

# NACADA

National **ACADEMIC ADVISING** Association

Date: \_\_\_\_\_

Pages: \_\_\_\_\_

To: Sales Director (or name if you have it), \_\_\_\_\_ Hotel.

FAX: \_\_\_\_\_

PHONE: \_\_\_\_\_

From: (your name) \_\_\_\_\_  
(phone and fax, if not listed on letterhead) \_\_\_\_\_

Re: NACADA Academic Advising Region \_\_\_\_\_ Meeting (Year) \_\_\_\_\_

Over the past \_\_\_\_\_ years, the National Academic Advising Association (NACADA), has conducted a \_\_\_\_\_ (1 or 2 or 3 day) meeting for higher education academic advisors, faculty and administrators. Our region includes the following states/provinces: \_\_\_\_\_ . Last spring we had a very successful meeting in (place & dates of meeting) \_\_\_\_\_, and look forward to meeting in (town/state) \_\_\_\_\_ this year.

We are now seeking a location for the (year) \_\_\_\_\_ Region \_\_\_\_\_ meeting based on the enclosed specifications. If you have availability, meet the requirements below and wish to be considered to host this meeting, please complete and return the

1. attached bid form by (date) \_\_\_\_\_
2. **enclose a function space map, audio-visual price list and area information, particularly information on restaurants and activities within walking distance of the meeting site.**

(Use your Regional Conference history below. You may or may not want to put the hotel rates, especially if you think you can get lower than you have before!)

*Audience: Academic Advisors, Faculty and Administrators from higher education institutions*

*History: 1997 Madison Concourse Hotel, Madison, WI (180 attended), \$66*

*1998 Olympia Park Hotel, Park City, Utah, (142 attended), \$62*

*1999 The Radisson Hotel, Burlington, VT, \$72*

A safe environment is necessary with restaurants and some attractions within walking distance.

Tentative meeting space requirements and meal functions are outlined on the bid specification sheets. If you have any questions, do not hesitate to contact \_\_\_\_\_ at \_\_\_\_\_.

We appreciate your consideration of our needs and look forward to hearing from you soon.