**NATIONAL AA TECHNOLOGY WORKSHOP**

**WORKSHOP BID**

**Introduction**

If your Intergroup / Central Office / District / Area / Region is interested in hosting the Workshop, please fill out **THIS** form and return it to **Both**:

|  |  |
| --- | --- |
| CURRENT CHAIRPERSONRoss D2017 Steering Committee Chair918-261-3301rossd@naatw.org  | CURRENT SECRETARYKaren TSecretary919-395-5148karent@naatw.org  |

YOUR BID FORM WILL BE DISTRIBUTED TO THE COMMITTEE. The responsibility of the Committee is to select a **maximum** of three bids to present to the entire body at the business meeting during the Workshop, and for the Steering Committee to choose from for final decision.

For year 2018, a complete bid package should be available for presentation at the workshop in 2017.

The Steering Committee will work actively with your committee to form the actual Workshop Agenda and help to level-set the technical needs for the Workshop. There will be no particular need for special expertise from the local Host committee, though if that expertise exists, it is welcome.

Financial budgeting and funding for the event may include seed money from the NAATW treasury if needed. The goal is to be self-supporting through registration fees, hospitality basket, and a general basket if absolutely needed. The NAATW also depends on income from the Workshop for ongoing expenses. Thus, at the end of the Workshop, any workshop overage will be returned to the NAATW treasurer along with any seed money advanced. Similarly, any Workshop underage will be the responsibility of the NAATW. The Steering Committee will work actively with your committee to manage funding as needed.

The NAATW Chair is available to you for questions and discussion as you prepare this bid. In addition, minutes of past workshops and reports can be checked. And you may want to ask questions of past Host Committee Chairs to determine current trends with regards to:

As you prepare this bid, questions may arise in regards to such things as:

• Attendance – how many people are generally coming to the seminar?

• Coffee consumption.

• Room nights accounted for credit against meeting rooms in hotels.

• Other general trends and needs.

For such questions, the NAATW Chair is available to you. In addition, minutes of past workshops and reports can be checked, and you may want to ask past Host Committee Chairs.

To accommodate as many of our fellowship as possible, access to meeting rooms for those who are older or with special needs should be considered.

The proposed date, if possible, should include alternate dates that the facility is available around the specific dates proposed (to provide for flexibility during review if conflicts are discovered).

The cost for the meeting facilities: If the meeting space is offered by a hotel free or at a discount based on the number of room nights, the basis for the cost should also be explained (e.g. “…the hotel meeting room will be free if we sell 150 room nights…”). If the need for additional funds is foreseen, please ask during the bid submission.

Some committees will need volunteers that may include: registration, hospitality (coffee/ food), logistics, transportation. It is strongly recommended that you also have a co-chair and treasurer to help with those responsibilities.

Again, while a lot of work is required to prepare a bid and host a Workshop, it can have a great, positive influence on the local A.A. community. The purpose and focus of the Workshop should be kept foremost in mind as priority is given toward time to communicate among the attendees from across the US and Canada.

**NATIONAL AA TECHNOLOGY WORKSHOP**

**WORKSHOP BID**

**Host Committee Information**

**Bid Prepared by**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Person Presenting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any years your Office sent a Representative to the Workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has this preparer attended a previous workshop? \_\_\_\_\_\_

What year(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Host Committee Structure:**

Host Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Co-Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Hospitality Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Registration Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Treasurer ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Committee Chairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NATIONAL AA TECHNOLOGY WORKSHOP**

**BID INFORMATION**

Bid Dates: [List Weekend (s)] 20\_\_

The Workshop may be scheduled for a weekend, between September and Thanksgiving. Already announced dates by other major National AA Events should be considered as Blackout dates. These can be found on the AA.org event calendar or from the NAATW Committee.

**Proposed Location for Workshop:**

Hotel:

Address:

City / State:

Room Price per night: Tax Rate:

Special rates at hotel are in effect from (dates)

(Usually hotels will honor their discount rate a couple days before and after the event.)

Distance from Major Airport:

Is there a complimentary hotel bus / SHUTTLE/ van service available to and from airport?

HOW OFTEN DOES IT RUN? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price of shuttle $ \_\_\_\_\_\_\_\_\_\_ taxi $ \_\_\_\_\_\_\_\_\_\_\_\_ to/from the Airport.

There is a need for one large room (SEAT 150) for Workshop meetings and at least 2 to 3 breakout rooms (SEAT 50-75) for workshops and meetings. An additional suite or hotel area should be available for hospitality.

Seating Capacity of large meeting room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Seating Capacity of breakout Room #1 \_\_\_\_\_\_\_\_\_. Room #2 \_\_\_\_\_\_\_\_\_. Room #3 \_\_\_\_\_\_\_\_\_.

Hospitality Suite or Room description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we make our own coffee in the Hospitality Room? \_\_\_\_. If not, cost of hotel coffee? $\_\_\_\_\_\_

Meeting room price may be based on Room occupancy. We generally have around 150 room nights

Option 1. Price of Meeting Rooms \_\_\_\_\_\_\_. Based on Room occupancy of \_\_\_\_\_\_ room nights.

Option 2. Price of Meeting Rooms \_\_\_\_\_\_\_. Based on Room occupancy of \_\_\_\_\_\_ room nights.

Is wi-fi available in meeting rooms and guest rooms? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list surrounding places to eat both in Hotel and within walking distance.

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**A/V Requirements**.

Audio recording of the entire event is expected. Generally, the “taper” does this as a service in return for the ability to sell recordings. Name of suggested taper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Microphones, speakers, projectors, and screens are needed in the meeting spaces.

Price and source of A/V equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Budget: INCOME EXPENSE**

Seed Money $\_\_\_\_\_

Registration (\_\_\_ @$??) $\_\_\_\_\_

Hotel Charges $\_\_\_\_\_

Bank Charges $\_\_\_\_\_

Badges $\_\_\_\_\_

Hospitality Room Items (food, soda, water, plates, misc) $\_\_\_\_\_

Hospitality Room Coffee (coffee, creamer, sugar, cups) $\_\_\_\_\_

Program Printing $\_\_\_\_\_

Phone $\_\_\_\_\_

Office Supplies $\_\_\_\_\_

Return of Seed Money $\_\_\_\_\_

TOTALS: $\_\_\_\_\_ $\_\_\_\_\_

Please list any experience you may have in hosting or working on a convention/conference in your

area. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attractions in your Area. (Attach any information from the Hotel or Visitors Bureau in your area).

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DO YOU HAVE SUPPORT FROM YOUR COMMUNITY? (Please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_