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AABInternational

The Aviation Accreditation Board International (AABI) is seeking proposals from its members to host its annual conferences. Interested persons should complete and submit this proposal to:

**Aviation Accreditation Board International
 3410 Skyway Drive
 Auburn, AL 36830**

Respondent/Local Host: _____

Institution/Organization: _____

Mailing Address: _____

Telephone: _____

Fax: _____

E-mail: _____

LOCATION (City/State/Country, etc.): _____

PREFERRED CONFERENCE DATES: The conferences are held in February and July and typically would not conflict with a major event. If the suggested dates coincide with a complementary meeting, details should be provided. Include three alternate dates, in order of preference.

1. _____

2. _____

3. _____

HOTEL(S) (Name/Location): _____

The hotel should have a minimum of the following sleeping and meeting room capabilities. If meeting space is not available at the hotel, please explain other available options, including transportation issues. (If possible, submit hotel packet/brochure, including floor plan diagrams of meeting rooms with RFP.)

	Tuesday	Wednesday	Thursday	Friday	Saturday
Sleeping Rooms	30	80	80	50	35
Meeting Rooms	3 breakouts/ 50 people	3 breakouts/ 75 people	1 General Session/100 people 1 breakout/ 35 people Lunch/100 people Reception/120 people	2 General Sessions/50 people (1 am & 1 pm)	

AUDIOVISUAL EQUIPMENT: (furnished by host)

<input type="checkbox"/> Yes <input type="checkbox"/> No	Video Projectors (2)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Overhead Projector (1)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Screens (3)

TRANSPORTATION: (commercial air service, rental cars, taxis/limousines, public transportation, hotel shuttle, etc.)

TOURS: Provide details of educational or industry tour options.

OTHER ATTRACTIONS:

POTENTIAL SPONSORS:

HOST CAPABILITIES: Provide details regarding support from your organization/ institution, staff and volunteer support.

ADDITIONAL INFORMATION:

ATTACH SUPPLEMENTAL MATERIAL AS APPROPRIATE. ALL PROPOSALS SUBMITTED IN THIS FORMAT WILL BE CONSIDERED. TYPICALLY, PROPOSALS ARE REVIEWED TWO YEARS IN ADVANCE OF THE CONFERENCE UNDER CONSIDERATION.

QUESTIONS? Contact Dr. Tom Carney, chair, Strategic Planning Committee, at tcarney@purdue.edu or Ceci Hogencamp Shirley, accreditation and meeting services manager, at hogence@auburn.edu.

Thank you for your consideration in hosting an AABI Conference.