

Hosting a Region 4 Assembly

Info Sheet for Hosting Intergroup

Before making any arrangements for a Region Assembly, contact the Region 4 Vice Chair for assistance in the process of hosting an Assembly.

Region 4 Needs

- Hotel
 - Near the airport – ideally with shuttle service to and from the airport
 - Restaurant on site for Saturday breakfast and lunch
 - Proximity to grocery stores
 - Proximity to affordable restaurants with abstinent choices
- Guest rooms
 - Approximately 15-20 sleeping rooms depending upon the number of reps and number sharing rooms
 - Preferably Fridges & Microwaves in each guest room
- Meeting Rooms
 - A meeting room that holds approximately 25-30 people
 - If hosting Intergroup is holding a concurrent recovery event then separate accommodations (meeting rooms) need to be made
 - Available from 3 PM – 9 PM on Friday and from 7:30 AM – 5:30 PM on Saturday
 - The room should be set up classroom style with a head table seating 5 people facing the room
 - Extra chairs for visitors
 - Electric outlets for computers
 - Wi-Fi Available
 - Ice water available either on each table or in the back of the room

What R4 Offers Hosting Intergroup

- Approximately 3 speakers to speak at a recovery event on Saturday morning
- A one-hour workshop after lunch for all attendees (optional)

Hosting Intergroup Responsibilities

- Contact the R4 Chair requesting to host an Assembly: Spring or Fall and year
- No later than the Assembly prior to the one your IG is proposing to host, produce a flyer for the event which includes:
 - Event name
 - Hosting Intergroup
 - Dates & times

- Assembly registration deadline
- Hotel: name, location, phone number, shuttle info & amenities
- Room rates and the 'code' that gets us the room rate
- Hotel reservation deadline
- It is helpful to include nearby restaurants and grocery stores
- It would be helpful if the hosting Intergroup could also supply lists of nearby restaurants and grocery stores
- The hosting Intergroup is responsible for paying for the meeting rooms.
 - The meeting room cost is often covered by fees for attendance at a concurrent recovery event.
 - If there is a financial need for help, the hosting Intergroup can send an email request for funding assistance to the Region Vice Chair. The funding request would need to include a break out of anticipated expenses the Intergroup is asking Region to cover.

Direct any and all questions to the Region 4 Vice Chair at vicechair@oaregion4.org

Thank you for your service! We look forward to working with you and your Intergroup!