

Bid to host the 13th AOSM in 2019

[Please have the facility's function manager read the specifications on page 3 and carefully explain any variations before you fill in this form]

City Country

AOSM country delegates.....

Delegates' email address

Host country support

Approximately how many AA members are there in your country?

Approximately how many AA members are there in the proposed city?

Is your bid supported by your Fellowship? YES NO

Which of the following bodies in your country have said they will provide support?

General Service Board General Service Conference General Service Office.
Intergroup Committee Intergroup Office Area/District Committee

Other (please describe)

How many local members would be available to serve on the host committee and provide help with things like: drivers, clerical help, photocopying and collating, setting up literature displays, looking after delegates' spouses, liaising with hotel staff, etc?

Transportation

How far is the conference venue from an international airport?km

Airport's name?

Which major airlines service the airport?

What transportation (airport to venue) is available?

Cost of airport shuttle, per person US\$

Is the accommodation within easy walking distance of the conference facilities? YES NO

What facilities are at the hotel or conference centre?

Name of hotel

How many rooms does the hotel have? website.....

Does it provide all the required facilities listed in the specifications? Yes No

If no, where will the meetings be? Please give full details and a website if possible.....

Name.....website.....

Any variations from the list of specifications?.....

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How much will it cost?

What will be the **total cost** of accommodation, meals, refreshments, and hire of function rooms for the three days of the meeting and for four nights accommodation:

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(a) if 25 people attend US\$ (US\$..... per person)

(b) if 30 people attend US\$ (US\$..... per person)

(c) if 35 people attend US\$ (US\$..... per person)

If some attendees want to arrive earlier than the Thursday night or stay longer than the Monday morning how much will the hotel charge for each person's extra accommodation per night?

Single room US\$

Double room US\$

What methods are available for payment credit card cash in US\$ cash in local currency

Comments.....

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Specifications for the 13th AOSM July 2019

These are the preferred specifications for an Asia/Oceania Service Meeting of Alcoholics Anonymous. Any variations should be carefully noted on page 2 of the bid form.

Time: Friday morning through to Sunday afternoon.

Dates: (To be set at AOSM in July 2017)

Attendance: 25 to 35 people

Accommodation: Attendees will be staying for four nights: Thursday, Friday, Saturday and Sunday. All guest rooms to be either single or double occupancy with en-suite bathrooms. In some cities this standard may not be available. Please list any variations in the form on page 2.

Meals required:

Friday	breakfast, lunch and dinner	Ideally, all attendees should be seated
Saturday	breakfast lunch and dinner	together – particularly at lunch and dinner. On
Sunday	breakfast and lunch only.	the Friday night we will need a private dining room for 40 people with a sound system.

Refreshments required: Tea, coffee, iced water and pastries (or similar) should be available as follows:

Friday	mid morning and mid afternoon
Saturday	mid morning and mid afternoon
Sunday	mid morning only.

Meeting facilities required:

Friday, Saturday & Sunday people with 28 people	●	One general session room for 35-40 seated around a table (round rectangular or hollow),
	●	space for 12 people to sit elsewhere around the room
	●	a table and chairs for four translators.
	●	a sound system with at least 10 microphones on the main table
	●	a white board
	●	a data projector and screen.
	●	a display table for books & pamphlets (about 1400mm x 1200mm).

Saturday & Sunday	3 committee rooms (or areas) that can seat 10 people. Each room should have a table that can seat five people.
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