The World Service Organization of

Adult Children of Alcoholics and

Dysfunctional Families

2021 Annual Business Conference/ACA World Convention\*

**Application to Host**

The ABC/AWC Committee

Miles C., Chair / WSO Board member

**\**NOTE: While WSO is searching for a host for the 2021 ABC/AWC, we are also interested in finding hosts for subsequent ABC/AWCs. This application can be submitted now to express intentions to host the ’22 and ’23 events. Discuss the possibilities with your groups and Intergroups.***

**INTRODUCTION**

Thank you for your interest.

The World Service Organization (WSO) of Adult Children of Alcoholics and Dysfunctional Families, convenes, each year, an Annual Business Conference (ABC), where delegates from groups and intergroups, world-wide, gather to handle much of the business of the organization. Dates for the 2021 ABC/AWC are April 22nd through the 25th.

In conjunction with the ABC, WSO also produces the ACA World Convention, a weekend of workshops, meetings, panel discussions and lectures. The focus is on both ACA and World Service, as well as personal recovery, in the areas of mind, body and spirit.

To assist with the production of such a large event, WSO seeks the assistance of a Host Committee. This committee helps find a venue and lodgings, and makes plans for meals and activities. The committee administers a website to disseminate information and support community. The committee also helps assemble the materials for the delegates, among other things. The Host Committee is instrumental in setting the theme and shaping the programming for the AWC.

The ABC/AWC Committee is the liaison between the Host Committee and the WSO Board of Trustees. The Committee guides the process of producing the Conference and is the point of contact for the Board. Miles C. is the current ABC/AWC Committee Chair. A number of other volunteers round out the committee.

The process of becoming a host begins with this initial application. After reviewing the application with your group, please let us know if you will be going forward with the process. The Application is to be completed by Oct. 15, 2019, and emailed to abc@adultchildren.org. If your bid is chosen for further consideration, more detailed information will be requested.

Thank you again for your interest in doing service in ACA.

Miles C.

ABC/AWC Committee

Chairperson

**How the Host Committee/WSO Partnership Works**

WSO is developing a written memorandum of understanding, which will itemize which duties are performed by the Host Committee, and by WSO. The goal, however, is to form a functional two-way partnership in which each side feels informed and supported.

Generally, the Host Committee is responsible for these tasks:

* Identify potential suitable venues that will accommodate the ABC, AWC and a WSO Board strategic meeting (6-7 days total, with varying group sizes)
* Propose a program theme and logo for the ACA World Convention
* Work with WSO to update a website associated with the AWC
* Meet regularly with a WSO advisory group, made up of WSO decision-makers and those who have hosted previous events
* Vet AWC speakers and presenters
* Recruit and organize on-site event volunteers
* Design, production and sale of commemorative merchandise
* Assist local literature sales
* Identify local vendors for A/V and other support services

Generally, the WSO is responsible for these tasks:

* Create event budget and financially underwrite the event consistent with that budget
* Conduct the Annual Business Conference
* Operate online registration services and process any money associated with registration.
* Negotiate a hotel contract and contracts with other event vendors
* Make all decisions on matters that affect WSO event costs
* Review and approve any recommendations that might affect the reputation of WSO and ABC/AWC. This includes approval of the program, logo and speaker/presenter list.
* Ensure that all activities associated with the event comply with ACA Traditions.

**APPLICATION**

Experience recommends that the Host Committee be led by Co-Chairs, and that a knowledgeable Webteam be in place. Because a significant number of local volunteers is needed during the event, Host Committees are strongly encouraged to work with local groups and Intergroups that will commit to support the Host Committee.

Please fill out the following information:

**Host Committee Co-chair Information (1)**

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|  |  |  |
| Co-chairperson |  | Group or Intergroup Affiliation and WSO Number |
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| E-mail |  | Phone Number |
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| Other contact info (optional) | | |

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| Personal recovery: *Years in ACA and Experience with 12 Step Recovery* |
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| Professional experience and Interpersonal skills |
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**Host Committee Co-chair Information (2)**

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| Co-chairperson |  | Group or Intergroup Affiliation and WSO Number |
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| E-mail |  | Phone Number |
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| Other contact info (optional) | | |

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| Personal recovery: *Years in ACA and Experience with 12 Step Recovery* |
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| Professional experience and Interpersonal skills |
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**Host Committee Webteam**

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|  |  |  |
| Website/Digital Director |  | Group or Intergroup Affiliation and WSO Number |
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| E-mail |  | Phone Number |
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| Other contact info (optional) | | |

