

SOAR 8

Southeastern Overeaters Anonymous Region 8



Alabama
Arkansas
Florida
Georgia
Louisiana
Mississippi
North Carolina
South Carolina
Tennessee
Puerto Rico
South America
Central America
Caribbean Islands

Recovery Convention and Business Assembly GUIDELINES FOR HOTELS

Revised July, 2014

Suggested Guidelines for Hotels wishing to Host a SOAR 8 Recovery Convention and Business Assembly

What is a SOAR 8 Assembly?

A SOAR 8 Assembly contains both a 2 day business meeting and a simultaneous recovery convention which holds workshops. The 2 run simultaneously in different rooms except for the following times when the business and recovery groups meet together:

- a. Friday night 830-10pm for welcome, skit, and Presentation and Discussion
- b. Saturday lunch
- c. Saturday night dinner banquet
- d. Sunday Road Show Workshop and closing ceremonies

I. Meeting Rooms/Space Needs

Business Assembly: Hotel must accommodate all business meetings and recovery workshops in the same building where the guest rooms are located unless an exception has been approved by vote of the Business Assembly at which the Hosting Intergroup won the bid. Because the site is chosen months before the contract with the hotel is signed, please do not ask for a change if an exception was not already approved when the bid was selected.

Rooms must include:

A room to seat 75 people, classroom-style for the Business Assembly (Friday 3pm-11pm and Saturday all day-8am-545pm) plus 25 seats for visitors in the back of the room. See below for additional specifications and diagram. Free internet access (preferably wireless) is required for all business Assembly meeting rooms.

A small room holding 20-25 people on Friday from 8-4pm is required for the Board Meeting and Board/Committee Chairs Meeting. **Free Internet access (preferably wireless) is required.**

A small room for **25 persons** is required Saturday morning from 730-830 to accommodate the orientation meeting for new representatives.

A luncheon room that will accommodate 60-80 persons for Saturday 12:15-2pm

A Banquet room for Saturday night (7pm-11pm) that will accommodate 80-100 persons with room for an entertainment /dancing floor area. We may use a DJ so if so will need a riser and two 6 foot tables.

Separate rooms or segregated space in the hotel restaurant on Sunday morning for (1) a meeting for approx 20 persons at 7 or 7:30am (Board and Committee Chairs) and (2) a meeting for approx 20 people at 8:30am for the Intergroup Chairs Meeting. **The restaurant must be open at 7 am (6:30 am is preferred) Saturday and 7am Sunday. A breakfast buffet option available at that time is preferable.**

Provide three tables in the back of the assembly room or outside the assembly room for the SOAR 8 Public Information/Professional Outreach, Ways and Means, and Electronic Documents Committees.

Recovery Convention:

Depending on the Hosting Intergroup's preference there will need to be either one or 2 workshop rooms holding 40-60 people each from Friday approximately 3-11pm; and Saturday 630am-11pm.

On Sunday all the workshops, the Road Show and the Closing Ceremony can take place in one large room, such as, for example, the Assembly room which is only needed Friday and Saturday for the Business Assembly. Room needed from 630am-noon

A room or rooms that can be used for a hospitality suite **that allows use of coffee pots and hot water, refrigerator and microwave. This room will be needed from approximately noon on Friday to noon on Sunday. It is preferable if it can be locked during lunch, dinner, and certain other times as determined by the Hospitality Committee.**

A room for a clothing boutique (**can be part of hospitality is the room is large enough**).

Separate areas/tables for registration (one for business attendees and a separate one for recovery attendees) are also required and must be located such that registrants will not disturb workshops or Assembly in session.

A podium for the speaker in each workshop room (1 or 2 rooms depending on hosting intergroup)

Meeting Space Charges: There should be no charge for meeting room space once hotel room block is met. Hotel must specify on a percentage or sliding scale what the charge for meeting space will be if the room block is not met

Soar 8 Business Assembly Meeting Room Guidelines:

SOAR 8 Business Assembly Meeting Room should be arranged classroom style, with a center aisle and two side aisles. It should be reserved from 3:15 p.m. to 11:00 p.m. on Friday, and 8:00 a.m. to 5:45 p.m. on Saturday.

The room should provide:

1. Table seating for 75 persons, allowing ample room between rows.
2. Seats for 25 visitors in back of room
3. A table at back of room with ice water and glasses.
4. A skirted table at back of room for PIPO Committee displays
5. A skirted table at back of room for Ways & Means Committee Sales
6. A skirted table at back of room for materials and displays from other committees
7. A skirted table at back of room for distribution of reports.
8. (If necessary committees can share tables-2 table minimum)
9. Water and glasses (no candy) on table in back of room; water and glasses on dais (no candy) for Board.
10. Pens and paper or small notebooks at each seat.

