

Date: _____

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.

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

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.

★Current Regional data regarding locations, attendance, & hotel rates are posted on the NACADA website. Contact Diane at matteson@ksu.edu for the link to this info.