

Please direct all
communications to:

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April 2017

Dear Area Delegate/Welcome Contact:

On behalf of the General Service Board and G.S.O.'s Regional Forums Team we invite you to review the enclosed information. Whether you are preparing to participate in site selection or your Area has already been chosen to host a Forum, we thank you in advance for your assistance in finding a location for one of the 2020 Regional Forums.

The Welcome Contact Packet will support our search for eligible sites and provide background for hotels to submit bids to the Regional Forums assignment at G.S.O.

Please keep in mind, as the Welcome Contact your responsibility is to make initial contact with site personnel. **Our goal is for your initial contacts to result in G.S.O. receiving at least three (3), no more than five (5), hotel bids or proposals.** Contract negotiations and final event arrangements at eligible hotels are the responsibility of the Regional Forums Coordinator.

Once again, congratulations. We look forward to talking with you soon and working together for a great Regional Forum!

Regards,
Regional Forums' Team

REGIONAL FORUMS - WELCOME CONTACT DUTIES

The primary responsibility of the Welcome contact is to act as the initial liaison between G.S.O. and the hotel at which the Forum will be held. In selecting a hotel or meeting facility, the welcome contact should keep in mind that the usual requirements are:

1. A Conference room, seating about 500 - 600 (or more) people theater style. (This may vary depending on expected attendance.)³
2. Five to Six breakout rooms, seating for 75—100 each theater style with a head table for workshops.
3. Meeting rooms free of charge, if possible (or at minimal charge).
4. A block of sleeping rooms 75-100 rooms for Friday night and Saturday night to be held for us until the hotel's designated cutoff date. (Or more if they can be released without penalty two to four weeks ahead of time.)
5. Meeting rooms:
 - For general sessions:

Friday	10:00 a.m.—10:00 p.m. ¹
Saturday	9:00 a.m.—10:00 p.m.
Sunday	9:00 a.m.—2:00 p.m.
 - Five to Six breakout rooms for workshops:

Saturday ONLY	7:00—8:15 p.m. and 8:45—9:45 p.m. ²
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6. There is no food functions associated with the Forum.
7. If the hotel dining room capacity is not enough to accommodate most Forum-goers, it is important that there be other restaurants and coffee shops located nearby.
8. Easy accessibility between the hotel and the airport is important.
9. The hotel should be compliant with the Americans with Disabilities Act.

Additionally:

10. The welcome committee may make arrangements with the hotel for coffee. Please note that A.A.W.S. does not cover any coffee expenses for Forums.
11. No A.A. meetings are scheduled as part of the Forum. Welcome committee may make their own arrangements for A.A. meetings, but not during Forum sessions.

After the hotel is selected, A.A. World Services, Inc. will communicate with the hotel contact and make necessary arrangements for Group Contract with the hotel, and will pick up the charges for:

- a. Sleeping Rooms for members of the boards and G.S.O. staff in attendance.
- b. Rental charges for Audio Visual equipment i.e., microphones, screens, etc.
- c. Simultaneous translation (French, Spanish and/or A.S.L.) as required.

¹ The displays are set up starting and 10:30 a.m. for a 6:00 p.m. start time. The meeting is from 7 p.m. – 10:00 p.m. on Friday, 9:00-10:00 p.m. on Saturday and 9:00-2:00 p.m. on Sunday.

² Workshop times may vary by half hour earlier to later.

³ Sample Floor attached

REGIONAL FORUMS—WELCOME COMMITTEE DUTIES

The Welcome contact will need a committee of at least 10 members to help out with the following:

1. Registration: Please assign a Registration Chairperson. At least 2-4 people should be available on the desk, and relief teams as needed. My assistant will provide all necessary office supplies for the Registration Desk. Registration is scheduled for:
 - 2:00 through 10:00 p.m. on Friday
 - 8:30 a.m. through 10:00 p.m. on Saturday
 - 8:30 through 10:00 a.m. on Sunday for late arrivals

Note: Registration Chairperson should be available by 12:00 noon to assist with name badge preparations followed by 1 p.m. training session for chair/volunteers)
2. Carry the Message Literature Displays:

SET UP and TAKE DOWN: Four people are needed to help set up on Friday at 10:30 a.m. Also, three people to be available at 12:00 noon Sunday after the closing, to help pack last minute boxes going back to GSO. If at all possible, setup crew should also be available for tear down on Sunday.

