



HA World Services Convention

Bidding Guidelines

BIDDING GUIDELINES

1. Bid committees are required to demonstrate an understanding of the 12 Traditions and 12 Concepts in HA.
2. Any Area wishing to host the Convention must submit all bidding communications in writing to the World Services Office Board (WSOB, hawssecretary@gmail.com) at least 90 days before the next World Conference.
3. It is suggested that the World Service Convention bid be supported by its region. Letters of commitment from other areas in that region are encouraged.
4. It is suggested to contact the chairperson of the World Service Convention Conference Committee (WSCCC) and the previous Convention Committee to provide details of the logistics required for the HA World Services Convention (haconvention@gmail.com).
5. It is suggested for the bid committee to understand the service structure and number of people with service commitments involved in organizing a convention. Please be familiar with the HA Convention Guidelines Flowchart and submit a list of the steering committee members (Chair, Vice-Chair, Secretary, Advisor, Program Chair, Hotel Liaison, Treasurer) with the bid. The flowchart can be found on the last page of this document.
6. It is suggested that the Convention rotate from region to region. Ideally, two consecutive conventions should not fall in the same region.
7. Any area bidding for the World Service Convention should be able to prove financial responsibility. This may include fundraising efforts, technical expertise in finance, structured financial records of the area and its committee(s), and/or 501c3 documentation.
8. The substantiated bid is brought to the conference by the WSCCC to be considered on the Conference Floor. Bids will be accepted by the World Services Conference (WSC) for consideration no more than 2 years prior to the event.
9. Each Host City should obtain proposals from 3 hotels adequately sized to host a convention.
10. Please complete the following forms to submit your bid packet (see next page).

INTRODUCTION: Provide a statement of intent for the host committee's bid. This should include reasons why your area should host a HAWS Convention, such as the benefit it will bring to your Area. It should express how your committee plans to hold a successful convention. Please limit this section to 500 words or less.

EXPECTED NUMBER OF ATTENDEES: _____

STRENGTH OF THE FELLOWSHIP:

Approximate number of members in the area: _____

Number of Meetings in the Area: _____

Number of Districts in the Area: _____

Number of Supporting Areas in the Region: _____

PRIOR EXPERIENCE ORGANIZING RECOVERY EVENTS:

PRIOR FUNDRAISING EXPERIENCE IN THE AREA:

Have any members of the potential host committee attended a previous HA World Convention?

Have any members of the potential host committee served HA at an Area, District or World Service level?

LOCAL ATTRACTIONS (optional): (List proximity, descriptions & approximate cost)

1. _____

2. _____

3. _____

HOTEL ACCOMMODATIONS: *(List 3 possibilities)*

1. Hotel: _____

Number of Rooms: _____

Size of Banquet Facilities: _____

Meeting Space: _____

Approximate Room Cost: _____

Food and Beverage Obligation: _____

2. Hotel: _____
Number of Rooms: _____
Size of Banquet Facilities: _____
Meeting Space: _____
Approximate Room Cost: _____
Food and Beverage Obligation: _____

3. Hotel: _____
Number of Rooms: _____
Size of Banquet Facilities: _____
Meeting Space: _____
Approximate Room Cost: _____
Food and Beverage Obligation: _____

TRANSPORTATION:

Closest Major Airport: _____
Distance to Hotel: _____

AREAS WITHIN DRIVING DISTANCE:

City, Distance _____

PROPOSED DATES (Typically held in the summer):

1. _____
2. _____
3. _____

APPROXIMATE COST PER PERSON:

Registration: _____
Early: _____
Late: _____
Door Approximate Cost _____

Events: _____

Banquet: _____

OTHER EVENT INFORMATION (if any):

PROPOSED SCHEDULE OF EVENTS:

