

# Request to Host an ACI-NA Event

Submit this form by May 11 to [tsmith@aci-na.org](mailto:tsmith@aci-na.org)

To facilitate the selection of future conference sites for an ACI-NA Marketing and Communications event, please use this form. This is your opportunity to highlight your community to the Steering Group as it considers candidate cities for future conferences. Please limit your information to one page. Please answer all the background questions and then use the remaining space to put your best foot forward. The Steering Group members will review these forms in the weeks leading up to the June 4 meeting in Sacramento, where a decision will be made. **NO presentations will be made during that meeting.**

The Steering Group will determine two candidate cities for EACH EVENT and those will be forwarded to the ACI-NA Conference Department, who will issue formal requests for proposals. ACI-NA will then make the site selection based on the proposal and provide information on the selected city to the Steering Group.

Metro Area: \_\_\_\_\_ Proposing Airport: \_\_\_\_\_

Check which events your community would like to host – you can select multiple events

## 2014

Air Service and Media Relations seminars (January/5 days)

Marketing and Communications Conference/JumpStart/Small Airports Conference (June/4 days)

## 2015

Customer Service seminar (January/3 days)

Marketing and Communications Conference/JumpStart/Small Airports Conference (June/4 days)

Has your community hosted other events for this Committee? Yes or No  
Other ACI-NA events? (please specify)

Has your city hosted a competing (AAAE, for example) event or similar event within the last two years? Yes or No  
If so list the event and organizing entity:

Your Air Service: Number of carriers: \_\_\_\_\_ Number of non-stop daily flights: \_\_\_\_\_

Your website: \_\_\_\_\_ Your convention bureau website: \_\_\_\_\_

What has recently occurred at your airport that would be of interest to attendees (new programs, awards won, success stories related to marketing and communications, etc.):

**Describe the specific area you are proposing to host the event** (*Limit: 350 words*): Shopping and dining opportunities, amenities; entertainment; unique aspects or qualities that visitors notice and appreciate. Are there other community events going on at this same time that could interest ACI-NA members? Be realistic – most attendees will not have a car or time to visit major attractions across town or miles from the host hotel. If there are common misconceptions among those who have never been to your community, you can debunk them here. *Attach or write on back* [In the interest of fairness, only this questionnaire and your response to this open-ended question will be forwarded to the Steering Group.]

Note: By submitting this form, you are NOT committing your airport to any sponsorship or host event. You will have to provide a staff member to liaison with the Steering Group's planning committee for the event. Per ACI-NA policy, airports are not required to host social networking events and decisions are not made on the basis of what a host airport may or may not contribute for an event.

*Please also be advised that only ACI-NA member airport representatives can submit and sign this form.*

Submitting this form:

Name

Title

Phone

E-mail