

# **AUGUST 2018 HEROIN ANONYMOUS WORLD SERVICES CONVENTION**

## **BIDDING GUIDELINES**

Last Edited: 11/25/2016

- 1) Any Area wishing to host the Heroin Anonymous World Convention (HAWC) must submit all bidding communications in writing to Heroin Anonymous World Services (HAWS).
- 2) The Convention Committee, the chairperson of the HAWS and its members are available to aid you in preparing your bids.
- 3) The convention should rotate from area to area. It should not return to the same area during any 6-year period.
- 4) The organization of the bid and the contacting of organizations (i.e. local tourist or convention bureaus) should start as soon as your area/city decides to bid to be the host.
- 5) Promotion of your city should not take place until the HAWC, prior to the year you are going to present your bid. It is suggested that the area not use fundraising, outside their region, as promotion for an upcoming bid.
- 6) Completed convention bids must be submitted to the HAWS on or before February 12<sup>th</sup>, 2017. A decision will be made by the HAWS Committee on or before April 9<sup>th</sup>, 2017.
- 7) Be prudent in the amount of fellowship money spent on your presentation - content will be more effective.
- 8) Each area should obtain written bids from 3 different hotels in their area.
- 9) A bid can be placed by completing the HAWC Bid Application.
- 10) It is suggested that the net income exceed 40% of the convention expenses.
- 11) All bids from host city/area/region must submit budgets reflecting attendance of three possible number of paid registrants (example: 600, 900, 1200).
- 12) All areas submitting bids to host the HAWS Convention should also put forth a slate of at least three (3) nominations, with a minimum of two (2), for the Convention Chairperson position. This list of candidates should be ratified by the area submitting the bid.