

## BID FOR CIVA MEETING 2012

NAC : .....

Proposed Venue of meeting: .....

Proposed Dates of meeting: .....

### **Locations**

1. Name of meeting Hotel.....  
Exact location .....
2. Which events will take place in meeting Hotel ?
  - Plenary Session yes/no
  - Bureau Meeting yes/no
3. If not held in Hotel, where will the above events be held?  
Proposed location for plenary meeting .....
4. How far is this from the Hotel ? .....
5. What is the method of transportation between these venues ? .....  
.....

### **Plenary Session Room :**

6. Capacity (number seated at tables in conference format).....
7. Will the following audio-visual equipment or facilities be available?
  - Overhead projector yes/no
  - Video projector yes/no
  - Computer screen projector yes/no
  - WiFi yes/no
  - Whiteboard yes/no

### **Secretariat Facilities**

8. Will the following be available for the CIVA Secretary?

- Photocopier yes/no
- Internet access yes/no

### **Budget**

9. What is your total anticipated budget for the Conference?..... €

Amount of income anticipated from:

- Registration fees ..... €
- Sponsorship ..... €
- Other sources ..... €

(Please specify)

### **Registration Fees**

10. What registration fee do you propose :

- for delegates ..... €
- for accompanying persons ..... €

11. Will there be a discount for early registration? yes/no

If yes, give details .....  
.....

12. What is included in the registration fee?

- Lunches : .....(state number)
- Dinners : .....(state number)
- Receptions : .....(state number)
- Coffee breaks? yes/no
- Airport transfers? yes/no
- Excursions : .....  
.....  
.....(describe)

13. Are the fee levels quoted above guaranteed?    yes/no

**Hotel Accommodation**

14. Indicate prices for hotels :

	<b><u>Single room</u></b>	<b><u>Double room</u></b>
• Meeting hotel	..... €	..... €

15. Are these hotel prices guaranteed?    yes/no

**Other information :**

16. What is your reason for bidding for the 2011 meeting?.....

.....

17. Other relevant factors?.....

.....

18. I hereby acknowledge that I have read the provisions of FAI By Law 5.6.3. and agree to pay the expenses mentioned therein.

Date .....

Signed .....

Position .....

Please return the completed questionnaire to the CIVA President:

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USA  
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