



ABC/M and IRC Host Intergroup Application

Intergroups interested in hosting an Annual Business Conference/Meeting (ABC/M) and International Recovery Convention (IRC) should complete this entire application to the best of their ability.

The application is for two years of hosting an ABC/M and/or one year hosting the IRC.

Note: It is preferred, but not required, that a group apply to host two consecutive ABC/M's along with an IRC in one of the two years. Applicants should include multiple venues in the application. It's recommended (*not required*) that the first venue includes a hotel. Additional venues might include alternative accommodations (retreat center, college campus, etc.). Supplemental materials such as photos of proposed venues and rooms, marketing materials, and tourist brochures are encouraged. Most of the application requires meeting with Hotel staff to gather information.

Special circumstances that are not addressed by this application form may be explained in the notes section, or separately in an attached document.

The information provided in the application helps inform the group conscience of the Board Programs and Membership Committee (BPMC) at each stage of the decision-making process. The BPMC considers all supplemental and alternative materials included with the application.

The BPMC recommends a host Intergroup to the Board of Trustees (BOT). The BOT makes the final decision by group conscience. The BOT typically announces the Host Intergroup for the next ABC/M and IRC on the last day of the prior ABC/M. For example, Host Intergroup for the 2023 ABC/M may be announced on the last day of the 2022 ABC/M.

Application Deadline

Applications must be submitted by April 1st the year *before* you want to host. For example, if you are applying to host the 2023 ABC/M and IRC, you must submit the application by April 1st 2022.

Resources

The following resources may be helpful as you prepare to complete the application. Contact F.W.S. to request the latest versions. <https://slaafws.org/contact/>

- *ABC/M & IRC Guidelines, Suggestions, and Policies*
- Reports from previous ABC/M and IRC planning committees

DATES

ABC/M Dates

F.W.S. and the BOT consider the following when selecting dates for the ABC/M. Normally the Board chooses the last week of July or the first week of August.

- The BOT arrives early for 3 days of meetings before the ABC/M
- The ABC/M is four days
- BOT checks in on a Friday and checks out the following Saturday.
- No meals for the first 3 days (Sat., Sun., Mon.).
- ABC/M attendees check-in on a Tuesday and check out on Friday.
- Some attendees stay an extra night before/after for travel arrangements.

IRC Dates

The IRC is typically held the weekend immediately following the ABC/M (Friday – Sunday) to maximize participation from ABC/M attendees, especially international members.

1. APPLICATION TO HOST (check all that apply):

ABC/M for two years: _____ (indicate years you want to host)

IRC for one year: _____ (indicate year you want to host)

2. LOCAL PLANNING TEAM: (Applicants)

Primary Contact for Applying Intergroup

First name/last initial: _____

Email: _____ Phone: _____

Address: _____

S.L.A.A. member since: _____ Sobriety date: _____

Service experience: _____

Secondary Contact

First name/last initial: _____

S.L.A.A. member since: _____ Sobriety date: _____

Service experience: _____

S.L.A.A., F.W.S.

Has the Intergroup Elected A Local Planning Chair? Yes No

If Yes:

First name/last initial: _____

S.L.A.A. member since: _____ Sobriety date: _____

Service experience: _____

Include additional Trusted Servants as needed.

a)

b)

c)

3. INTERGROUP:

Intergroup awareness of and support for applying to host is required and you must provide verification of Intergroup support with the application, such as meeting minutes reflecting group conscience.

a) Name of Intergroup:

b) Verification of Intergroup support, such as meeting minutes reflecting group conscience is attached/included with this application Yes

c) Geographical area covered by the Intergroup:
Specify City, County, Country or Region:

d) Number of meetings included in the Intergroup? _____

e) Can your Intergroup provide at least 8-10 volunteers? _____

f) Possible group activities in the host city for attendees on Wednesday night (ABC/M only):

1. _____

2. _____

3. _____

S.L.A.A., F.W.S.

