

QUICK CHECK LIST

For Areas Planning to Host an International Conference

1. Read all materials on the Trustee Website under the Conference Oversight Committee's heading (Committee Recommendations to Areas, Past Conferences Database, Sample Registration, Request for Proposals, etc.)
2. Review the BOT Rules & Procedures Section 8 - Conferences (International)
3. Read the "Hosting an International Conference" pamphlet. Make sure you have the current version
4. Have Intergroup agree to host a Conference
5. Form a committee to prepare bid
6. Pick dates which do not interfere with national or religious holidays
7. Find a hotel that can accommodate all requirements
8. Negotiate contract with hotel for guest rooms, meals, hospitality, meeting rooms, etc.
9. No less than 30 days before the start of a Trustee meeting, submit an unsigned hotel contract proposal to the Conference Oversight & Assistance Committee of the BOT for evaluation and corrections if necessary
10. No less than 14 days before the start of a Trustee meeting, submit to the Conference Oversight & Assistance Committee a final unsigned hotel contract and a letter from the Intergroup accepting responsibility for hosting a Conference as well as a letter from the hotel accepting to host the conference if awarded
11. Prepare flyer and other useful information to present to the Trustees at the BOT meeting
12. Submit bid to the BOT for approval at the Trustee meeting. If the conference is awarded to you, elect executive chairs of conference organizing committee, form committees and elect chairs for each one. Sign hotel contract. No contract can be made under the name Gamblers Anonymous
13. Prepare to-do list and follow-up calendar for each committee
14. Committee chairs report to the executive committee and executive committee reports to the Conference Oversight & Assistance Committee every month
15. No less than 14 days prior to the start of the conference, submit to the Oversight Committee for approval all handouts and material to be used in workshops
16. No later than 90 days after the close of the conference, submit a final financial report of the conference to GA I.S.O., Gam-Anon I.S.O. and to the Conference Oversight & Assistance Committee

The important date to remember at this stage is 30 days prior to the start of a Trustee meeting, when you will have to present a hotel contract proposal. Make sure you approach more than one hotel to compare, and rely heavily on Past Conferences Database for numbers. Traditionally, the success of a conference is directly related to the local participation. Make sure you have strong support from your local members before starting this journey, not only for attending but for volunteering as well.