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Feb. 17, 2024

Hello DCMs, GSRs, ASC and Past Trusted Servants

My name is Monica M., and I am an alcoholic. It is an honour and an incredible privilege to be serving as your Area 79 Chair on Panel 73.

Attached is the agenda package for our Pre-Conference Assembly in April. It's purpose is to prepare our Delegate, Rio D., for the General Service Conference in New York. We do this by reaching our Area's group conscience through input from the groups during our committee sessions. Thank you (in advance) to the DCMs for your efforts in ensuring this material is made available to all of the Groups in your Districts so the agenda items can be discussed at the Group level prior to our Assembly, enabling the GSRs to bring an informed Group Conscience to our Pre-Conference Assembly.

Anyone having any questions about this process, please contact our Delegate at [delegate@bcyukonaa.org](mailto:delegate@bcyukonaa.org).

GSRs you may receive your committee assignment now. This will give you the opportunity to review the background materials with your group and be prepared for your Pre-Conference Committee discussions. You do this by registering for the Pre-Conference. Register at

<https://us02web.zoom.us/meeting/register/tZwtduGhqzsoH9EBICrZROU41t7SWFR2OVN0>

After registering, you will receive a meeting link, which is your individual "ticket". Please do not share this with anyone else. If you do, the software will stop one of you from participating. If you are a GSR, you will also be informed of the Committee to which you have been assigned for the Pre-Conference.

The Committee assignments are a little different for this event as there are more Committees and some of our usual Committees do not meet. These changes are so we can mirror the General Service Conference Committees as closely as possible. DCMs please check the attached DCM Pre-Conference Committee Assignment 2023/2024 sheet.

As was decided at the Pre-Conference Assembly last April, the Assembly is being held in two parts:

**Tuesday – April 2, 2024** – Pre-Conference Breakout Committee meetings – online only

**Friday, Saturday and Sunday– April 5, 6 and 7, 2024** – continuation of the Assembly in a hybrid format

**In person** we will be in District 56 at The Courtyard by Marriott – 900 Brunswick Street, Prince George, BC V2L 2C3

**Online** – using the same registration link as for Tuesday

**First-Timers 'Orientation** – If this is your first Area event, or if you are simply interested, you are welcome to join members of the Area Service Committee (ASC) from 6:00 to 6:40 PM, prior to the committee meetings on Tuesday, April. 2, 2024. To join the orientation use the link you received when you registered. There will be an opportunity for you to ask questions.

There will be a District Committee Member Roll Call Sunday morning, ie, no verbal reports. Please have your written report to the Secretary by April 13, 2024, [secretary@bcyukonaa.org](mailto:secretary@bcyukonaa.org). The reports will be included in Grassroots Forum, the BC/Yukon Area 79 Newsletter, which will be available on our website. The password is "aagrassroots".

The Area 79 Literature and Information Resources Tool will have many of the documents which will be used during the Assembly. If you do not have the Literature and Information Resources Tool on your phone or tablet, click this link <https://area79literature.glideapp.io/>.

As was suggested in the feedback received after the Jan. Quarterly, we are including the feedback form in this agenda package. Please return your form to the Area Alternate Chair by April 13, 2024. This may be done, either at the in-person event or by email. Her email is [altchair@bcyukonaa.org](mailto:altchair@bcyukonaa.org).

For the online meetings, it is helpful if you have the most current version of the software on your device. You may ensure you do by going to this website, <https://zoom.us/download>

### **Where will our Area events be held in 2025? Will they be online only?**

So far, I have been informed of one bid for the January Quarterly.

Please consider submitting a bid. It is a great way to stimulate interest in A.A. service. Area 79 pays the costs; you need to be able and willing to host. I heard one DCM say, "It is way easier to host an Area event than organize a roundup!"

Bids to host the Area 79 Assemblies and Quarterlies in 2025 will be voted on Sunday morning at the Pre-Conference Assembly. The dates for 2025 are:

- Jan. 10 and 11, 2025 – January Quarterly
- April 11 - 13, 2025 – Pre-Conference Assembly
- June 6 - 8, 2025 – June Quarterly
- Sept 12 - 14, 2025 – Voting Assembly

The Hosting & Bidding Guidelines are included in this agenda package. Please contact me if you have any questions or would like some assistance with preparing your bid for a 2025 event. I would love to hear from you. I can be reached by calling or texting 250-380-8171 or by email at [chair@bcyukonaa.org](mailto:chair@bcyukonaa.org).

This agenda package is being sent to all the DCMs and known GSRs in the Area. It may also be downloaded from the Area 79 website under the events tab.



