



NCYPAA BID REQUIREMENTS

Adopted December 20, 2015

The NCYPAA 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 seven days prior to the start of the Bid Presentations. Physical copies of the bid package must be delivered by 4:00PM one days prior to the Bid Session. No changes are permitted between the PDF copy and the hard copy. The Advisory Council Secretary will inform the bid committees of the number of physical copies to provide.

Bidders are encouraged to submit their bid packages for feedback, in full or in part, at any time during the bid year. The deadline for receiving feedback is 14 days prior to the Bid Presentations. Council will respond with feedback no later than 7 days prior to the 7-day final PDF deadline (14 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 Secretary at least fourteen 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.

NCYPAA Bid Packet Requirements

1. Create a roster of committee members with sobriety dates (a minimum of three members and one with at least one year of sobriety) and service work resume.
2. Explain why the committee wants to host NCYPAA and how it will contribute to the 5th Tradition.
3. Provide detailed financial records from all committee activities.
4. Detail the committee's efforts to engage in AA's legacies of recovery, unity and service.
5. Supply documentation that shows the committee has read, understands, and agrees to comply with the Host Committee Responsibilities.
6. Produce a copy of the committee's proposed host committee bylaws.
7. Present a list of large-scale AA and non-AA activities scheduled to take place in your bidding region near the proposed conference dates.
8. Develop proposed conference theme and graphics for conference outreach material.
9. Create a tentative outline of the conference program.
10. Present a detailed proposed conference budget.
11. Obtain a commitment from at least one facility able to accommodate the entire conference, both in sleeping rooms and meeting space.
12. Submit flyers for any activities hosted as a bid committee including a sample pre-registration flyer
13. Propose at least three dates between March 1st and June 30th for the conference to be held. Rank the dates in order of most preferred to least preferred with a list of both pro's and con's.

For detailed information about how to complete the bidding requirements and suggestions about what each bidding requirement should contain, please contact advisorychair@ncypaa.org.