



A unique opportunity  
for A.A. members to  
share their experience,  
strength and hope.

**An invitation for you!**

**From the General Service Board of Alcoholics Anonymous**

**ALL A.A. MEMBERS ARE WELCOME  
FIRST-TIME ATTENDEES ENCOURAGED**

## THE HISTORY AND PURPOSE OF REGIONAL FORUMS AND LOCAL FORUMS

Regional Forums originated in 1975 at the suggestion of Dr. Jack Norris, then Chair of the General Service Board of Alcoholics Anonymous. They were to be weekend sharing and informational sessions designed to help the General Service Board, A.A. World Services, Inc., the Grapevine Corporate Board, the Grapevine Staff, and the General Service Office Staff stay in touch with A.A. members, trusted servants and newcomers to service throughout the A.A. service structure.

REGIONAL FORUMS Originally, at the invitation of a region, four Regional Forums were held each year. Since the U.S./Canada service structure is composed of eight regions, a Regional Forum was held in alternate years in each region on a rotating basis.

The location and agenda for Regional Forums are decided jointly by the Regional Trustee, Area Delegates and G.S.O. The responsibility for initiating contact with the hotel is assumed by a local A.A. Host Contact working with the Forums Coordinator and Regional Trustee. The Forums Coordinator at G.S.O. distributes registration forms to groups and service workers throughout the region and, working with the Host Contact and Regional Trustee, coordinates the details of the Forum.

There is no registration fee for Regional Forums. The General Service Board covers the expenses of meeting rooms. In many places, area committees, districts and groups cover or defray the transportation and lodging expenses of the trusted servants representing them at a Forum.

LOCAL FORUMS In October 2006, the concept of Local Forums was approved by the General Service Board. The purpose of Local Forums is to bring Forum information to A.A. members in remote, sparsely populated areas, urban neighborhoods or underserved A.A. communities. Any A.A. community or service entity may request a one-and-a-half or two day Local Forum. Unlike Regional Forums, the responsibility for Forum expenses such as meeting room rental and miscellaneous expenses are assumed by the Local Forum Committee. The General Service Board will send two participants, one from the Board and one from the General Service Office or Grapevine office and display literature at Board expense. Like Regional and Additional Forums, Board participation in Local Forums requires the approval of the trustees' Committee on International Conventions/Regional Forums. The Regional Forums Coordinator works closely with the Local Forum organizing committee to create an agenda that is responsive to local needs.

As all Forums are intended to be sharing sessions, no formal actions result. Sharing at Forums is captured in Forum Final Reports which are distributed to all attendees. Regional Forums Final Reports are available on G.S.O.'s A.A. Web site. Forums provide unique opportunities to share and exchange valuable experience, ask questions and spark new ideas. Regional Forums and Local Forums carry A.A.'s message of love and service by improving communication at all levels of our Fellowship.

Revised: 11.20.13

*The last time Area 83 hosted was in 2000  
at the Ambassador in Kingston. 408 Registered*

## REGIONAL FORUMS - HOST CONTACT DUTIES

The primary responsibility of the host city contact is to act as initial liaison between G.S.O. and the hotel at which the Forum will be held. In selecting a hotel or meeting facility, the host contact should keep in mind that the usual requirements are:

1. A Conference room, seating about 500 - 600 (or more) people theater style. (This varies depending on expected attendance.)
2. Five to Six breakout rooms, seating for 75—100 each theater style with a head table for workshops.
3. Meeting rooms free of charge, if possible (or at minimal charge).
4. A block of sleeping rooms 75-100 rooms for Friday night and Saturday night to be held for us until the hotel's designated cutoff date. (Or more if they can be released without penalty two to four weeks ahead of time.)
5. Meeting rooms:
  - For general sessions:

Friday	10:00 a.m.—10:00 p.m. <sup>1</sup>
Saturday	9:00 a.m.—10:00 p.m.
Sunday	9:00 a.m.—2:00 p.m.
  - Five to Six breakout rooms for workshops:

Saturday ONLY	7:00—8:15 p.m. and 8:45—9:45 p.m. <sup>2</sup>
---------------	---
6. There is no food functions associated with the Forum.
7. If the hotel dining room capacity is not enough to accommodate most Forum-goers, it is important that there be other restaurants and coffee shops located nearby.
8. Easy accessibility between the hotel and the airport is important.
9. The hotel should be compliant with the Americans with Disabilities Act.
10. No taping of Forums is permitted.

