



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

ICYPAA BID REQUIREMENTS

Revised February 12, 2017

The ICYPAA bid package consists of documentation showing that the committee has met the bid requirements. A finalized bid package must be provided to the Advisory Chairperson in PDF format no later than twenty-four (24) days prior to the start of the Conference. Physical copies of the bid package must be delivered by 4:00PM two days prior to the Bid Session. No changes are permitted between the PDF copy and the hard copy. The Advisory Council Co-Chairperson will inform the bid committees of the number of physical copies to provide.

Bidders are encouraged to submit their bid packages for feedback at any time during the bid year. The deadline for submitting a bid package for Advisory Council feedback is 60 days prior to the Bid Presentations. Council will respond with feedback no later than 51 days prior to the Bid Presentations.

Bidders should inform the Advisory Council Chairperson of their intent to bid as soon as possible. The name and contact information of their Bid Committee Chairperson should be provided to the Advisory Council Co-Chairperson at least thirty days prior to the conference.

Each Bid Committee will be allowed twenty minutes for their Bid Presentation. At least three bid committee members with one or more years of sobriety must be present at the time of the Bid Presentation. Bid Committees will make themselves available to answer questions from the Advisory Council at the Bid Tables.

ICYPAA Bid Packet Requirements

1. Create a roster of committee members.
2. Provide detailed financial records from all committee activities.
3. Detail the committee's efforts to engage in AA's legacies of recovery, unity and service.
4. Supply documentation that shows the committee has read, understands, and agrees to comply with the Host Committee Responsibilities.
5. Produce a copy of the committee's proposed host committee guidelines, operating procedures and/or structure.
6. Present a list of large-scale AA and non-AA activities scheduled to take place in your bidding region near the proposed conference dates.
7. Produce a concise summary of applicable federal, state, provincial and local tax/business laws.
8. Develop proposed conference theme and graphics for conference outreach material.
9. Create a tentative outline of the conference program for each proposed facility.
10. Present detailed proposed conference budgets that take into account variations in facility and AV costs.
11. Obtain commitments from two or more distinct facilities able to accommodate the entire conference, both in sleeping rooms and meeting space.
12. Obtain two quotes for audio-visual equipment and services for each proposed facility.

For detailed information about how to complete the bidding requirements and suggestions about what each bidding requirement should contain, please visit <http://www.icypaa.org/bid-center/icypaa-university>. For examples from past bid books, please contact biddev@icypaa.org.