

## **Bidding Requirements**

Revised July 3, 2003

The following is a list of requirements that bidders must fulfill and present to the ICYPAA Advisory Council at each year's Conference. Bidders are asked to advise the Advisory Council Chairperson at least 30 days prior to the Conference of their intent to bid. If you have any questions, please write to the P.O. Box, or to the website listed below.

- 1) Three AA members with a minimum of one year of sobriety must represent the bidding committee. Bids must be presented in a manner that is consistent with the 12 Traditions of AA. Each bidding committee will be allowed 20 minutes for their presentation. Bidders also may elect a Bid Committee Representative as its representative for the site selection deliberation. The Bid Committee Representative must meet the criteria outlined below.
- 2) Bidders must have commitments from at least two appropriate facilities (hotels, universities, convention centers, gymnasiums, etc.) so sized as to be able to accommodate the entire Conference. Please include the proposed dates and diagrams of the available meeting space. All costs, both to the Committee and to the attendee, must be outlined.
- 3) Bidders must have available a temporary pre-registration flyer with a mailing address.
- 4) To ensure that ICYPAA operates in the spirit of cooperation, bid committees will show that no large-scale AA activity will be held in their city 30 days prior and 30 days after the proposed Conference dates. This should be demonstrated with a letter from the AA Area Chairperson, and a list of any large-scale AA events and activities that are scheduled near the proposed Conference dates.
- 5) Prospective bidders will be required to provide financial records from committee activities, demonstrating financial autonomy and responsibility within the spirit of AA's Twelve Traditions.
- 6) The Committee must advise the ICYPAA Advisory Council that they have compiled the necessary research to determine the effects of federal, state, provincial or local tax laws on the Conference, should they be awarded the conference.
- 7) Prospective bidders must read, understand and be prepared to agree with the requirements as written in the Host Committee Responsibilities.
- 8) Bidders must provide a concise statement illustrating their reasons for bidding.

Keeping this in mind, experience has shown that the long holiday weekends are good dates for ICYPAA, allowing extra time for travel.

Committees who meet all of the Bidding Requirements are encouraged to send a representative (BCR) to participate in the site selection, where they will have a voice and a vote. The BCR must have been actively involved in their committee's bid, have at least 2 years of continuous sobriety and have a service background. BCR's should be fully informed on all of the bids. They will have right of decision, and should be aware that the commitment that they undertake includes participating in the open-forum discussion (two minutes per person; two rounds of discussion) and participating in the 3<sup>rd</sup> Legacy vote that follows. BCRs should be prepared to vote for a city other than their own in the event that their own city is eliminated from the ballot. In the event of a tie after the fourth or fifth round of voting, the winning city will be pulled from the hat after the Saturday night meeting.

ICYPAA Advisory Council, P.O. Box 46078, Denver, Colorado 80201 www.ICYPAA.com
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