Dais Requirements:

1. A raised dais against a wall facing the SOAR 8 Business Assembly, with steps at both ends. Ice water and glasses on table.

2. A skirted table on dais with five chairs, a center podium with mike, and a stool in the center of the dais for the Chair. The table should be of sufficient dimensions to allow computers at each Board member's station. A wastebasket should be placed near SOAR 8 Secretary's position
3. Power strips under the skirted table sufficient for each board member to connect his/her laptop. Situate the strips along the front of the table, so as to allow easy access via the front. Allow an extra outlet for Secretary's printer.

II. Hotel Accommodations.

Free shuttle to and from airport to hotel is preferred. Airport information, including accessibility to hotel and rates for taxi/limo/shuttle service must be provided

Rooms should be the same price for 1-4 occupants if possible.

Free internet access in all sleeping rooms.

Indicate whether rooms will have refrigerator/microwave/coffee maker as room amenity or available for charge.

The hotel guest room minimum should be 3-5 rooms Thursday, 30 rooms Friday and 30 rooms Saturday. However, we need to have a hotel that has at least 50 rooms.

III. Meals Guidelines and Pricing

Keep prices as low as possible: \$25-32 (all inclusive- of all taxes and service charge) for the Banquet and \$18-28 range for the Luncheon (all inclusive). Provide breakdown among meal cost, tax, service charge per person. Meal prices must be fixed when contract is signed. Please provide samples of Catering Contracts or BEO's.

	<p>Meal guidelines:</p> <ul style="list-style-type: none"> • Have caterer minimize added fat in cooking • Serve dressings and sauces on the side-NO SUGAR in dressings • No breaded protein, no protein with glazes, sauces, gravies-all on the side • Indicate what if any foods will have white flour • Fresh fruit or fruit cup with no sugar added, at each meal. • Have rice or potato at lunch and dinner instead of pasta • At least 6 oz. serving of protein at each meal • Vegetables and salad at lunch and dinner • Cooked veggies with no glazes, sugars or sauce. • No sugar drinks, salad dressings, glazes, sauces,

IV. Audio/Visual (Hosting Intergroup in combination with Region 8 may decide to furnish all or some of its own audio visual equipment):

Four Microphones are needed:

1. One at SOAR 8 Board Table podium.
2. One at a podium in front of the dais on the floor, facing the SOAR 8 Business Assembly
3. One, on a stand, toward the front in the right side aisle

4. One, on a stand, toward the front, in the left side aisle.

Note: Microphones are also needed for the Banquet speaker and for the luncheon speaker

Other Requirements

1. As a minimum extension cord with power strips should be provided for the board table and the first row of tables. Situate the strips along the front of the table, so as to allow easy access via the front. Allow an extra outlet for Secretary's printer.
2. A large screen for the presentation system set to one of the two sides of the board table or in the corner.
3. A small table set by the first row of tables by the screen for the presentation projector.
4. Provide pricing information and provide a technician at 6:45 p.m. Friday and at 8:15 a.m. Saturday to assist with technical problems that may occur.

In summary, to equip the conference with all necessary AV equipment we will need the following which we will either provide ourselves or ask that the hotel provide, depending on pricing:

Main Assembly Room:

- 1 large (72" wide minimum) movie screen
- 4 microphones
- 3 microphone floor stands
- 1 podium with microphone boom
- 1 microphone mixer with at least 4 inputs, one main L/R output, and one aux stereo output
- 4 50' microphone cables
- 1 hookup cable with std 1/4" phone jack on both ends to feed PA
- 1 100' hookup cable with std 1/4" phone jack on both ends to feed the remote attendance equipment
- if not hooking into hotel PA system --
 - 1 PA system with speakers sufficient to feed the room

Meeting Room:

- 1 or 2 microphones
- 1 podium with microphone boom or microphone floor stand
- 1 microphone mixer with appropriate microphone and PA hookup cables
- if using 2 mikes --
 - 1 tabletop microphone stand for meeting leader
- if not hooking into hotel PA system --
 - 1 PA system with speakers sufficient to feed the room

Banquet/Luncheon Room:

- 1 microphone
- 1 podium with microphone boom or microphone floor stand
- 1 microphone mixer with appropriate microphone and PA hookup cables
- if not hooking into hotel PA system --
 - 1 PA system with speakers sufficient to feed the room

Please contact Hotel Liaison for questions on technical requirements including audio visual; provide information on pricing.

There should be no charge or service fee or tax if Region 8 and/or the Hosting Intergroup uses its own audio-visual equipment.

