

## **Guidelines for those wishing to host a CNY Area Assembly**

These guidelines presume that the Ad-Hock Tech Committee will have recommended that Area 47 will have agreed that going forward Assemblies will be held in a hybrid format. So groups, districts and intergroups wishing to hold the Area Assembly ought to consider the following requirements prior to accepting this commitment.

Secure Wi-Fi access including password to equipment to accommodate a hybrid meeting.

Facilities including restrooms that are fully architecturally accessible.

Seating for no less than 100 people during the Assembly.

Seating with tables is optimal but not mandatory.

3-5 break out rooms with spacious seating for new GSR school, new DCM school, standing committees that plan to meet in person in addition to their separate online monthly meetings at any particular Assembly. Note this is because Area 47 will be offering hybrid meeting format.

No area break out room will be needed for the Area Committee, which will be open to all.

Access to the meeting from 12pm-7pm.

Adequate floor space for literature, grapevine, archives as well as all standing committees who ask in advance for space to set up their materials.

Hosts are responsible for financial cost however a basket is passed. Initially the Area shall provide the host district up to \$200 to help pay for the cost of renting the host location.

While a provision for food is not required, it will be left to the host's conscience and resources in accordance with the facilities requirements. Beverages, coffee and water are appreciated.

Host districts are expected to inform Area 47 trusted servants at least a week prior to the Assembly of any mandatory health and safety protocols and or food and beverage restrictions dictated by host venues.

Host districts should be able to provide any special sanitation supplies and be able to perform any special cleaning tasks required by the venue.

Complete address directions and parking information should be shared with the Area Chair and the Area Webmaster shortly after the proceeding Assembly if not sooner.

Virtual content for the hearing impaired will be the job of Area 47. Not the host district.