In gratitude, love and service,  
**Monica M.** (name not for publication)  
Chair, Panel 73 – BC/Yukon Area 79

Enc. Agenda, DCM committee assignments, Business Procedures, First-Timers 'information poster, Feedback Form, District 56 Accommodation and Restaurant information, Spark for Service poster, Hosting and Bidding Guidelines. Regional Forum flyer.



## BC/YUKON AREA 79 PRE-CONFERENCE ASSEMBLY AGENDA

Tuesday, April. 2, 2024 and Friday, April 5 to Sunday, April 7, 2024

To participate in the online committees and/or First Timers' Orientation, registration is required at the following link

<https://us02web.zoom.us/meeting/register/tZwtduGhqzsoH9EBICrZROU41t7SWFR2OVN0>

### Tuesday, April. 2, 2024 – ONLINE ONLY (register at link above)

**5:45 PM** Virtual room opens for First Timers' Orientation

**6:00 to 6:40 PM** **First Timers' Orientation** – What is the April Pre-Conference about? What to expect – for all first time attendees and anyone else. Facilitated by Caleb W., Area Secretary and Kristina P., Area Public Information Chair.

### **6:50 PM** **Pre-Conference Assembly Begins**

- Opening Remarks and Housekeeping: Monica M. – Chair
- Opening Remarks: Rio D. – Delegate

### **7:00 to 9:30 PM** **Pre-Conference Committee Meetings**

- DCMs and GSRs will be automatically moved to their assigned committee meeting by the Tech Team.
- All others may choose their committee by moving themselves to the appropriate breakout room.

### **9:30 to 9:35 PM** **Concluding Remarks**

Close with the Responsibility Statement:

***“I am responsible...  
When anyone, anywhere, reaches out for help,  
I want the hand of A.A. always to be there.  
And for that: I am responsible.”***

### Pre-Conference Assembly continues Friday, April 5, 2024 – Hybrid format

Online using the same registration as Tuesday, April 2, 2024  
and in person at the

Courtyard by Marriott – 900 Brunswick Street, Prince George, BC V2L 2C3

**5:00 PM** In-person Registration begins

**6:00 PM** Virtual room opens

### **6:30 to 7:00 PM**

- Comments and Housekeeping: Monica M. – Chair
- Opening Remarks: Rio D. – Delegate
- Opening Remarks: Michael R. – Cooperation with the Professional Community Desk, attending online from the General Service Office, New York

## Friday, April. 5, 2024 (continues)

**7:00 to 8:10 PM**      **Area Service Committee (ASC) and Pre-Conference Committee Report Backs**

**8:10 to 8:30 PM**      **Break**

**8:30 to 10:00 PM**

- Area Committee Meeting – Area Service Committee (ASC) and District Committee Members (DCM) Chair: Carol H., Area Alternate Chair – Fraser Room
- Sharing Session: General Service Representatives, Alternate GSRs, Alternate DCMs and Guests | Topic: The importance of rotation | Facilitator: Sha-nnon H., Area Remote Communities and Grassroots Chair - Ballroom

## Saturday, April. 6, 2024

**8:00 AM**              Rooms Open – virtual and in-person

**8:30 AM**              **Pre-Conference Assembly Continues**

- Moment of Silence followed by Declaration of Unity

***“This we owe to A.A.’s future:***

***To place our common welfare first; To keep our Fellowship united.  
For on A.A. unity depend our lives and the lives of those to come.”***

- Anonymity Statement
- Housekeeping Issues
- Reading of the 12 Traditions (Long Form) – Dave D., GSR, Saturday Morning Breakfast Group (Prince George) and Bobby R., GSR, Northern Pioneer Group (Mackenzie), District 56
- Concept VII Presentation – Amy M., DCM District 56
- Introduction of Guests and Past Delegates
- Introduction of new GSRs, DCMs and Alternates
- Reading of Business Procedures (attached) – Cheryl P., GSR, Way of Life Group, (Prince George) District 56
- Approval of the minutes of the September 2023 Voting Assembly held online only as printed in the September 2023 issue of Grassroots Forum and titled September 2023 with Addendum Budget 2024
- Chairperson’s Report
- Financial Statements
- Delegate’s Report

**9:50 to 10:10 AM**      **Break**

**10:10 to 11:40 AM**    **ASC and Pre-Conference Committee report backs (continued)**

**11:40 to 12:00 PM**    **Western Canada Regional Forum – May 10-12, 2024 – Vernon, BC**  
Update by Drew W., Alternate Delegate and Dave F., Welcome Committee Chair

