

## Request to Host The International CoDA Convention (ICC) and CoDA Service Conference (CSC)

What can your community expect if you request to host the International CoDA Convention?

- Receive a Travel Reimbursement Opportunity of up to \$1000.00 per Delegate for two Delegates to attend CSC.
- If you do not have a service structure in your Voting Entity, we can assist with the set-up of one.

The CoDA Events Committee has working members who work all year on the CSC/ICC event. They are responsible for planning and delivering the event. While the committee is responsible for all aspects of the event, the Events Committee would appreciate the local community's involvement. Some suggestions are:

- Provide 3 - 4 hotel names. The Events Committee will negotiate, secure and pay for the hotel.
- Provide a local liaison that will be our information conduit requiring no more than 1 – 2 hours per month.
- Share major announcements about 3-4 times per year by forwarding emails, posting flyers, and sharing in local meetings.
- Host the hospitality suite by providing snacks and volunteer greeters.
- Have a community base large enough so 10 - 20 volunteers can be recruited.

## The International CoDA Convention (ICC) and CoDA Service Conference (CSC) Request to Host Form

Date of application \_\_\_\_\_ Voting Entity Name: \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Year(s) requesting to host: Choice # 1 \_\_\_\_\_ Choice #2 \_\_\_\_\_

Conference Site (City & State) \_\_\_\_\_ + \_\_\_\_\_

Reasons for wanting to host event:

\_\_\_\_\_  
\_\_\_\_\_

My Group agrees to provide a local liaison to support Events with planning of this event.      Yes      No

I have read and understand the overview above and the attached venue selection checklist.      Yes      No

\_\_\_\_\_ Print Name

Email all items to: [Events@codas.org](mailto:Events@codas.org) or mail to

CoDA, Fellowship Services Office  
Attn: CSC % Events Committee  
PO Box 33577  
**Phoenix, AZ 85067-3577**