STAFFING LITERATURE TABLES: Trusted servants are invited to staff "Carry the Message Literature Display" tables to help pass along information about A.A. literature, especially the items that support committees' Twelve Step efforts including Grapevine, Corrections, Treatment, Special Needs-Accessibilities, Public Information, Cooperation with the Professional Community, Archives, and Literature. Current District and Area committee chairs involved in the above service areas are especially encouraged to be available to share their experience.
3. Volunteers: Volunteers are needed to serve as:
 - A) Greeters to Welcome Forum attendees at hotel/facility near the registration desk from 2:00—7:00 p.m. on Friday on the first day of the Forum.
 - B) Greet attendees at the doors at the beginning of General Session
 - C) Distribute handouts throughout the weekend
 - D) Serve as guides to attendees on Saturday towards Workshop Locations
4. Translations Equipment: Volunteers will be needed all weekend to check in and out translation equipment, with busy times before the opening session on Friday and again on Sunday after the close of the Forum.
5. Workshops: Someone is needed to place and remove signs at workshop rooms at 6:30 p.m. and 8:15 p.m.
6. Ask-It-Basket: Please provide one large container marked "Ask-It-Basket." Pencils and paper will be provided by the Regional Forums assistant.
7. A.A. Meetings: A.A. meetings may be scheduled throughout the weekend at designated times, but hosts should make arrangements for a room directly with the hotel. A.A.W.S. does not contract or pay for A.A. meeting or hospitality rooms. A.A. Meetings can be scheduled to take place on Friday at 4:00 p.m. and Saturday and/or Sunday at 7:30 a.m. Please do not schedule during Forum sessions.
8. Coffee: The Welcome Committee makes coffee arrangements with the hotel or other facility where a Forum is to take place. A.A.W.S. does not pay for coffee.
9. Ice Cream: Usually the Welcome Committee Chair works with the hotel to provide a self-support ice cream social on Friday and/or Saturday nights after Forum activities end. This ice cream social is totally optional.
10. Hospitality Suite: Some host areas provide a hospitality suite. Please consult with G.S.O.'s Forums Coordinator for past experience.
11. Attraction Committee: You may wish to set up a committee to encourage attendance at the Forum within the English and French/Spanish-speaking groups. Some committees have delivered registration flyers to as many groups as possible in the host city, and worked with local A.A. entities (district/area/ intergroup/central offices) to inform local A.A. members about the upcoming Forum. It is best to direct the groups to go to www.aa.org for further information.

Regional Forums Preliminary Hotel Information for Hotel Event Staff

General Setup

1. Please set up the main meeting room and the registration area before 10:30 a.m. on Friday. The registration area should not be set up in the main meeting room. For registration we will need three 6-foot tables and 9 chairs plus two waste paper baskets. Also in the registration area, we would like two flip charts for forum signs and one extra small table (separate from the registration tables) for local event flyers.
2. Forums are non-smoking events, but some members do smoke during breaks. Please make sure there are ashtrays outside and in designated smoking areas.

Main Meeting Room

1. The main meeting room should be set up theater style to maximum capacity.
2. For our meetings, please set up water stations in the main meeting room and have them refreshed between all general sessions and throughout the weekend as necessary.
3. We will need space in the main meeting room to set up table-top displays on skirted tables. The space should accommodate a combination of eight 8 foot tables and 4 free standing rounds (no chairs) set up in back and/or sides of the room. We will provide layout details as we get closer to dates. Literature for these displays be boxed and sent directly to your attention at the hotel arriving shortly (one or two days) before the Forum begins. These boxes will be marked "Regional Forum." As we get closer to the event, we will let you know the number of boxes to expect. Please have the boxes available in the main meeting room on Friday morning.
4. The dais should include two 6' or 8' tables covered and skirted, water and glasses, and eight chairs. Please place a podium with a microphone at one end of the tables. Under the table on the opposite side from the podium, we will need a waste paper basket and power cord.
5. We will need two (2) large (10x10) screens for PowerPoint presentations on Friday and Saturday. Please set up these screens on the either side of the dais.
6. On Friday and Saturday, we will need an A/V table set up in front of the room for our LCD projectors and one laptop computer table to be set up on the same side of the Podium; we will need the laptop sound integrated into the sound system in the room.
7. In addition to the podium microphone with a **goose neck**, three floor mikes will be required with **goose necks** as well: 1 in the center aisle and 1 in each of the side aisles set about two rows back from the front row. The 3 floor mikes will be required Friday, Saturday and Sunday.

Friday Schedule

Our opening meeting in the main meeting room is scheduled to run from 6:30 p.m. until 10:00 p.m. on Friday. We will have one fifteen-minute break at approx. 8:30 p.m.

Because we have experienced problems with audiovisual equipment at the opening of our sessions, we would like to have someone on hand during the first half hour of the event on Friday night, and have someone check in during our first break.