**12:00 to 1:30 PM**      **Lunch Break**

**Saturday, April 6, 2024 (continues)**

**1:30 to 3:00 PM**

- ASC and Pre-Conference Committee report backs (continued)
- Ask it Basket

**3:00 to 3:20 PM Break**

**3:20 to 4:40 PM**

- ASC and Pre-Conference Committee report backs (continued)
- Ask it Basket

**4:40 to 5:00 PM First Nations, Metis and Inuit Story Project – Update**  
Facilitated by Drew W. and Dean G.

**5:00 to 7:00 PM Dinner Break**

**7:00 to 9:00 PM GSO Guest: Michael R.** currently serving on the Cooperation with the Professional Community Desk at the General Service Office (GSO)

**Sunday, April 7, 2024**

**8:00 AM** Rooms Open – virtual and in-person

**8:30 to 10:00 AM Bidding for 2025 Area 79 Quarterlies and Assemblies**  
(Guidelines updated in Jan 2024 are attached)

- ❖ September Voting Assembly – Sept 12-14, 2025
- ❖ Pre-Conference Assembly – April 11-13, 2025
- ❖ June Quarterly – June 6-8, 2025
- ❖ January Quarterly – Jan. 10 and 11, 2025

**Update on the 2025 International Convention** – Trish L., Chairperson of the Volunteer Welcome Committee

**10:00 to 10:20 AM Break**

**10:20 to 12:00 PM**

- District Committee Member Roll Call (no verbal reports given at this event, please have your written report to the Secretary by April 13, 2024)
- Old Business: None at the time of agenda distribution
- New Business – None at the time of agenda preparation
- First-Timer Sharing
- Closing Remarks by Guests
- Motion to Adjourn
- Close with the Responsibility Statement, followed by the Serenity Prayer

***“I am responsible...  
When anyone, anywhere, reaches out for help,  
I want the hand of A.A. always to be there.  
And for that: I am responsible.”***

## District Committee Member

### Pre-Conference Committee Assignment 2023/2024


**Committee**                      **Chair**                      **DCMs Assigned**

Agenda	Caleb W.	Districts	3	39	64	75	
Archives	Sandi P.	Districts	9	24	41	66	
Corrections	Gerry H.	Districts	1	32	42	59	
CPC	Dean G.	Districts	7	36	60	68	
Finance	Paul T.	Districts	8	28	34	50	
Grapevine	Carol H.	Districts	30	38	46	54	
International Conventions and Regional Forums	Joanne C.	Districts	4	52	71		
Literature	Drew W.	Districts	12	18	40	45	
Policy and Admissions	Sha-nnon H.	Districts	44	26	70	62	
Public Information	Kristina P.	Districts	10	14	51	56	
Report and Charter	Sheryl D.	Districts	19	43	61	37	
Treatment & Accessibilities	Eileen M.	Districts	6	15	73	47	



Area Service Committee  
PO Box 42114  
Vancouver, BC  
V5S 4R5

604-435-2181 

[info@bcyukonaa.org](mailto:info@bcyukonaa.org) 

<https://bcyukonaa.org> 

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## BUSINESS PROCEDURES & RECOMMENDATIONS

1. Floor discussion and presentation on any motion will be limited to two minutes. A two minute timer will appear on the screen.
2. No one will speak for a second time until everyone who wishes to speak has been heard.
3. The Minority voice will always have the opportunity to be heard after the vote has been counted.
4. A show of hands will be sufficient for declaring the outcome of motions, unless it is deemed too close, then a count will be made. Substantial unanimity is sought on all non-housekeeping issues.
5. FOR QUARTERLIES: DCMs or Alternates acting for the DCMs, and the Area Service Committee Members are eligible to vote or present a motion.
6. FOR ASSEMBLIES: DCMs or Alternates acting for the DCMs, GSRs or Alternates acting for the GSRs, and the Area Service Committee Members are eligible to vote or present a motion.
7. All motions or presentations will require a copy (written or electronic) for the Area Secretary to include in records of the meeting.
8. “A Housekeeping Issue” will be defined as any issue not affecting groups in Area 79 or AA as a whole. When there is a disagreement as to whether an issue is a “housekeeping” issue, the matter will be decided by a vote of the Area Committee members present. This vote will be by a show of hands and require a simple majority. This definition of a “housekeeping” issue and the above procedure for handling the designation of “housekeeping” issues shall be read at each Quarterly and Assembly after the Business Procedures are read.

