

Hotel Name _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Contact _____ Phone Number _____

Email Address _____

Hotel agrees that they can meet RFP criteria? Yes No

Timeline for the 2022 “Road Trip! You and Your Board Connect” Event

September 17, 2021

This is the deadline for receipt of potential site request from Areas.

October 2021

The Board will choose the site of the 2022 “Road Trip! You and Your Board Connect” Event along with two runners up.

January 2022

Applicant Areas will be notified of the definitive choice. Communication will start between the Area and WSO Staff and Volunteers. The WSO will negotiate with the hotel.

May 2022

The WSO will provide a registration form to the Area for local distribution. The WSO will also publish event details in AFG Connects communities and *In the Loop*.

October 2022

Members from the chosen Area will meet and interact with the members of the AI-Anon Board and Executive Committee at a local “Road Trip! You and Your Board Connect” Event.

“Road Trip! You and Your Board Connect” Event Request Form

For a digital version of this document, please visit [AFG Connects> WSC Members> 2021 Conference> 2021 Conference Presentations, etc.](#)
Please fill in all information.

The form must be received at the World Service Office (WSO)
by September 17, 2021.

Today's Date _____

Suggested Area for Road Trip! You and Your Board Connect _____

Suggested City for Road Trip! You and Your Board Connect _____
(must be served by a primary airport that is a large or medium hub.)

World Service Office

1600 Corporate Landing Parkway

Virginia Beach, VA 23454-5617 • USA

chris@al-anon.org

Attn: Road Trip! Event • 757-563-1656 (fax)

Expected Area Attendance _____

Suggested Alternate City (Optional) See Addendum A _____

Hotel for “Road Trip! You and Your Board Connect” Event

The “Road Trip! You and Your Board Connect” Event is held at the conclusion of Board Week. When deciding which hotel in your Area may be able to accommodate the “Road Trip!” Event, please keep in mind the meeting space specifications for Board Week and “Road Trip!” These requirements need to be met by the hotel in order for you to host the event in your Area. To make the process easier, please provide the enclosed Request for Proposal (RFP) directly to the hotel when you first approach their staff. If the hotel can meet the specifications laid forth in the RFP, it is required to provide the WSO with a Proposal of Services by the deadline date noted in the RFP in order for the Area submission to be considered.

Please note: the “Road Trip! You and Your Board Connect” meeting space must be large enough to comfortably seat the expected total number of attendees from your Area, in addition to 19-20 Board members and three Executive Committee At-Large members. You will need to provide the hotel with an estimate of how many local members beyond the minimum 100 might attend.

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Email Address _____

Hotel agrees that they can meet RFP criteria? Yes No

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Email Address _____

Hotel agrees that they can meet RFP criteria? Yes No

We, the Area, understand that the content of this event will be the responsibility of the Board of Trustees. We agree to publicize the event locally; national support will be provided by the WSO. The nominal registration fee is established by the WSO. All monies from participants, including those resulting from the registration form, donations to the WSO, and payment of meals will be collected by the WSO. The WSO has financial responsibility for the payment of the hotel and meals, along with the cost of any handouts. The Area has financial responsibility for local publicity.

Area Signatures

The form must be signed by the Area Delegate and Area Chairperson. Unsigned or incomplete forms will be returned unprocessed.

Area Delegate (please print) _____ Signature _____

Area Chairperson (please print) _____ Signature _____

Area Contact for the event _____

Name (please print) _____

Phone Number _____ Email Address _____

Addendum A – For Alternate City (optional)

Alternate City _____

Suggested Hotels for Alternate City

Hotel Name _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Contact _____ Phone Number _____

Email Address _____

Hotel agrees that they can meet RFP criteria? Yes No

Hotel Name _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Contact _____ Phone Number _____

Email Address _____

Hotel agrees that they can meet RFP criteria? Yes No