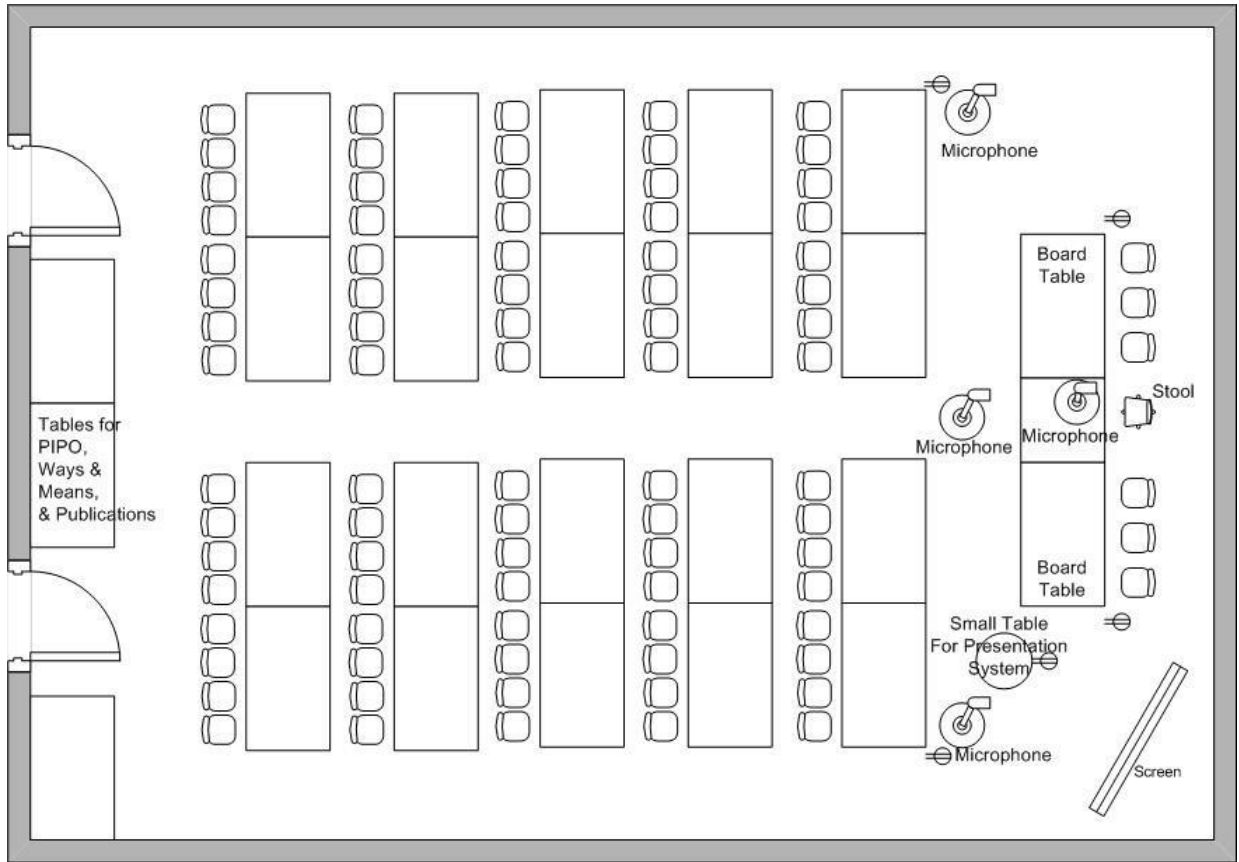


Figure 1: Suggested Business Assembly Room Layout

Sample SOAR 8 Business Assembly Schedule-subject to change

Friday:

Conference Room	(for 20 people)
8:00 am to 11:45 am	SOAR 8 Board Meeting, Board Members Only and invited guests
11:45 am to 1:30 pm	Lunch
1:30 pm to 3:00 pm	Continuation of SOAR 8 Board Meeting
3:00 pm to 4:00 pm	Committee Chairmen Join Board
4:00 pm	Meeting Adjourns
Assembly Room	(For 75 people, Classroom style)
7:00 pm to 7:30 pm	Assembly Convenes
7:30 pm to 8:15 pm	Forum
8:15 pm to 8:30 pm	Break
8:30 pm to 8:45 pm	Welcome and skit by the Hosting Intergroup. Joint session of SOAR 8 Recovery Convention and Business Assembly.
8:45 pm to 10:00 pm	Panel Presentation and Discussion

Saturday

Assembly Room	(For 75 people, Classroom style)
7:30 am to 8:20 am	New Rep Orientation
8:30 am to 10:00 am	SOAR 8 Business Assembly Reconvenes
12:00 pm to 2:00 pm	Lunch
2:00 pm to 5:30 pm	SOAR 8 Business Assembly Reconvenes
5:30 pm	SOAR 8 Business Assembly Adjourns

Sunday

7:00 am to 8:15 am	SOAR 8 Board and Funded Committee Chairs Breakfast Meeting (in hotel restaurant)
8:30 am to 9:30 am	SOAR 8 Intergroup Chairs Breakfast Meeting (in hotel restaurant)