

**National Intercollegiate Flying Association**

The National Intercollegiate Flying Association (NIFA) is seeking proposals for its fall and winter meetings. The NIFA Council/Board has some flexibility when scheduling both the fall and winter meetings to ensure the best deals on hotels and airfare. Meetings will normally begin on a Saturday morning and conclude on Sunday. The timing of each meeting has some flexibility. The fall meeting should be scheduled within the first three weeks of September after Labor Day and the winter meeting within the last two weeks of February (it can go into March if the weekend crosses over months).

Please submit your proposal to:

NIFA Executive Director

Richard G. Smith, III

rgsiii@nifa.aero

**Deadline is April 29, 2017 5:00 PM CST**

Applications are being accepted for the **Fall 2017 and Winter 2018**.

Which meeting(s) you are interested in being considered for. You may select more than one.

Fall 2017[ ]  Winter 2018[ ]

Name: Click here to enter text.

Institution or Organization: Click here to enter text.

Address:Click here to enter text.

Phone:Click here to enter text. Alt Phone: Click here to enter text.

E-Mail: Click here to enter text.

NIFA School or Council Sponsor if applicable: Click here to enter text.

Location of Meeting (City and State):Click here to enter text.

**Airline Service:** Please list the air carriers and service the proposed location and approximate number of daily flight options.

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**Hotel Information:** Informational packet from the hotel must be submitted with the proposal.

Hotel and Meeting Room Needs:

 The typical number of rooms per night is

 **Rooms:** Friday Night 10 | Saturday Night 15 | Sunday Night 10 | Monday Night 5

**Meeting Rooms:** Full Council Room Saturday and Sunday to hold 22, break out rooms on Saturday 2-3 rooms that will hold 6-10 people.

Name and Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Cost for Rooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Rooms (if meeting rooms are at another facility please describe.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Audio Visual Needs:** The council will need Wi-Fi access in all meeting rooms. Additionally, we will need a screen, projector stand, and three surge protectors in our primary meeting room.

**Sponsorship:** While not required, please list any sponsorship or assistance you are willing to provide. (Friday night reception, coffee, refreshments for breaks, etc…)

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**Transportation to Hotel:** Please list options for transportation to and from the airport and hotel.

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**Area Attractions:** Please list and area attractions that spouses / guests may wish to partake in.

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**Additional Information:** Please list any additional information you would like us to consider.

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Proposal Submitted by:

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Printed Name

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Signature

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Date

**Questions:**

Please contact Brian Hough, Planning Committee Chair, at brhough@liberty.edu or 434-592-7364.

Thank you for your support and consideration in hosting a NIFA Council Meeting.