Additionally:

11. The host committee may make arrangements with the hotel for coffee. Please note that A.A.W.S. does not cover any coffee expenses for Forums.
12. No A.A. meetings are scheduled as part of the Forum. Host committee may make their own arrangements for A.A. meetings, but not during Forum sessions.

After the hotel is selected, A.A. World Services, Inc. will communicate with the hotel contact and make necessary arrangements for a Letter of Agreement Contract with the hotel, and will pick up the charges for:

- a. Sleeping Rooms for members of the boards and G.S.O. staff in attendance.
- b. Rental charges for Audio Visual equipment i.e., microphones, screens, etc.
- c. Simultaneous translation (French, Spanish and/or A.S.L.) as required.

<sup>1</sup> The displays are set up by 6:00 p.m. and then the room is closed off. The meeting is from 6:30 p.m. — 10:00 p.m. Friday, 9:00-10:00 p.m. Saturday and 9:00-2:00 p.m. Sunday.

<sup>2</sup> Workshop times may vary by half hour earlier to later.

## REGIONAL FORUMS—HOST COMMITTEE DUTIES

The host contact will need a committee of at least 10 members to help out with the following:

1. Registration: Please assign a Registration Chairperson. At least 2-4 people should be available on the desk, and relief teams as needed. My assistant will provide all necessary office supplies for the Registration Desk. Registration is scheduled for:
  - 2:00 through 10:00 p.m. on Friday (1 p.m. training session for chair)
  - 8:30 a.m. through 10:00 p.m. on Saturday
  - 8:30 through 10:00 a.m. on Sunday for late arrivals
2. Literature Displays: Four people are needed to help set up on Friday at 10:30 a.m. Also, three people to be available at 12:00 noon Sunday after the closing, to help pack last minute boxes going back to GSO.
3. Volunteers: Volunteers are needed to serve as:
  - A) Greeters to Welcome Forum attendees at hotel/facility near the registration desk from 2:00—7:00 p.m. on Friday on the first day of the Forum.
  - B) Greet attendees at the doors at the beginning of General Session
  - C) Distribute handouts throughout the weekend
4. Translations Equipment: Volunteers will be needed all weekend to check translation equipment in and out, with busy times an hour before the opening session on Friday and again on Sunday after the close of the Forum.
5. Workshops: Someone is needed to place and remove workshop signs on the workshop room doors at 6:30 p.m. and 8:15 p.m.
6. Ask-It-Basket: Please provide one large container marked "Ask-It-Basket." Pencils and paper will be provided by the Regional Forums assistant.
7. A.A. Meetings: A.A. meetings may be scheduled throughout the weekend at designated times, but hosts should make arrangements for a room directly with the hotel. A.A.W.S. does not contract or pay for A.A. meeting or hospitality rooms. A.A. Meetings can be scheduled to take place on Friday at 4:00 p.m. and Saturday and/or Sunday at 7:30 a.m. Please do not schedule during Forum sessions.
8. Coffee: The Host Committee makes coffee arrangements with the hotel or other facility where a Forum is to take place. A.A.W.S. does not pay for coffee.
9. Ice Cream: Usually the host committee chair works with the hotel to provide a self-support ice cream social on Friday and/or Saturday nights after the Forum activities end. This ice cream social is totally optional.
10. Hospitality Suite: Some host areas provide a hospitality suite. Please consult with G.S.O.'s Forums Coordinator for past experience.
11. Attraction Committee: You may wish to set up a committee to encourage attendance at the Forum within the English and Spanish-speaking groups. Some committees have delivered registration flyers to as many groups as possible in the host city, and worked with local A.A. entities (district/area/ intergroup/central offices) to inform local A.A. members about the upcoming Forum. It is best to direct the groups to go to [www.aa.org](http://www.aa.org) for further information.