4. VENUES

Table 1 Venue Requirements

Requirement	Applicable Event (ABC/M, IRC, or Both)	Comments
Nightly convention room rate ≤\$130USD/night	Both	Rate can vary depending on location
A nine-person board room for BOT meetings for 7 days	ABC/M	Saturday preceding the ABC/M through Friday of ABC/M
Up to 9 single rooms for BOT for 8 nights	ABC/M	Check in Friday; check out the following Saturday
Accommodate 50+ attendees for 3-5 nights, single and double occupancy	ABC/M	Check in Tuesday; check out Friday; early check in and late check outs possible; private baths (not dorm-style)
Dining area to accommodate 50+ for group meals	ABC/M	Tuesday lunch-Friday lunch
6 -10 meeting rooms that seat 6-20 people each	ABC/M	Conference room setup
Conference room to accommodate 50+ people	ABC/M	Tables arranged in a large perimeter square
A hospitality room/suite	Both	Needs refrigerator and microwave
A registration room to welcome attendees and sell literature.	Both	This room can be used as a meeting room after registration is complete
No more than 45-60 minutes from the nearest international airport	Both	
Meeting spaces separate from public areas, if possible	Both	To protect participant anonymity
Accommodate 50-300 attendees for two nights, single and double occupancy.	IRC	Check-in Friday; check-out Sunday; private baths (not dorm-style)
4-10 meeting rooms that seat 25-40 people in a circle (like a meeting)	IRC	Theater/classroom style seating may be preferred for 1-2 rooms
large meeting room for 150-300 people in theatre and/or banquet set-up	IRC	for banquet(s) and large general assembly meetings

A. ABC/M Venue

Provide F.W.S. with 2-3 hotel options that meet the requirements in [Table 1 Venue Requirements](#). **If your application is accepted**, F.W.S. will choose the location that is most accommodating for the ABC/M and will carry out all financial negotiations with the hotel. You must include at least two venues in an ABC/M application. It is recommended that at least one be a hotel.

S.L.A.A., F.W.S.

First ABC/M Venue (required)

Hotel Retreat Center College Campus Other

Notes: _____

Venue Name: _____

Address: _____

Website: _____

Phone: _____

Contact: _____

Airport distance: _____ miles from nearest airport

Free airport shuttle to venue? Yes No

Meets all listed requirements? Yes No

If no, please list requirements not met.

Second ABC/M Venue (required)

Hotel Retreat Center College Campus Other

Notes: _____

Venue Name: _____

Address: _____

Website: _____

Phone: _____

Contact: _____

Airport distance: _____ miles from nearest airport

Free airport shuttle to venue? Yes No

Meets all listed requirements? Yes No

If no, please list requirements not met.

S.L.A.A., F.W.S.

Third ABC/M Venue (optional)

Hotel Retreat Center College Campus Other

Notes: _____

Venue Name: _____

Address: _____

Website: _____

Phone: _____

Contact: _____

Airport distance: _____ miles from nearest airport

Free airport shuttle to venue? Yes No

Meets all listed requirements? Yes No

If no, please list requirements not met.

B. IRC VENUE

If the ABC/M venue is not suitable for the IRC, or you are hosting in a different city/at a different time than the ABC/M, you must include at least two venues in an IRC application. It is recommended that at least one be a hotel. ***If your application is accepted***, F.W.S. will choose the location that is most accommodating for the IRC and will carry out all financial negotiations with the hotel. Venue options must meet the requirements listed in [Table 1 Venue Requirements](#).

First IRC Venue

Hotel Retreat Center College Campus Other

Notes: _____

Venue Name: _____

Address: _____

Website: _____

Phone: _____

Contact: _____

Airport distance: _____ miles from nearest airport

Free airport shuttle to venue? Yes No

Meets all listed requirements? Yes No

If no, please list requirements not met.

S.L.A.A., F.W.S.

Second IRC Venue

Hotel Retreat Center College Campus Other

Notes: _____

Venue Name: _____

Address: _____

Website: _____

Phone: _____

Contact: _____

Airport distance: _____ miles from nearest airport

Free airport shuttle to venue? Yes No

Meets all listed requirements? Yes No

If no, please list requirements not met.

Third IRC Venue (optional)

Hotel Retreat Center College Campus Other

Notes: _____

Venue Name: _____

Address: _____

Website: _____

Phone: _____

Contact: _____

Airport distance: _____ miles from nearest airport

Free airport shuttle to venue? Yes No

Meets all listed requirements? Yes No

If no, please list requirements not met.

S.L.A.A., F.W.S.

5. ADDITIONAL/SUPPPORTING INFORMATION

*Information, timeliness and presentation will be considered by the BOT when evaluating the Applications.

If there is anything that hasn't been addressed that you feel should be considered with this application, please let us know in the space provided below.

Notes: _____

6. SUBMIT THE APPLICATION

The application deadline is April 1st the year *before* you want to host. Please return the completed application and all supporting information to the BPMC chair online at <https://slaafws.org/bpmc/> or mail to:

BPMC - ABM/IRC Application
c/o Fellowship-Wide Services
1550 NE Loop 410, Ste 118
San Antonio, TX 78209

The BPMC will notify you promptly after the application has been received. If you do not receive confirmation that the application was received by the deadline, or if you have questions about the application, please contact the BPMC Chair at <https://slaafws.org/bpmc/>.

Thank you for your service and willingness to Carry the Message!