Criteria For Hosting Area Committee Meetings (ACMs)

NOTE: This document can be read, copied or printed from our Area 78 website. Go to our website area78.org, select: Information, select Area Guidelines then click on Criteria for Hosting ACM. To print a copy, scroll to bottom and click on Public Download, click on Help/Guidelines, click on Criteria for Hosting ACM Guidelines.pdf then click the Printer Icon. From here you can print a copy or save to your computer in PDF format. May need to choose "Export to PDF" on browser/file option

Districts interested in the joy of hosting next year's January or May Area Committee Meeting (ACM) do a **presentation to 'win the vote' at the March Pre-Conference Assembly**. Both successful Districts must meet with the Area 78 Chair following the Bid Activity at the Assembly, to exchange contact information and discuss.

Please come prepared. You might wish to make a verbal presentation, or perform a skit, song, or anything else you think will persuade us to vote for your district as a host. Please keep the presentation to a **10-minute maximum** and include the listed criteria below.

The rotation of the Area Committee meetings is considered a way to promote Area 78 unity, participation and understanding of Area 78 business practice. ***We ask the host Districts to let their members know they are welcome to attend the ACM session, without registration cost***.

The voting members of the Area Committee are all Area 78 District Committee Members (DCMs), Area Committee Chairs & Area Table Officers. The host district will be required to chair the DCM's Friday night Meeting. ***The criteria to host the January or May Area Committee Meeting are as follows:***

1. **Contact:** Your Area 78 Chairperson for all scheduling and any questions - we expect there to be questions from the hosting District. It's further recommended that the hosting Districts work with the Chair before making any firm commitments with a meeting facility or hotel or caterer.

2. **Duration:** The ACM typically starts at 5:00 PM on the third Friday in January and May (excluding long weekends) and ends Saturday (the following day) at about 5:30 PM.

3. **Meeting Facility Requirement: a main meeting place with capacity for 60-100 members with tables & chairs – and wheelchair accessibility -** to accommodate the same numbers. If possible, community centres and church halls are preferred because the rates tend to be more reasonable but hotel/motel facilities can be used (please note wheelchair accessibility).
   o The main meeting space requires a head table to seat 5 Table Officers. Area Committees require 9 tables and chairs to display their committee information, and one registration table with two chairs, just inside the meeting room entrance. These tables, room permitting, should be in the main meeting space but can be located in the hallway or front entrance of the main hall. For Friday night and Saturday an additional meeting room is requested to seat 20 people, boardroom-style - if possible
   o The District is ***also responsible to supply a podium and 2 microphones -*** a mic at the podium and a floor microphone.
   o For Friday evening and Saturday, an additional meeting room is required that will seat 20 people boardroom-style (table and chairs) if possible.

4. **Budget:** Area 78 budgets approximately ***$700 for each*** Area Committee Meeting (January & May), to cover appropriate expenses for hall rental, equipment, coffee etc. There is no expectation for a district to incur expenses for hosting an ACM; we ask the bid committee ***not to exceed the budgeted amount***

5. **Hotel:** The District would need to **verify that at least 50 hotel/motel rooms would be available** for Area Committee Officers and District Committee Members. This involves phoning a hotel in the vicinity of the meeting hall, to ask if 50 rooms "would be available for future booking" during the ACM dates. **NOTE**: **The hosting District should not book rooms for the Area Committee Officers. This is the responsibility of the Area Chair**.

   Please have the financial information and amenities (i.e. continental breakfast) of the participating hotel/motel available with your presentation

6. **Volunteers** are needed for set up and take down of tables and chairs plus final cleanup after event. Registration table & refreshment area also need 2 volunteers each

7. **Coffee:** Host District would supply coffee/tea etc. for both days.

8. ***Meals:*** Host Districts are not required to supply lunch or dinner.
   - It's the host District's choice whether to supply lunch, supper or snacks for an Area Committee Meeting.
   - If the host District chooses to supply lunch, supper or both, the District may decide to collect a 7th Tradition, to offset costs incurred for the food, etc.
   - Any monies collected from a 7th Tradition can be used for the District to offset meal costs, or donated to Area 78. The decision is made by the host District
   - If no food is supplied during or after the Area Committee Meeting, please have a list of food outlets that will be available near the meeting hall.

9. **Speaker Meeting:** Optional. If the District plans such a meeting after the Area Committee Meeting (keeping in mind this is a service event), it is suggested that the host District ask an Area Table Officer, Area Committee Chair or a Past Area Delegate to be the Speaker.