### From A.A. Service Manual

**Area Practices and Procedures:** In the spirit of area autonomy, typical practices and procedures discussed here are in no way obligatory, and, in some instances, may be impractical. It is important for each area to agree for itself on how it will operate. Several areas have developed written procedures for all aspects of area operations. (Pg. 20, The A.A. Service Manual *2021-2023 Edition*)

**Article 6 of the Conference Charter: Area Assemblies, Purpose of:** Area assemblies convene every two years for the election of area committee members, from which are elected delegates to the General Service Conference of Alcoholics Anonymous. Such area assemblies are concerned only with the world service affairs of Alcoholics Anonymous. Footnote: Area assemblies still meet every two years in order to elect a delegate to the General Service Conference, but they typically meet far more frequently in order to conduct on-going area business. (Pg. 120, The A.A. Service Manual *2021-2023 Edition*)



# What is a Pre-Conference Assembly?

*JOIN US ONLINE!*

## First Timers' Orientation

*TUESDAY, APRIL 2ND, 2024  
6PM*



[Register Here](#)

**All Members Welcome**



*PLEASE JOIN US FOR THE  
ASSEMBLY ONLINE AND/OR IN  
PERSON IN PRINCE GEORGE, BC  
APRIL 5, 6, AND 7TH, 2024*





Area Service Committee  
PO Box 42114  
Vancouver, BC  
V5S 4R5  
604-435-2181 ☎  
info@bcyukonaa.org ✉  
<https://bcyukonaa.org> 🌐

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**2024 PRE-CONFERENCE FEEDBACK FORM**  
**April 2, 2024 - Online Only, Pre-Conference Committee Meetings**  
**April 5-7, 2024- Hybrid - Prince George, BC**

*Please take the time to give us your feedback on the various sessions held April 2nd and this weekend. It will help your Area Service Committee plan future Quarterlies and Assemblies.*

Please check your Service Position: DCM \_\_ Alt DCM \_\_ GSR \_\_ Alt GSR \_\_ Guest \_\_ ASC\_\_

**1. Pre-Conference Agenda/ Information Package/ Literature Tool/ Conference Checklist**

Suggestions: \_\_\_\_\_  
\_\_\_\_\_

**2. Pre-Conference Open House-Hosted by Delegate (March 6,13, 20 and 27)**

Suggestions: \_\_\_\_\_  
\_\_\_\_\_

**Tuesday APRIL 2**

**3. Pre-Conference First Timers Orientation Session**

Suggestions: \_\_\_\_\_  
\_\_\_\_\_

**4. Committee Meetings Held Online Prior to the Assembly: (Agenda, Co-Operation with the Professional Community, Corrections, Finance, Grapevine, Literature, Policy/Admissions, Public Information, Report & Charter, Treatment/Accessibilities, Archives, International Conventions/Regional Forums**

**Please circle the Committee You attended.**

Suggestions \_\_\_\_\_  
\_\_\_\_\_

**FRIDAY EVENING**

**5. Area Committee Meeting (DCMs & ASC) OR Sharing Session: GSRs, Alt. GSRs, Alt DCMs and GUESTS:**

**Please circle the committee you attended.**

Suggestions: \_\_\_\_\_  
\_\_\_\_\_

**OVER**

**SATURDAY**

**6. Area Service Committee (ASC) and Pre-Conference Committee Report Backs**

Suggestions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Western Canada Regional Forum – May 10-12, 2024 – Vernon, BC**

Suggestions: \_\_\_\_\_  
\_\_\_\_\_

**8. First Nations, Metis and Inuit Story Project – Update**

Suggestions: \_\_\_\_\_  
\_\_\_\_\_

**9. Guest Speaker:**

Suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUNDAY MORNING**

**10. Bidding For the 2025 Area 79 Quarterlies and Assemblies**

Suggestions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. Update on the 2025 International Convention**

