

Hosting a CER Meeting

(adapted from “CER How it Works”)

In an effort to bring CER assembly meetings to its members and allow more alcoholics to participate in service, there is an open bidding process for hosting upcoming meetings. All proposals with support from an active European AA fellowship will be considered. Should the assembly decide to hold an upcoming meeting in the proposed location, CER will cover the costs of the venue.

The role of the local AA fellowship hosting CER is to liaise between the venue and present relevant information about the location. Additionally, AA groups and intergroups have found it beneficial to organise service workshops and fellowship related activities.

CER meetings are held four times per year. They generally take place on the first weekends of March, June, September, and December, with March and September being face-to face, and June and December taking place online. Completed proposals for hosting a face-to-face assembly should be sent to secretary.cer@aamail.org It is recommended that the submitting members be available to present their proposal at the next CER assembly meeting.

Information on what to include is found below.

Requirements

Ideally Local groups and/or intergroups wanting to host a CER assembly meeting should make a proposal at least one year in advance. In some cases, proposals provided 6 months in advance of the proposed date will also be considered. CER will only accept venues with a strong Wi-Fi connection capable of hosting video conferencing technologies, speakers, projector screen, and that can accommodate 35-40 people.

Location

CER assembly meetings can be held anywhere in Europe with an active AA fellowship. When considering a location, the two most relevant factors tend to be venue cost and host city accessibility from other parts of Europe. If reaching the location requires more than one airline transfer, it typically becomes both cost and time prohibitive for officers and members.

Venue

- The meeting room should accommodate at least 35-40 people
- Preferably a small kitchen (or snack provides by the venue)
- Access to toilets
- Strong Wi-Fi connection
- The conference room needs to be equipped with a projector, cables and speakers
- The acoustics of the room are important to reduce echo
- The venue should be centrally located and easily accessible from most major transport hubs

Proposal Contents

A written proposal to host an upcoming CER assembly meeting should include the following:

- Short description of the planned location
- Venue summary
- Summary of expected costs for hosting the meeting, such as
 - Rent
 - Facilities

- Catering* see information below
- Block room rates, if venue has an on-site hotel
- Simulated costs for air, train, and coach transport from various European locations – this should include a mix of major and medium sized cities
- At least five average lodging rates for hotels near the venue
- AirBnB and hostel rates
- Additional information, like reaching the venue from the nearest air, rail, and coach hubs, and public transport availability and prices
- Local AA meeting schedule
- If possible, home-stay options (where local AA members host travelling fellows)

CER wants to assist local English-speaking fellowships to strengthen their ties with the local host nation. Therefore, organizing members are highly encouraged to reach out to the host nation and invite representatives to attend the CER assembly as observers. Additionally, the contact information for officers at the host nation can also be forwarded to the CER Chair or CER Secretary so that they may send an official invitation to the host nation.

Information on Catering

If possible, it is suggested to have members of the host AA group or intergroup create a simple buffet lunch on the Saturday to include tea, coffee, soft drinks, and water. All reasonable costs incurred will be reimbursed by CER. It is generally wise to discuss expected costs with the Treasurer in advance, and budget €5-10 per person. If this option is not available, it is highly suggested to explore other options, including on-site venue catering. At a minimum, it's advised to provide coffee, tea, water, and snacks.

If Your Proposal is Approved

Once the CER assembly has accepted the invitation to host a face-to-face meeting by a local AA group or intergroup, the necessary information about attending the meeting needs to be made available to all planned and potential attendees. In addition to the required information listed above, the following should be included:

- Address details of the meeting location
- Detailed instructions on how to get there (air, train and car)
- Ample information on places to stay and eat
- Information on local AA meetings
- Contact information for additional questions

The host committee and the CER Secretary can work together to prepare an invitation that will be sent out the assembly and posted on the CER Website.