

The Augustine Fellowship, S.L.A.A.,
Fellowship-Wide Services, Inc.



**Annual Business Conference/Meeting (ABC/M) and
International Recovery Convention (IRC)
Host Intergroup Application Form**

Intergroups interested in hosting an ABC/M and/or IRC should fill out all the fields in this application form to the best of their ability. **The application is for two years of hosting an ABC/M and/or IRC.** The information provided will help to inform the group conscience. Supplemental materials such as photos of the venue and rooms, marketing materials and tourist brochures are welcome. Most of this information will require meeting with Hotel staff to gather.

Applicants should submit the ABC/M Application and / or IRC Application for multiple venues. It's recommended (*not required*) that a first venue include a hotel. A second venue might include alternative accommodations (retreat center, college campus, etc.)

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

This application form represents one evaluative tool that the Board Program and Membership Committee (BPMC) employs to arrive at an informed group conscience at each stage of the decision-making process. As stated, the BPMC will consider all supplemental and/or alternative materials. The BPMC makes a recommendation to the Board of Trustees (BOT). The BOT makes the final decision by group conscience. The BOT will award and announce the Host Intergroup on the last day of the prior ABC/M.

Please return the completed applications to the BPMC chair. You may also send any questions to the BPMC chair at -- <http://www.slaafws.org/contact/bpmc>

1. APPLY TO HOST ABC/M and/or IRC for Year: _____

Range of Dates as determined by the FWS: _____

A decision by the Board of Trustees will be made one year prior to the ABC/M and / or IRC being applied for. Applications are required to be submitted four months prior to the date of Board of Trustee's decision making.

For example, the BOT will award and announce the Host Intergroup for the 2023 ABM on the last day of the 2022 ABM. The application for the 2023 ABM must be received by the BPMC four months prior to the last day of the 2022 ABM.

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:

Has the Intergroup Elected A Local Planning Chair?

If so:

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: _____

- a. What is the geographical area covered by the Intergroup?
Specify City , County, Country or Region: _____
- b. How many meetings are included in the Intergroup? _____
- c. Can your Intergroup provide at least 8-10 volunteers? _____
- d. Possible group activities in the host city for attendees on Thursday night:
 - 1. _____
 - 2. _____
 - 3. _____

Provide Intergroup meeting minutes reflecting the group conscious in support of this Application.

4. ABC/M VENUE and DATES

The goal of Intergroups will be to provide the FWS with 2-3 hotel options that have a nightly convention room rate of approximately \$130. This rate can change depending

upon location. **If your Application is accepted**, the FWS will choose the location that is most accommodating for the ABC/M and will carry out all financial negotiations with the hotel.

Proposed venue requirements include a conference room to accommodate 50+ people, 6-10 meeting rooms to each accommodate 6-20 people, a hospitality room and a registration room to welcome attendees and sell literature.

4A. First Venue

(You must include at least two venues in an ABC/M application. It is recommended that at least one be a hotel.)

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

4B. Second 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

4C. Third 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

4D. Dates

Information on FWS choices for dates:

- The BOT arrives early for 3 days of meetings, followed by 5 days for the ABC/M. Check-in is on Friday for the BOT. Checkout is the next Saturday. A 9-person Board room is needed for 8 days plus up to 9 single rooms are required. No meals for the first 3 days (Sat., Sun., Mon.).
- ABC/M attendees stay for 4 nights. Check-in/out: Monday to Friday. Some attendees will need to stay an extra night for travel arrangements.
- Normally the Board chooses the 4th week of July or the 1st week of August.

5. IRC VENUE, and DATES (Optional)

Usually the IRC is held at the same location as the ABC/M. However, if the ABC/M site is not suitable for an IRC, the goal of Intergroups will be to provide FWS with 2-3 location options with an approximate nightly convention room rate of less than \$130. This rate can change depending upon location.

5A. First Venue

(You must include two venues in an IRC application. It is recommended that at least one be a hotel.)

__ 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

5B. Second 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

5C. Third 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

5D. Dates

The weekend immediately following the ABC/M.

5E. Requirements

It must accommodate approximately 100 attendees for 2 nights. Check-in is on Friday, with check-out on Sunday. Proposed venue requirements from Friday to Sunday are as follows:

- a. Six or seven meeting rooms that can accommodate up to 20 people each.
- b. A large meeting room that can accommodate up to 50 people.

There is usually a banquet meal with speaker on Saturday evening.

***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: _____

You may submit online at -- <http://www.slaafws.org/contact/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 once the application has been received. If you do not receive notice of confirmation that the application was received by the deadline, please contact the BPMC Chair at <http://www.slaafws.org/contact/bpmc>.

The BPMC and BOT will review and announce the decision at the next ABM.

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