

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:

Michael R. Heuer
4547 W. Woodlawn Circle
Collierville, TN 38017
USA
Email: mike@mheuer.com
Fax: +1 (440) 220 9006