

# INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS MEETING HOST AND LOCATION PROPOSAL FORM

**Please complete this form and return to:**

International Fire Service Accreditation Congress  
Oklahoma State University  
1812 West Tyler Avenue  
Stillwater, OK 74078-8075

FAX: (405) 744-8802

Email: admin@ifsac.org

| <b>General</b>   |  |
|--|--|
| 1. Name of Entity Submitting Proposal                          |  |
| 2. Name, phone number, and email of person submitting proposal |  |
| 3. City/town, state/province, and country of proposed location |  |
| 4. Which meetings would you prefer to host (Spring or Fall)?   |  |

| <b>MEETING SPACE</b>   |     |    |             |
|--|-----|----|-------------|
| 1. Is there a choice of hotels available with large enough meeting facilities to accommodate meeting needs? <b>Please provide a list of preferred hotels. If hosting at entity facility, please attach comments &amp; related information.</b> | Yes | No | See Comment |

| <b>FOOD AND BEVERAGE SERVICE</b>   |     |    |             |
|--|-----|----|-------------|
| 1. Do the hotels referenced above also have snack and beverage service for morning and afternoon breaks? | Yes | No | See Comment |
| 2. Do the same hotels have availability for one evening activity with food service and cash bar?         | Yes | No | See Comment |
| 3. Is there at least one on-site restaurant open for breakfast, lunch, and dinner?                       | Yes | No | See Comment |

| <b>ACCOMMODATIONS</b>   |     |    |             |
|---|-----|----|-------------|
| 1. Do the hotels referenced above have enough guest rooms to accommodate the number of attendees we normally expect?    | Yes | No | See Comment |
| 2. Are all meeting and lodging facilities of preferred hotels equipped with automatic fire sprinklers and smoke alarms? | Yes | No | See Comment |

| <b>TRANSPORTATION</b>   |     |    |             |
|---|-----|----|-------------|
| 1. Is the nearest airport located in an airline hub city?                       | Yes | No | See Comment |
| 2. Is complimentary shuttle service provided by the hotel or host entity?       | Yes | No | See Comment |
| 3. Is other ground transportation available?                                    | Yes | No | See Comment |
| 4. Is ground transportation less than 45 minutes from the airport to the hotel? | Yes | No | See Comment |

| <b>OTHER</b>  |     |    |             |
|---|-----|----|-------------|
| 1. Has political instability occurred in the region within the last two years or may possibly occur in the near future?   | Yes | No | See Comment |
| 2. Are travel warnings currently issued for the state, province, country, or region? This includes, but is not limited to warnings issued from the U.S. State Department, the Foreign Affairs and International Trade Canada, and the World Health Organization (WHO) | Yes | No | See Comment |
| 3. Provide a basic cost estimate for travel to the location from at least three hub cities in North America with the form. Cost estimate provided?  | Yes | No | See Comment |

**Please attach comments or additional information to this form.**