

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

Adopted by BABMPC on 26 June 2025

## **HOST S.L.A.A. INTERNATIONAL RECOVERY CONVENTION APPLICATION**

### **APPLICATION PROCESS & INFORMATION**

Intergroups interested in hosting an **S.L.A.A. International Recovery Convention (IRC)** should complete this application and submit it in accordance with this document.

#### **Important Considerations**

- Applicants must provide documentation showing the Intergroup has elected to pursue an application to host the IRC.
- The application is to host a virtual, in-person, or hybrid IRC.
- The application response should include specifications with sufficient detail to enable the Board to understand how the Intergroup plans to deliver an IRC.

#### **Understanding the Application Timing**

The information provided in this application helps inform the Board Annual Business Meeting Planning Committee (BABMPC) which recommends an IRC Host Intergroup to the F.W.S. Board of Trustees (BOT). The BOT makes the final decision. The BOT hopes to announce the Host Intergroup no later than December 31 of the calendar year prior to the year of the IRC or after applications have been received and reviewed. For example, the Host Intergroup for the 2030 IRC may be announced on or before December 31, 2029.

#### **Application Deadline, Selection, and Timeline**

Applications should be submitted by the 15th day of October during the calendar year prior to the proposed IRC. If no sufficient host applications have been submitted by the deadline, the BABMPC Chair and BOT members may seek potential applicants. The application deadline may be waived at the discretion of the BABMPC as long as the applicant meets the minimum requirements to host the IRC.

The BOT will select and notify the Host Intergroup. Once the Host Intergroup and the BOT have finalized the IRC event dates and location, the BOT and the Host Intergroup will release a "Save the Date" to the fellowship.

#### **Resources**

The following resources may be helpful as you prepare to complete the application.

- Speak to Intergroups who have hosted prior IRCs
- Discuss suggestions with the F.W.S. Executive Director
- Review past IRC programs and schedules (see Section 4)
- Review Budget and Timeline templates and examples (see Section 4)

#### **Suggestions for Selecting IRC Dates**

Past IRCs have been three-day events, including an evening opening, a full day two with a banquet (one meal included), and a partial day three with a closing, all to be held on days and times that work for the applicant. However, the selected Host Intergroup chooses whether they want to deliver the IRC as in-person only, virtual only, or a hybrid format.

Potential Host Intergroup should propose timing that suits their area volunteers, taking into account the cost to the Intergroup and participation (for example: weather, holiday weekends, other Intergroup events).

What month and year are you considering hosting the IRC? (Must be **six months or more** from the application date)

Choice one: \_\_\_\_\_ Choice two: \_\_\_\_\_

**International Recovery Convention Chair (IRCC):** The Host Intergroup must have a chair or team lead and a group of trusted servants ready and willing to help with planning activities and events during the selected dates. The members do not need to be part of the Host Intergroup, but must be members of the S.L.A.A. Fellowship or special workers within the meaning of Tradition 8.

*Examples: Members of other Intergroups can be chosen speakers, greeters, tech help if applicable, etc.*

**NOTE:** *The Host Intergroup must create and approve a budget before committing to host the IRC because these costs are borne entirely by the Host Intergroup, including any cost overruns.*

## The Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc. INTERNATIONAL RECOVERY CONVENTION HOST APPLICATION

### 1. GENERAL

Application Date (MM/DD/YYYY)	
Applying Primary Intergroup	
Intergroup F.W.S. Registration #	

### 2. PLANNING TEAM: (Applicants)

**Primary Contact for Applying Intergroup:** If the BOT selects this Intergroup, the **primary contact** will be added to the BABMPC email list as the International Recovery Convention Local Planning Committee Chair (IRCLPCC) and invited to participate in the BABMPC monthly virtual meetings.

First Name & Last Initial:			
Phone #:		Email Address:	
Member Since: (Year)		Please describe this member's service experience and relevant skills around convention planning in the box below.	
Sobriety Date:			

### Secondary Contact:

First Name & Last Initial:			
Phone #:		Email Address:	
Member Since: (Year)		Please describe this member's service experience and relevant skills around convention planning in the box below.	
Sobriety Date:			

Planning any international convention requires a team effort. **If your Intergroup is selected** to host an IRC, you will need to provide a list of volunteers who will help with the event. With your application, you may optionally submit a draft version. See: [Trusted Servants Planning Team Template](#)

### 3. INTERGROUP SUPPORT & CAPABILITIES:

An applying Intergroup must provide documentation that the Intergroup supports this application. Acceptable documentation includes:

- Intergroup business meeting minutes.
- A memorandum signed by the Intergroup Chair and Business Secretary indicating support.
- A Zoom recording, including the timestamp where a vote or decision has been taken, indicating support.