Saturday Schedule

Saturday morning our general session in the main meeting room runs from 9:00 a.m. until dinner at 5:00 p.m. We have scheduled the following breaks (tentative):

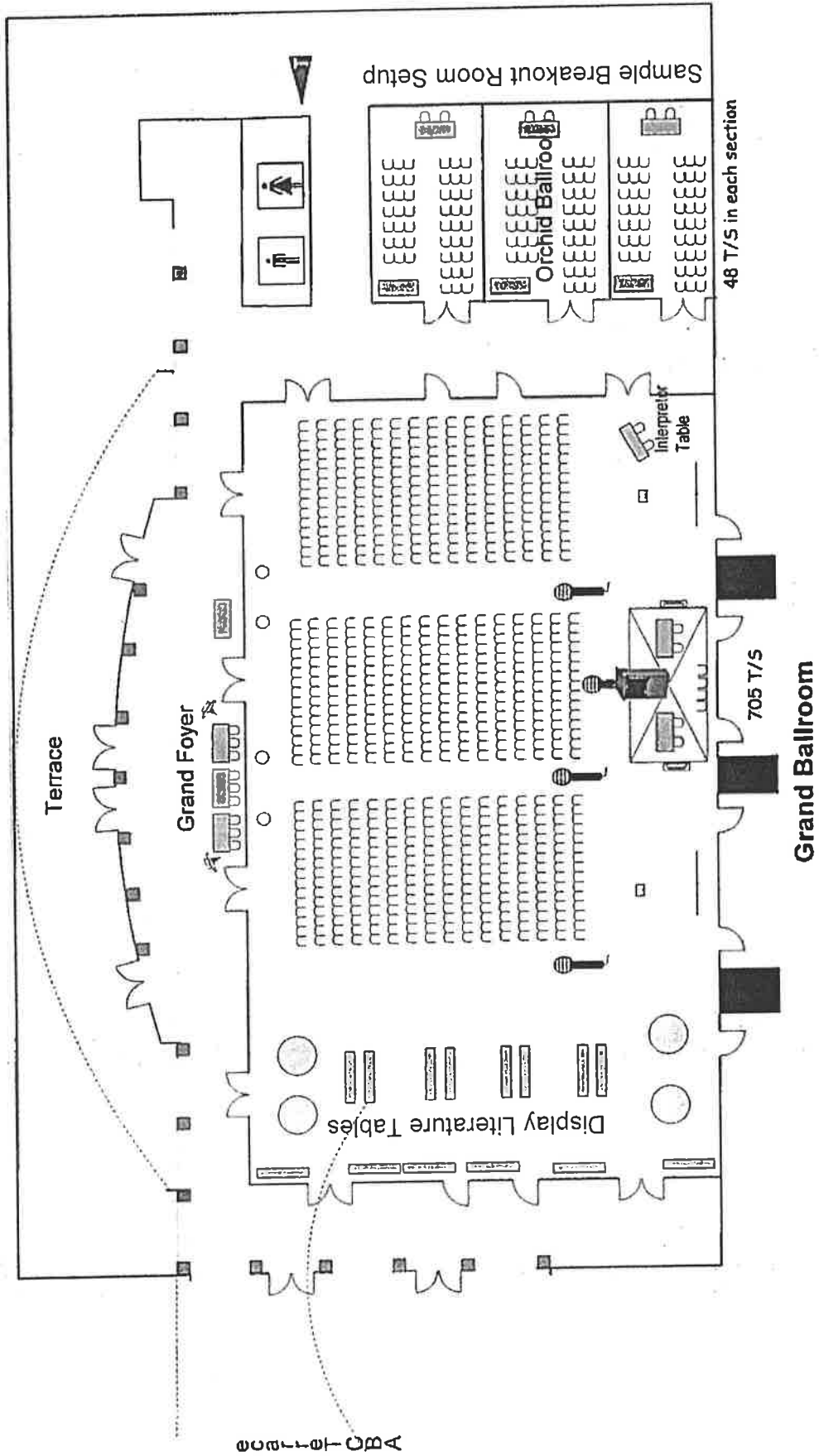
10:00—10:15 a.m.	(Break)
12:00—1:30 p.m.	(Lunch)
3:00—3:15 p.m.	(Break)
5:00—7:00 p.m.	(Dinner)
8:15—8:30 p.m.	(Break)

On Saturday evening only, we will need six breakout rooms for two sessions of workshops. The first session is from 7:00-8:15 and the second session is 8:30-9:45. Please set each breakout room theater style to capacity, with a skirted head table for two. We will need a water set-up on the head table, and a water station available for each room. No AV is required in the breakout rooms.

Sunday Schedule

Our Sunday meeting is scheduled to begin at 9:00 a.m. and will last until noon when the Forum concludes. The main meeting room should be set up as described for Friday, with the exception of the projector and screen which are not required. A break is scheduled for approx. 10:30 - 10:45 a.m.

Regional Forums' Sample Floor Plan



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