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| Personal recovery: *Years in ACA and Experience with 12 Step Recovery* |
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| Online/Digital experience and skills |
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**Additional Webteam Members**

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| Website/Digital Director |  | Group or Intergroup Affiliation and WSO Number |
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| E-mail |  | Phone Number |
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| Other contact info (optional) | | |

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| Online/Digital experience and skills |
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| Website/Digital Director |  | Group or Intergroup Affiliation and WSO Number |
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| E-mail |  | Phone Number |
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| Other contact info (optional) | | |

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| Online/Digital experience and skills |
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**We propose -** that the Annual Business Conference/ACA World Convention be held in:

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City and State or Country in April of the year noted above

*By submitting this bid to host an upcoming ABC/AWC, we affirm that we have the agreement and support of the Groups and/or Intergroup(s) listed in the following pages.*

**Essay Questions**

In a separate document, please write a one or two page essay explaining why your group would like to host the ABC/AWC. Please include the following information, as well as anything else you think will be helpful for us to know:

* Advantages to the WSO of hosting the ABC and AWC in your area. What is most special about your hometown?
* What, if any unique challenge there would be for holding the event at your suggested location?
* What hosting the ABC/AWC would mean to your members?
* Beyond meetings, list the types of additional ACA activities that have been offered to your local membership – such as share-a-days, sponsorship programs, local conferences, play dates or more elaborate fellowship gatherings. Have these events been well attended?

**The Host Committee Team**

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| List the Group(s)/Intergroup(s) who will be co-hosting and how long each has been established. Please include the WSO number and the approximate active membership. |
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| Does your Group(s)/Intergroup(s) have a WSO Representative - someone who attends the monthly WSO teleconferences to stay apprised of our Fellowship’s service organization? |
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| Do ACA members in your area participate in a lively fellowship beyond meetings? |
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An event of this size requires cooperation and effort from a large number of volunteers. Please submit a list of at least 10 individuals who have agreed to form the core of the local planning committee. Additionally, list any expertise these committee members may bring from other facets of their lives that will help accomplish the work that needs to be done, such as administrative background, event planning and coordination, facilities management, bookkeeping, finance, etc. Please note past ABC/AWC attendance or any involvement with WSO.

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|  | Name | Expertise / ABC WSO involvement |
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**Venue Information**

Meeting Rooms and Supporting Spaces

Board members will gather for a Strategic Planning Meeting on Monday, Tuesday and Wednesday prior to the ABC. A conference room with seating for 10 is needed for those days.

The primary need for the ABC, which typically takes place on Thursday and Friday, is a large conference room that will seat approximately 80-100 participants at tables. The room will also need to accommodate audio and recording equipment, and online participation.

The ACA World Convention, on the weekend, will likely have 450+ participants. This will necessitate a program of concurrent meetings, workshops, panels and presentations. The venue will need to accommodate this programming, which will likely require 5 or 6 separate spaces.

Please keep in mind that some ACA participants have limited financial means. Every effort should be made to find affordable accommodations.

Throughout, and central to the functioning of the event, we will require:

* Registration/Orientation Space – with tables for registering participants, providing name tags and programs and offering information.
* WSO and Merchandise Spaces – a place where attendees may learn about World Service, ask questions and get involved by volunteering. There would be information about upcoming ABCs. A central space to purchase program literature is needed, as well as commemorative hats, t-shirts and other convention memorabilia.
* Hospitality Space – centrally located near or within the Registration Space, this is a place for attendees to meet and share. There may be snacks and beverages offered. Think hanging out and chatting.
* Volunteer Room – A place for volunteers to leave coats, back packs, purses, etc. This room should either be staffed or secured. This space may also offer storage of materials from WSO.
* Optional Spaces:
  + A Safe Space. A place to recharge or review or reparent, as part of self-care.
  + A Creative Space. An Inner Child play space with art supplies and books and materials that support creative expression.
  + A Meditation Space. A space designed through lighting, sound and scents, to promote prayer and meditation.

The placement of these rooms and spaces is flexible. Some may combine naturally together. Movement throughout the venue could be kept in mind.

Dining

The venue will need to serve lunch for both days of the business conference.

There may also be a banquet held in conjunction with the AWC keynote speaker's address, which could seat a few hundred people. Lunches need to be offered for purchase, on both days of the Convention.

Coffee/beverage service will need to be provided during the ABC either in the room or in an adjacent foyer. Note: We have found that, based on food and beverage sales totals, venues may offer meeting rooms free of charge, and this should be explored.

