

## Bid Process

Rev3

Bids are awarded at each COS convention for the convention two years in the future. Please notify the COS Advisory Committee at ([advisory@circleofsisters.org](mailto:advisory@circleofsisters.org)), with a letter of intent to submit a bid no later than ninety (90) days prior to the convention where the bids will be heard.

Bids will be accepted via email, at ([advisory@circleofsisters.org](mailto:advisory@circleofsisters.org)), for review no later than 60 days prior to the current convention. Presenters should be prepared to present their bid at an open bid meeting on Saturday of current convention. (Extra copies of bid packet should be available for presentation) The Advisory Committee will announce the two year out location at the Saturday Night main meeting.

If there are no complete bids at time of presentation, the Advisory Committee will grant an additional period of time (such as 60 days) for those who presented incomplete bids (and only those) to complete their bids. The two year out location will then be announced on the COS website.

An Area or Regional Service Committee of Narcotics Anonymous that wishes to bid to host a future Circle of Sisters convention is asked to submit a COS Bid Form for consideration. Please refer to the COS Guidelines for detailed bid requirements.

For assistance with the COS bid form or any other questions relating to the guidelines or bidding process, simply send an email to the Advisory Committee by clicking on [advisory@circleofsisters.org](mailto:advisory@circleofsisters.org) link.

**Circle of Sisters  
Women’s Convention of Narcotics Anonymous Bid Form**

\_\_\_\_\_ (name of  
registered Area or Regional Service Committee of NA)

hereby bids to host a Circle of Sisters (COS) convention in February or March of \_\_\_\_\_  
(year).

We confirm that the Area or Region has reviewed the current Circle of Sisters Guidelines and  
has approved this bid at its meeting of \_\_\_\_\_ (date of meeting).

Attached to this form are:

- A draft contract from the proposed hotel
- Information regarding transportation to the proposed hotel from the nearest major airport,  
and any alternative transportation such as train or bus
- A list of the names, clean dates, and service resumes of the NA members who commit to  
serving on the convention committee
- A statement of why the Area or Region would like to host a Circle of Sisters Convention

We agree that the Area or Region will take financial responsibility for the convention; this  
includes the Area or Region signing the hotel contract.

We agree that if our bid is not chosen, we would be prepared to step in and host the convention if  
the chosen bid becomes unable to host.

Signed on behalf of the Area or Region:

\_\_\_\_\_  
(Signature of Area/Region Chairperson)

\_\_\_\_\_  
(Signature of Area/Region Treasurer)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Date Bid Form completed: \_\_\_\_\_