Suggestions: \_\_\_\_\_  
\_\_\_\_\_

**12. Ask-it-Basket and First Timer Sharing**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

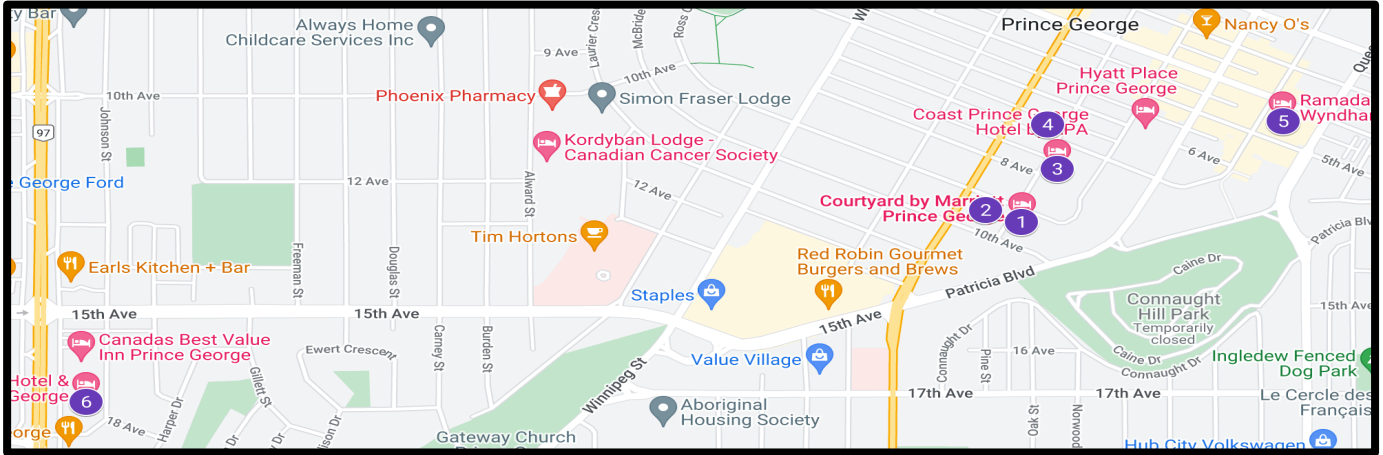
**13. Other Suggestions**

If you have any other suggestions for improving Area 79 Events, please list them here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Thanks for your participation***

# Accommodations



Hotel	Distance to Meeting	Price Offer
1. Courtyard by Marriott 900 Brunswick Street <a href="mailto:zoe.erickson@marriott.com">zoe.erickson@marriott.com</a> 250.596.8212	Assembly Venue Location <b>Area Service Committee                      Staying Here</b>	\$139 before taxes
2. Econo-Lodge City Centre 910 Victoria Street 250-563-1267	200M	\$89 before taxes Quoted by Phone <b>Call to confirm (2 Beds)</b>
3. Coast Prince George Hotel 770 Brunswick Street <a href="mailto:cininfo@coasthotels.com">cininfo@coasthotels.com</a> 250-563-0121 or 1-800-716-6199	240M	\$130/night Coast Comfort Room <b>group code: CIN-GFC16953</b>
4. Travelodge By Wyndham 1458-7 <sup>th</sup> Avenue <a href="mailto:gm@travelodgeprincegeorge.com">gm@travelodgeprincegeorge.com</a> 250-552-2327	260M	Single Queen - \$99 before taxes 2 Doubles - \$104 before taxes 2 Queens - \$109 before taxes <b>Code: BC Yukon Area 79</b>
5. Ramada Plaza Wyndham 444 George Street (250) 563-0055	750M <a href="#">Direct Link to Ramada</a>	Premier King Room - \$115 Premier 2 Queen- \$118 <b>Code: BC Yukon Area 79</b>
6. Sandman Hotels and Suites 1650 Central Street E. 250-563-8131	2 KMS	1 Single - \$243 Tax included 2 Double - \$265 Tax included <b>Call to confirm</b>

**Courtyard by Marriott:** Location of the Pre-Conference Assembly. **ASC staying here.** Underground parking 1 vehicle/room. Continental breakfast/Full breakfast/Grab and Go breakfast