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| To Do: Contact a few venues of appropriate size to gather information (not a formal request for bids). Your local convention and visitor’s bureau may be a good place to start.  Attach a document with the following information:   * The best 2-3venue in your estimation, include their web address * Preliminary range of costs, per person, for a luncheon buffet, with service fees and sales tax * Costs of the meeting spaces * The meeting / banquet space floor plans |

**Personal Lodging Accommodations**

ABC participants from out of town will need lodging. The simplest solution is to hold the event at a hotel or at a venue that has sleeping accommodations. We estimate between 50 and 100 guestrooms will be needed for two nights. Secondary hotels, in addition to the Conference site, may be arranged to accommodate our lodging needs. Note: WSO Board members will arrive early and stay longer, approximately 10 rooms will be required the weekend before and a day or two after the event. Additionally, some attendees may choose to extend their stay, so the venue may choose to extend a special room rate for these persons.

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| Contact three or four hotels to gather preliminary information about the availability of group rates. Please make no commitments at this time. The final hotel contract must be negotiated and signed by WSO. |

Negotiations

We expect that any hotel will be pleased to host our gathering. With that in mind, hotels and other venues often agree to concessions to secure business. The following are some common concessions requested, *though use your discretion, as to cultural appropriateness*:

* One complimentary room per 45 consumed room nights.
* The group rate extended for up to 3 days pre/post the event dates, based on availability.
* One complimentary suite upgrade at the group rate.
* Additional complimentary upgrades to concierge level guestrooms at the group rate, if offered at that venue.
* Complimentary high speed wireless internet in all guestrooms and public areas.
* Discounts to the standard banquet menus and Audio/Visual pricing.
* Late checkouts until 3PM for the group on Sunday.
* Complimentary self-parking.

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| Attach a document with the following information:   * a preliminary range of sleeping room costs. * any potential ideas/aspects of your site that would save money. Examples: * If your service body would be interested in sponsoring a reception or activity * If your service body could (with the venue’s permission) provide A/V equipment * If it would be more economical to hold and cater an event at a venue other than the hotel utilizing shuttle buses for transportation.   Include any out-of-the-ordinary costs that would be incurred by hosting the ABC at your site. |

**Access and Transportation**

Many of the participants will be arriving from around the globe. Describe the journey from the local International airport to the site of the Conference. Is there frequent and convenient public transportation? During what hours? Is it necessary to rent a car? What would you advise? At the venue, is there adequate parking for participants and volunteers?

Are there restaurants, shopping, parks or attractions within walking distance of the venue? Is there public transportation to get to these destinations? Cabs or Uber?

Perhaps a special feature of the venue is its isolation, an exclusive self-contained experience.

**Sightseeing and Recreation**

Many of the participants may choose to make the ABC part of a special vacation. They may extend their visit either before or after the ACA event.

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| Please attach an outline of recommended local activities, including historical and cultural things to see or do. Suggestions for exploring the native terrain – hiking or boating – would be welcomed, as would indoor activities, such as shuffleboard or bowling. A tour of the local factory and attending a local festival are experiences that would be unique and memorable.  And then there is food. Please suggest a few favorite restaurants in the area. And not just expensive dining… focus on some regional specialties. Remember, convention goers will be in a vacation frame of mind, so normal dietary restrictions may not be followed. Perhaps the best pastries or incredible ice cream, or the best sandwiches or best ethnic foods? Just so long as they are recommended to be good. |

Remember, the gathering will be in April, so make the suggestions appropriate to what will be happening at that time.

**The NEXT STEPS**

**Part 1**

Offering the Application to Host is the first step in the process to find a host for upcoming ABCs. When the bids are filed with the ABC Committee, they will be assessed by the committee. The goal of this assessment is to reduce the number of applicants to 2 or perhaps 3 candidates for further consideration.

**Part 2**

With the field narrowed, we will ask the remaining candidates for more detailed cost estimates. This will focus on both the lodging costs and the food and beverage equations – often based on room occupancy. The ABC Committee may also ask for clarification of specific Application items, as needed. With all the information in place, the committee shall render a final assessment and offer a recommendation to the Board of Trustees

**Timeline of Application Process**

Oct. 15, 2019 Deadline for initial applications

Dec. 1, 2019. Assessment and Initial cuts, as needed

Response to the applicants

Dec. 15, 2019 Part 2 of the application process, initiated

Jan. 31, 2020 Deadline for final applications

Committee assessment process

Feb. 15, 2020 Recommendation of Hosts, to the Board of Trustees