.

H. Hosting Procedures

1. District Committee Members from districts that have placed successful bids to hold either a quarterly or assembly will be contacted by the Area Chair within one week after the Pre-Conference Assembly for final confirmations.
2. Host districts will be visited by the area site coordinator (GSC Member or past GSC member) to tour the facility with a Host District Venue Checklist to assist with planning.
3. In order to have the information available to the fellowship in a timely manner, upcoming host districts are to supply
 - Maps of (venue floor plan, restaurants, coffee shops and hotels locations).
 - Accommodation including prices and restaurant information.
 - Billeting and other contact numbers (if applicable) to the Area Chair two weeks prior to the preceding event (e.g. if hosting the April Pre-Conference Assembly, information needs to be to the chair two weeks prior to the January Quarterly).
4. Host districts, particularly in smaller communities, need to inform nearby hotels/motels, restaurants and coffee shops of the weekend schedule in order that they can be prepared for an onslaught of people at meal times.

* *Costs vary greatly depending on the venue. Over the past two years, facility costs have ranged between approx. \$1,900 and \$4,900 including tables and chairs, for the weekend.*

** *The following access times are suggested to ensure adequate time for setup and cleanup:*
Friday – 3pm-11pm (earlier access is better, i.e. 9am is appreciated to allow for GSC meetings)
Saturday – 7am-11pm (6:00am for 7:00am recovery meeting if provided at cost to host district) Sunday
– 7am- 2pm (Note: Sundays are not required for January Quarterlies)

*** *In accordance with our Traditions, it is possible to negotiate free meeting space in hotels/motels based on guaranteeing the booking of an agreed number of rooms for members. Room rates should also be negotiated for the best price. This is assuming that the facility normally offers these packages to other nonprofit organizations.*