



APPLICATION FORM TO HOST AN RTI MEETING

Original Version prepared by Arawn Johnson, RTI Vice President 2005-06

1st Edition approved on 14 September 2006 in South Africa.

Updated after approved amendments (AGM Pattaya 22 Aug. 2008) by Rikus Badenhorst (RT Arabian Gulf)

Application Form to Host an RTI Meeting

Any Full Member wishing to host an RTI Meeting [as defined under rule 10 of the RTI Constitution] shall complete this application form and submit it to the RTI Board at least 56 days before the RTI Meeting at which the application is to be considered.

Please remember to attach a budget and a program to this application form and ensure that cost restrictions are met, where they apply [see below]. This form, and its attachments, will be circulated with the notice and agenda and placed on the RTI Website.

NAME OF RTI MEETING	
NAME OF FULL MEMBER MAKING BID	
NAME OF MEETING CONVENER	
TOWN WHERE RTI MEETING WILL BE	
DATE WHEN RTI MEETING WILL BE	
COST OF REGISTRATION FOR TABLER	
COST OF REGISTRATION FOR PARTNER	

NAME OF MAIN HOTEL	
WEBSITE OF MAIN HOTEL	

HOTEL DETAILS: MAIN HOTEL ALTERNATIVE HOTEL

NUMBER OF STARS

RACK RATE SINGLE ROOM TBA EUR TBA EUR

RACK RATE DOUBLE ROOM TBA EUR TBA EUR

RATE OBTAINED SINGLE ROOM TBA EUR TBA EUR

RATE OBTAINED DOUBLE ROOM TBA EUR TBA EUR

NAME OF CLOSEST INTERNATIONAL AIRPORT AND DISTANCE FROM MAIN HOTEL IN KM	
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CONFIRM TRANSPORT TO/FROM AIRPORT **Yes/No**
INCLUDED IN COST OF REGISTRATION

WHERE TRANSPORT TO/FROM AIRPORT NOT INCLUDED GIVE DETAILS OF TYPE OF TRANSPORT THAT IS AVAILABLE	
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AVERAGE PRICE FOR DRINKS AT MAIN HOTEL	BEER	WINE	VODKA
	EUR	EUR	EUR

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PLEASE LIST BELOW FOR EACH DAY IF MEALS ARE **HOT MEALS, SNACKS** OR **BUFFET** AND WHICH TYPE OF **DRINKS** WILL BE **INCLUDED** IN COST OF REGISTRATION

DAY LUNCH DRINKS INCL DINNER DRINKS INCL

Tuesday

Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
NORMAL EXPECTED WEATHER CONDITIONS AND TEMPERATURE				
SPECIAL ARRANGEMENTS FOR CHILDREN				

Notes to the Application Form:-

1. General Cost Matters

Any Full Member making a bid should remember to include in their budget the costs of registration and accommodation for 2 RTI Officers [usually the RTI President and the Representative from their Region].

Where reduced costs of registration are offered, they must be available to all.

The Full Member acting as host shall be responsible for all arrangements for the meeting. The profit or loss of the meeting shall be for the account of the host. Accounts shall be made available to the RTI Treasurer by 6 months after the relevant RTI Meeting.

2. Cost Restrictions for Regional Meetings in both the Africa and EMA Regions

Maximum costs of registration and accommodation were set in 2002-03 with a 2% increase each year. The 2002-03 base costs [with the 2005-06 equivalent in brackets] are as follows:-

3 day event = 150 [156] EUR

4 day event = 200 [218] EUR

5 day event = 250 [260] EUR

Hotel room = 75 [78] EUR [per person sharing a double room]

3. Smoking Restrictions

Please note: as per motion passed at RTI AGM in Pattaya, 2008, that all events both dining & procedural at RTI functions shall be "non smoking".

Attendees wishing to smoke must do so outside any event scheduled in the programme.

The host Association must guarantee the smoke free events in their bid to host.