**Econo-Lodge City Centre:** Aubree's Breakfast Place restaurant at this location.

**Coast Prince George:** Full-service hotel offering 2 restaurants, one being Shogun Japanese steakhouse.

**Ramada Plaza:** Complimentary Keurig coffee maker with coffee and tea. Limited parking.

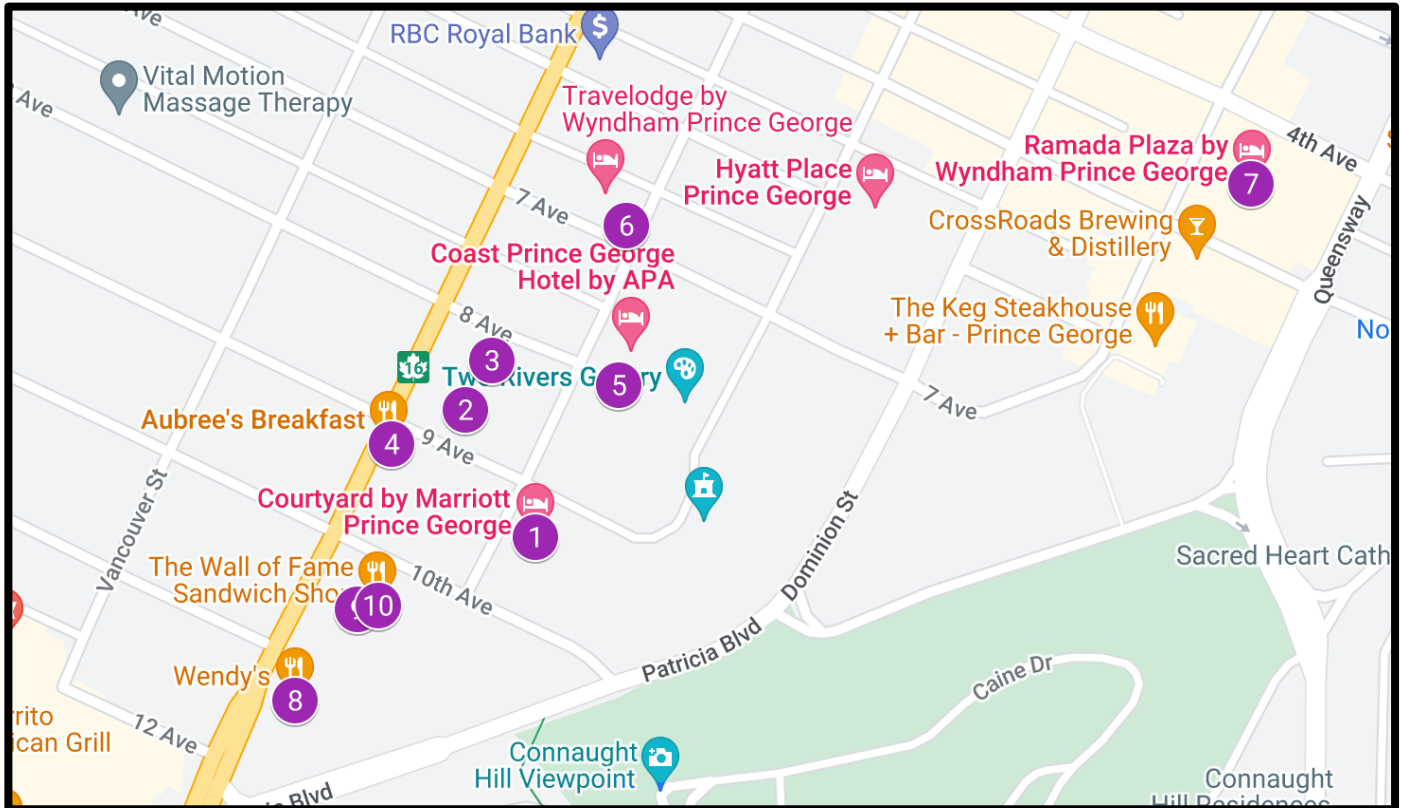
**Travelodge By Wyndham:** Central Location - Zen Noodle House Sizzler Restaurant attached.

**Sandman Hotels & Suites:** Denny's Restaurant on at this location

**Billet Contact:** Dave D. 250-718-1598

**Transportation Contact:** Dennis R. 250-640-0132 (rides to & from PG Airport available)

# Restaurants



- |  |                     |
|--|---------------------|
| 1. <b>The Bistro @ Courtyard by Marriott:</b>              | <b>inside Venue</b> |
| 2. <b>Tim Hortons:</b> 880 Victoria St                     | 1 min walk          |
| 3. <b>White Spot:</b> 820 Victoria St                      | 2 min walk          |
| 4. <b>Aubree's Breakfast:</b> 910 Victoria St              | 3 min walk          |
| 5. <b>Shogun Japanese Steakhouse:</b> 770 Brunswick St     | 2 min walk          |
| 6. <b>Zen Noodle House &amp; Sizzler:</b> 693 Brunswick St | 3 min walk          |
| 7. <b>Starbucks:</b> 444 George Street                     | 11 min walk         |
| 8. <b>Wendy's:</b> 1144 Victoria Street                    | 4 min walk          |
| 9. <b>Subway:</b> 1010 Victoria Street                     | 2 min walk          |
| 10. <b>Wall of Fame Sandwich Shop:</b> 1485 10th Ave       | 2 min walk          |

# Light a Spark for Service!

## HOST DISTRICTS NEEDED

### For 2025!

**Do you want to spark  
Unity and Service in your  
District?**

**Host an Area Event for 2025!**

- **Foster Participation and New Leadership in your District**
- **Collaborate with Neighbouring Districts and share the experience**
- **Receive Full Support from your Area Service Committee**

**Email [chair@bcyukonaa.org](mailto:chair@bcyukonaa.org)  
for all the Details!**





## **Bidding & Hosting Guidelines — Quarterlies and Assemblies**

Thank you for your interest in bidding to host a BC/Yukon Area 79 assembly or quarterly. Any questions, please contact the Area Chair at [chair@bcyukonaa.org](mailto:chair@bcyukonaa.org).

Intentions to bid for the 2025 events should be submitted to the Area Chair by **Feb. 11, 2024**.

