

NATIONAL AA TECHNOLOGY WORKSHOP

WORKSHOP BID

Introduction

Your bid form will be distributed to the steering 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.

A complete bid package should be available for presentation at the workshop at least one year prior to the year the bid is for.

The Steering Committee will 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 and Alternate chair are available to you for questions and discussion as you prepare this bid. In addition, minutes of past workshops and reports can be reviewed. You may also want to ask questions of past Host Committee Chairs to determine current trends with regards to:

- Attendance – how many people are generally coming to the seminar?
- Coffee consumption.
- Room nights accounted for credit against meeting rooms in hotels.
- Event technology needs
- Other general trends and needs.

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. In addition some remote attendance options should be provided where possible.

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 traditional month for the event is September but has been scheduled any time between September and Thanksgiving.

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, event technology (hybrid, zoom, event apps, A/V needs) hospitality (coffee/ food), logistics, transportation. It is strongly recommended that you also have a co-chair and treasurer to help with those responsibilities.

Some work is required to prepare a bid and host a workshop, but it can have a great, positive influence on the local A.A. community.

If your Intergroup / Central Office / District / Area / Region is interested in hosting the Workshop, please fill out **the bid** form and return it to chair@naatw.org

NATIONAL AA TECHNOLOGY WORKSHOP

Workshop Bid Form

Host Committee Information

AA Entity Supporting the Bid (area, intergroup, other) :

Bid Prepared by:

Name: _____

Your Phone: _____

Your Email: _____

Your Location: City, State, or Province: _____

Has this preparer attended a previous workshop? _____ Which year(s) _____

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

Do you have support from your local AA Community? (Please describe)

Host Committee Structure:

Host Chairperson _____

Co-Chair _____

Hospitality Committee Chair _____

Registration Committee Chair _____

Treasurer _____

Event Technology Chair _____

Other Committee Chairs _____

Bid Information

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 Bid Dates: _____ 20__
List weekend(s) List bid year(s)

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.

Facility Requirements

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.

WiFi availability in meeting rooms and guest rooms? _____

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

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

Event Technology Requirements

NAATW traditionally records audio and screensharing during its events. Those needs are continuously evolving, and may include needs associated with hybrid events.

At a minimum Microphones, speakers, projectors, and screens are needed in the meeting spaces, the steering committee will work with the host committee to plan for necessary event technologies. It is important to understand what the hotel can offer and fees associated with technology needs for the event.

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

\$ _____

Office Supplies

\$ _____

Return of Seed Money

\$ _____

TOTALS:

\$ _____