



International Conference of Young People in A.A.
P.O. Box 22987, Denver, Colorado 80222
www.icypaa.org

ICYPAA BID REQUIREMENTS

Revised December 4, 2011

The ICYPAA bid package consists of documentation showing that the committee has met the bid requirements. A finalized bid package must be provided to the Advisory Council Co-Chairperson in PDF format no later than 10 days prior to the start of the Bid Session. Physical copies of the bid package must be delivered by 4:00PM two days prior to the Bid Session. No changes are permitted between the PDF copy and the hard copy. The Advisory Council Co-Chairperson will inform the bid committees of the number of physical copies to provide.

Bidders are to advise the Advisory Council Chairperson at least thirty days prior to the Conference of their intent to bid and provide the name and contact information of their Bid Committee Chairperson to the Advisory Council Co-Chairperson at least thirty days prior to the conference.

Each Bid Committee will be allowed twenty minutes for their Bid Presentation. At least three bid committee members with one or more years of sobriety must be present at the time of the Bid Presentation. Bid Committees will make themselves available to answer questions from the Advisory Council at the Bid Tables.

ICYPAA Bid Packet Requirements

1. Provide a concise statement illustrating the reasons the committee wants to host ICYPAA.
2. Include a roster of bid committee members including contact information and sobriety dates. The bid committee must consist of at least three AA members with one or more years of sobriety at the time of the conference.
3. Supply written documentation illustrating the committee's effort to be involved in AA General Service work, to outreach the message of AA, and to practice the Twelve Traditions.
4. Produce a copy of the committee's proposed host committee guidelines and/or structure.
5. Provide detailed financial records from all committee activities demonstrating responsible financial autonomy and the capability of operating within the spirit of AA's Twelve Traditions. These would include cash flow statements and a balance sheet.
6. Supply a list of any large-scale AA activities that are scheduled near the proposed conference dates in an effort to demonstrate due diligence and avoid conflicting with other events.
7. Include commitments* from at least two appropriate facilities so sized as to be able to

accommodate the entire Conference. Include the proposed dates, room rates, room block, sliding scale, food and beverage prices and commitment, coffee prices, parking fees, electrical charges, taxes and service charges. Also include a diagram of the facilities, function and meeting spaces with their respective capacities. All costs related to the facility, both to the Committee and to the attendee, must be outlined. *-Three phrases typically indicate a facility's commitment to provide space: 1) first option, 2) first refusal, and 3) tentative basis.

8. Present a detailed proposed conference budget, including line-item expense and income projections.
9. Include a tentative outline of the conference program including main speaker meetings, marathon meetings, and panel meetings as well as conference entertainment and events.
10. Provide at least two quotes for audio-visual equipment and services that coincide with the committee's tentative conference program, budget, and dates at each facility. A/V bids must include line-item costs of equipment, labor, and transportation, as well as needs from the hotel and host committee (insurance, parking, lodging, etc.).
11. Produce a concise summary of research on federal, state, provincial or local tax/business laws applicable to ICYPAA, should the committee be awarded the Conference.
12. Supply written acknowledgement that the prospective bidder has read, understands, and agrees to comply with the requirements as written in the Host Committee Responsibilities.
13. Present a temporary pre-registration flyer with website, email and mailing address information. Conference dates and hotel information are not to be included on this temporary flyer. The data information fields on the flyer should be modeled on the most current ICYPAA registration flyer.

Additional Bid Suggestions

- Provide any letters of support or additional documentation from local Areas, Districts, and Intergroups.
- Have key players (treasurer, chairperson, hotel chair, etc.) at bid tables when Advisory meets with your committee.
- Experience has shown that long holiday weekends allowing extra travel time are ideal dates for ICYPAA.
- The Advisory Council suggests that bid cities regularly submit minutes of their meetings and any additional correspondence to the Advisory Council.

As the ICYPAA Advisory Council, we are here to answer any questions that bidders and those interested in bidding to host ICYPAA have. Please contact us for any clarification or experience that may be helpful. There are also several documents that we've put together that might also be valuable to you.