

BID FOR CIVA MEETING 2011

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 :

	<u>Single room</u>	<u>Double room</u>
• 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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