

# Instruction Sheet

## AFPAAA Annual Conference Application

In response to AFPAAA members in various areas of the country who have expressed interest in hosting a future AFPAAA Annual Conference, the Board of Directors has instituted an Annual Conference application process. This application process is effective with the 2005 annual conference. Applications for the 2005 conference are now due and will be accepted until September 30, 2003. Applications for subsequent conference dates will be due approximately two years prior to the conference date or NLT the last day of the month in which the current year's annual conference is held. For example, applications for the 2006 conference will be due NLT May 31, 2004. Follow-on conference site applications will similarly be due two years in advance of the requested conference and reviewed and awarded each year by the Board.

Following information is provided to assist submitting committees in applying for an AFPAAA annual conference. Submitting committees will be responsible to present their application to the Board and are urged to be as creative as possible in their bid. Interested groups may submit an application for a particular conference year as early as possible, but not later than two years in advance of the requested conference. Notice of submission dates will be included in the Newsletter and on the AFPAAA web site.

### Form Instructions:

1. Provide calendar year of requested conference.
2. Provide suggested conference dates.
3. List local on-site committee chairperson or chairpersons together with names of committee members, mailing address and phone numbers.
4. Provide name of recommended AFPAAA Conference hotel with address and phone number.
5. Provide conference hotel room rates plus additional benefits such as airport shuttle service, and daily complimentary breakfast, reception, etc.
6. Indicate name and proximity in miles of USAF installation supporting the local committee in planning and executing the annual conference.
7. List range of activities recommended as part of the annual conference, such as tours, briefings, demonstrations, etc, together with sponsoring USAF organizations and where these activities would take place.
8. Indicate how transportation requirements would be addressed. In other words, how would attendees be transported during the conference?
9. Indicate potential sponsors who might be available to help to defray the cost of the conference if held at your location.
10. List suggested range of social events planned in conjunction with conference bid.
11. Indicate recommended conference memento and per unit cost.
12. Indicate status of State Certificate of Exception, if applicable in your state.
13. Add other information you deem appropriate in support of your conference bid application.

Any and all questions concerning the Annual AFPAAA Conference Bid process may be referred to the AFPAAA Board of Directors, attention: AFPAAA Vice President.