**PLEASE NOTE:** If no bids are presented for any Area 79 event, the event may default to being held virtually only!

### A. Bidding Procedures

When bidding to host either a quarterly or an assembly, information in the presentation must include:

1. The name of the proposed facility where the event will be held, its size, location, accessibility and general layout, including the second meeting room to be used for the Friday night Area Committee meeting.
2. The accurate cost of the meeting facilities, including table/chair rental and the use of any audio-visual equipment in the facility.
3. The room rates of the hotels/motels in the surrounding area. ASC room requirements should be confirmed directly with the Alternate Chair. \*\*\*
4. Whether billets and, where applicable, some transportation (such as pickup at airport or ferry terminal) will be offered.
5. Travel feasibility (road conditions at certain times of the year, ferry schedules, etc.).

Area 79 has a history of “creative” bid formats (including song and dance, skits, etc.), which is a delightful custom, but please note that all bids must include the above information in order for the fellowship to make informed choices.

### B. Presentation Guidelines & Suggestions

1. Please NOTE: The length of a bid presentation should not exceed 5 minutes.
2. Please inform the Area Chair at least 30 days prior to the assembly if you plan to use any audio-visual equipment for the presentation.
3. If you are choosing to have a digital presentation, it would be appreciated if you could submit it a minimum of two weeks prior to the event. (It must be received no later than the Friday evening.)
4. All digital presentations will be displayed by the Technical Team lead through online means.
5. Bring a copy of your digital presentation on a flash drive in case of equipment failure.
6. We also recommend bringing a hard copy or notes of your bid in case of equipment failure.

### C. Submission of Intention to Bid

1. Intentions to bid should be submitted to the Area Chair by **Feb 11, 2024** for inclusion with the Pre-Conference Assembly agenda package, to give groups time to consider upcoming bids.
2. Intentions to bid can also be accepted from the floor, provided the required information is available and the Area Chair is notified ahead of time.
3. For more information to assist on planning a bid, please refer to the Shared Experience at [bcyukonaa.org](http://bcyukonaa.org) under the chair tab.

### D. Financial Responsibilities

1. Area 79 will pay the cost of the meeting place (table/chair and audio/visual rentals if required). Costs have varied in past years, depending on the venue and the community. Preference is given to venues with the most reasonable rates; often these are church halls, schools and community centres.
2. The Area Venue Coordinator (an ASC member or past ASC member appointed by the Chair) can assist the district in the preparation of site/venue details. Please note that all contracts and deposits must be completed and signed by the Area Chair. The site inspection must be completed by a member of the ASC prior to the signing of the contract. All visits and/or communication with the venue, once the contract is signed, should be done through the Area Chair or appointed Area Venue Coordinator.
3. A Seventh Tradition basket will be passed at the event and arranged by the Area Treasurer to help offset costs of the quarterly or assembly.

### E. Physical Requirements

1. A meeting place with:
  - Capacity for: 300-325 members (quarterlies)
  - 350-400 members (assemblies)With tables and chairs to accommodate the same numbers and available for the required times.\*\*
  - a) A second meeting space for the Friday Area Committee meeting (DCMs/ASC) with a seating capacity of 60.
  - b) Designated Smoking Area: must meet venue requirements, be away from main entrance, monitored and cleaned up by the Host District Committee.

2. A total of: 27 - 6-8' foot tables for Area displays
  - 16 of which are set up around the perimeter of the room for the committee displays
  - 5 to be set up on the stage or risers
  - 2 beside the stage (on risers if possible) for the Registrar and Secretary
  - 4 for Registration.
3. Seating at the head table for 12 ASC members, either on a stage, on risers, or a combination of the two.
4. Audiovisual equipment (sound and projection equipment) that may be available for area use within the facility.
5. A podium for the floor mic. Please note that Area will usually use its own audio equipment and microphones to accommodate the online participants and the hearing-assist equipment. ASC members will set this up.
6. Volunteers to set up the tables and chairs with the direction of the Alt. Chair prior to the event, take down tables and chairs and clean up the venue at the end of the event. The ASC will be responsible for the setup and teardown of the sound and projection equipment, the displays on the tables around the room, and the wall displays.
7. Volunteers to staff the registration table. The Area Alt. Chair will be responsible for providing all materials related to registration (name tags, sign-in sheets, procedures, supplies).
8. Facilities for shredding confidential papers, either on-site or off-site, and a place to collect those papers.
9. A 10' step ladder.
10. Large projector screen preferred in main hall and will be provided by the Area if not available in the venue.
11. Wi-Fi (passwords if necessary). Hybrid format requires significant wifi bandwidth and this should be confirmed with the venue and Area Chair.
12. Wheelchair accessibility – REQUIRED for all areas used by the event. (Tiered venues require wheelchair access to every tier.) Disabled parking availability within close proximity to the venue entrance.
13. Restrooms (number available, including single-stall gender-neutral washroom and wheelchair accessibility).