**Intergroup Information**

Area covered by the Intergroup (Specify City, County, Country, Region, etc.)	
Number of Groups registered with F.W.S. within this Intergroup (Contact <a href="mailto:officeassistant@slaafws.org">officeassistant@slaafws.org</a> to obtain this number)	
If you plan on incorporating a virtual or hybrid element to this convention, please describe how you plan on accomplishing this. Which platform do you plan on using (Zoom, Microsoft Teams, etc.)?	
If you plan on incorporating a virtual or hybrid element to this convention, will your platform provide transcription and translation services for hard-of-hearing and international attendees?	
Will your Intergroup handle pre-registration and payment or will you rely on F.W.S. to handle this element? If you are handling it yourself, what payment platforms will you allow? (Note: If you opt to have F.W.S. handle pre-registration, this will not impact your application viability. We simply ask for documentation purposes.)	
Do you have an intergroup member who will design flyers or create announcements or will you need F.W.S. to handle outreach? Or both in collaboration? F.W.S can provide a Canva or Adobe Express Premium Account at no charge.	<input type="checkbox"/> Intergroup <input type="checkbox"/> F.W.S. <input type="checkbox"/> Both in collaboration <input type="checkbox"/> Other: _____
Most IRCs include speakers, workshops, social activities, giveaways, F.W.S. fundraising events (e.g. silent auction), etc. How will your intergroup incorporate at least five of these (or similar) events during the IRC?	
1. 2. 3. 4. 5.	

**FOR OFFICE USE ONLY**

Date Intergroup support was confirmed: \_\_\_\_\_

**PROPOSED EVENT VENUE(S) - if applicable**

<p>List at least two potential locations and their capacity for hosting an in-person IRC. It is helpful to include options for single and multi-occupancy rooms, and ensure that there are individual sleeping spaces for each attendee. Please note <b>here</b> if choosing the specific venue greatly affects the per-attendee participation price. <b>Please attach separate documentation</b> outlining any benefits or concerns based on the below suggested event planning venue considerations.</p>
1.
2.
3.

**EVENT PLANNING VENUE CONSIDERATIONS:** Here are some helpful suggestions and questions you will want to have when researching locations for an on-site and in-person IRC.

Meeting Facilities Questions	Lodging Facilities Questions
Are there special discounts or contract considerations available for recognized charitable, nonprofit organizations?	What sleeping accommodations are available?
What parking options/availability is there at the venue?	What linens or toiletries are included?
Is the property compliant with the Americans with Disabilities Act or similar disabilities laws? If not, what areas have limited accessibility? (e.g. "There is a step up at the entrance.")	Are there options for group rooms with individual beds to save on cost (such as dorm-style rooms)?
What are the transportation options to the venue? (distance to airports, courtesy shuttle, trains, buses, rideshares, etc.)	Are there any cost savings on meeting space based on sleeping room revenue?
Does the facility include sufficient conference facilities, such as a large general meeting room, breakout session rooms, space for a hospitality suite, a bookstore, a serenity room, and a staff area?	Are any meals included in sleeping rooms? Breakfast only? Half-board (breakfast/lunch)? Full-board (breakfast/lunch/dinner)?
Is there heating/air conditioning in meeting spaces?	Is there heating/air conditioning in sleeping rooms?
Technology Questions	Catering Questions
Is there complimentary high-speed internet? What is the WiFi capacity? Are there wired internet connections available? These questions are relevant to both meeting space and sleeping rooms.	What dining spaces are available? Are there meals included? Are there pricing options without meals? Are there options for those with dietary restrictions? Are off-site caterers allowed?
Is the internet 100% stable for multiple sign-ins from the meeting space?	Is there a variety of restaurants within walking distance of the venue?
Are there projectors, screens, or alternate means of creating a hybrid workspace? Will the facility allow us to bring in our own equipment to save cost?	<b>Commuter Options</b>
	Are there meal-only options and rates for commuters? Any other fees?

#### 4. ADDITIONAL/SUPPORTING INFORMATION

Please include **draft versions** of the following with your application:

1. A budget that includes both revenue and expenses. ([Sample IRC Event Budget Template](#))

**Optional with Application / Required if selected:**

2. A timeline of activities ([see examples](#))
3. If you are selected you will need to complete the ([Trusted Servants Planning Team Template](#))

#### ADDITIONAL INFORMATION & NOTES

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

#### 5. EXPENSE REQUIREMENTS AND EXPECTATIONS

Funding the IRC is the sole financial responsibility of the selected Host Intergroup. All expenses, including deposits, reservations, giveaways, food, and related fees, must be covered directly by the Intergroup. Any monetary support requested from F.W.S. must first be approved by the Board of Trustees or other applicable committees. *The sole exception to this is if F.W.S. handles pre-registration using existing technology services; in this case, the cost of these services is paid by F.W.S., and the Host Intergroup should incorporate a 3% transaction fee per registration in their budget.*

The potential Host Intergroup may choose to sell items or conduct fundraising activities at its own discretion. It is also up to the Intergroup to decide what portion, if any, of the proceeds will be donated to F.W.S. This includes, but is not limited to, audio recordings, literature, and promotional materials.

If the Host Intergroup requires non-monetary support from F.W.S., such as website assistance or the use of Zoom accounts, these must be requested in writing at least **two months** prior to the start of the IRC.

#### 6. SUBMIT THE APPLICATION

The application deadline is October 15, the year before you plan to host, but the BABMPC may grant time extensions when no applications are received by the due date.

Please return the completed application and all supporting information at <https://slaafws.org/babmpc/> or to: *IRC Application, c/o Fellowship-Wide Services; 2411 NE Loop 410, Ste 122, San Antonio TX 78217, USA.*

The BABMPC will notify you promptly after the application has been received. If you do not receive confirmation within three days or have questions about the application, please contact the BABMPC Chair via <https://slaafws.org/babmpc/>.

Once the Host Intergroup of the International Recovery Convention has been chosen and accepted, all applicants will be notified in writing via email to the primary contact on the application.

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