

WICYPAA Bidding Requirements

1. We strongly encourage members of all ages to participate; however, we do ask that each committee have at least three members who have one or more years of sobriety.
2. Bid cities are asked to prepare a group statement of what they think the benefits of hosting a WICYPAA conference in their area would be. This statement should not exceed one page.
3. Bid cities must have current proposals and/or contracts from at least two hotels including conference dates, contracted room nights, meeting space, room rates, F&B commitment, availability of banquet and breakout rooms in the hotels. These proposals and/or contracts should show proof that the hotel requires no commitment as to the number of people attending.
4. Assurance must be given in the form of a letter from the local service structure (i.e Local Intergroup, District and/or Area) to ensure their support and that no other AA conference or large function will be held in their city within a 30-day period before or after the proposed conference date.
5. Bid cities will be required to produce a sample budget for the conference. Demonstrating financial viability, including: registration, merchandise, events, AV/DJ quote, an audio recording quote, speaker rooms, etc. Please include your yearly financial records along with your proposed budget.
6. Bid cities are required to produce a sample program.
7. Bid cities must agree that all proceeds, after expenses, will be turned over to the WICYPAA Advisory Council for their disposition within 60 days of the conference.
8. Bid cities must demonstrate an understanding of the 3 Legacies (Steps, Traditions and Concepts).
9. Bid cities must present their bid to the Advisory Council at the Saturday morning bid session at 8am. Bid cities are allowed 45 minutes to one hour for their bid skit which includes Q&A. Each advisory member will ask up to two questions. Please limit each question to two answers.
10. Bid cities must have temporary pre-registration fliers. Do not include conference dates or hotel info.
11. Bid cities must demonstrate that the committee has outreached the WICYPAA Conference to AA in and outside of their area and state throughout the current calendar year. Bid cities are strongly encouraged to connect with the current Host Committee Outreach Chair.
12. Bidding cities to submit digital bid packets (pdf) by midnight the Sunday prior to the conference to advisory@wicypaa.org. Provide one hard copy of the complete bid packet to the Advisory Council Chairperson after the Friday night speaker of the conference.

*Please see Bid Book template on page 2

Template of Bid Book

Table of contents with page numbers

1. Committee Roster (Name, Sobriety Date, Home Group, Current Bid Position, Service Resume & pictures of committee members, if you so choose)
2. Statement of benefit to host in your area
3. Hotel contracts
4. Assurance letter (from Intergroup, District and/ or Area)
5. Sample budget and financial records
6. Sample program
7. Signature page turning over finances
8. Demonstration of 3 Legacies
9. Bid Skit (at conference)
10. Pre-registration flier
11. Demonstration of outreach (meeting raids, events, outreach in and out of state)

*Please reach out to the Advisory Council for suggestions on hotel negotiation suggestions, sample budget and pre-registration flier documents.