#### Additional Considerations

- Please advise the Area Chair of any specific venue requirements, e.g. soft footwear due to flooring conditions, paid parking available/cost, restrictions on bringing in snacks, etc.
- Please inform the Area Chair if a Corrections Services Canada inspection of the venue will be necessary in order that an inside member may attend the Quarterly or Assembly.
- Host districts are welcome to present, at their own cost, an AA recovery meeting prior to or following the Area 79 business day.

#### F. Meals

Adequate time will be given for lunch and supper breaks. It is not a requirement for the host district to provide a meal or snacks. If the host district or the facility being used chooses to provide a meal or host a concession, Area 79 will assume no responsibility for financial losses. All expenses and revenue regarding food must be kept separate from the rest of the quarterly or assembly finances.

#### G. The Agenda

1. The host DCM (or another member of the district) is traditionally asked to do a presentation on one of the 12 Concepts.
2. Members from the host district are traditionally asked to read the “long form” of the 12 Traditions and the Business Procedures. At a Voting Assembly someone is also asked to read the Area Voting Procedures.

#### H. Hosting Procedures

1. District Committee Members from districts that have placed successful bids to hold a quarterly or assembly will be contacted by the Area Chair within one week after the Pre-Conference Assembly for final confirmations.
2. Host districts will be visited by the Area Venue Coordinator (ASC Member or past ASC member) to tour the facility with a Host District Venue Checklist to assist with planning. This Venue Checklist is a valuable tool and is available on the website to help the host district.
3. In order to have the information available to the fellowship in a timely manner, upcoming host districts are to supply:
  - Maps: venue floor plan, locations of restaurants, coffee shops and hotels.
  - Accommodations, including prices and restaurant information.
  - Billeting and other contact numbers (if applicable).
  - Transportation contact for pickup from locations such as the airport, ferry or accommodation. (If available)
4. Host districts, particularly in smaller communities, need to inform nearby hotels/motels, restaurants and coffee shops of the weekend schedule in order that they can be prepared for an onslaught of people at mealtimes.

\*\* The following access times are suggested to ensure adequate time for setup and cleanup:

Friday – 3pm-11pm (earlier access is better, i.e. 9am is appreciated to allow for the ASC meeting)  
 Saturday – 7am-11pm (6am for 7am recovery meeting if provided at cost to host district)  
 Sunday – 7am- 2pm (Note: Sunday is not required for January Quarterlies)

\*\*\* In accordance with our Traditions, it is acceptable to negotiate free meeting space in hotels/motels based on guaranteeing the booking of an agreed number of rooms for members. Room rates should also be negotiated for the best price. This is assuming that the facility normally offers these packages to other nonprofit organizations.

\*\*\*\* Room blocks at the hotel where the ASC intend to stay need to include rooms (12-15 rooms) for the ASC on the Thursday before the event.

# WESTERN CANADA REGIONAL FORUM

May 10-12, 2024

Prestige Vernon Lodge, Vernon, BC

**You are invited to the Western Canada Regional Forum!**

## **PURPOSE OF REGIONAL FORUMS**

- Regional Forums are hosted by the A.A. General Service Board and “open” to all A.A. members or to anyone interested in A.A.
- Regional Forums are designed to enhance trust and communication between A.A. members, the General Service Board, staff and Directors from the General Service Office and AA Grapevine.

## **PROGRAM**

- Your Western Canada Regional Trustee will moderate the event. You will also hear from General Service Office Staff Members, the General Manager, General Service Board Trustees, AA Grapevine Inc. Publisher and Staff, A.A. World Services, Inc. Director, your region’s Delegates, and past trustees.
- There will be presentations, workshops, panels, and more. There will also be sharing sessions to allow for comments and questions. A sample program is posted on [aa.org](http://aa.org) under the Regional Forums tab.
- The event will take place from Friday from 6:30 p.m. through Sunday 12 p.m.

## **REGISTRATION**

- Registration is FREE and will open online at [www.aa.org](http://www.aa.org) on **March 11, 2024**.
- All registration information is confidential and will not be used for anything except communicating about the event and sending the digital Final Report.
- Pre-registration is encouraged, and on-site registration will be available.

## **HOTEL INFORMATION**

Prestige Vernon Lodge

3914 32 St, Vernon, BC V1T 5P1, Canada

- ROOMS ARE FIRST COME FIRST SERVE.
- **April 9, 2024** is the room reservation deadline.
- For hotel reservations you must call Prestige Vernon Lodge (250) 545-3385.
- Rate: Double Occupancy, \$143.95 per night US or Canadian
  - Reference the event to receive the group rate.

***We look forward to seeing you in Vernon!***