



Guidelines for presentation of bids to hold FAI/CIVL Category 1 Championships

1. Bid Documentation

The bid documentation comprises:

- Annex A (detailed bid information)
- Annex B (provisional budget);
- support letter from NAC;
- support letter from the local authority of the area in which the event is to be held.

A detailed map of the championship task area showing airspace restrictions and “no-fly” areas, if relevant, is useful.

2. Sending the bid

An electronic copy of the bid documentation must be sent by email to the CIVL President (civil-president@fai.org) before December 1st of the year prior to the Plenary.

3. Prior to the Plenary session

Once received, bid documents will be first checked for completeness and then circulated to the relevant Committee. All aspects of the bids will be examined by the Committee.

If the Committee is dissatisfied with any aspect of the bid, it will communicate its recommendations to the Bureau and potential organisers, allowing sufficient time for the organisers to respond with explanations, or an amended bid, as necessary.

Then the bid will be circulated to the CIVL delegates together with the Plenary Agenda.

4. Presentation to the Plenary

Bids are presented during the CIVL Plenary meetings on Saturday.

Bids must be presented in English, by persons with sufficient knowledge to answer questions on all aspects of the bid including task setting, safety and financial issues.

It is suggested that the Meet Director or Event Director be present.

Remote presentation by Skype or similar can be done. Organiser should be available and ready to answer questions when required by CIVL President. Presentation material should be sent well before the Plenary.

Presentations should be no longer than 20 minutes (absolute maximum) including questions and answers.

5. Presentation format

The bid presentation should start with a summary of the information required Annex A. Slides may be used to illustrate launch areas and goals. This verbal presentation will be followed by questions from the delegates. If sufficient time a short AV presentation of information relevant to the competition may be played.

Please DO NOT show tourist type videos.

7. FAI/CIVL rules and guidelines

Before preparing the bid, bidders should familiarise themselves with the relevant chapters and annexes in FAI General Section and Section 7 of the Sporting Code, and Guidelines for Organisers (available on the FAI website at <http://www.fai.org/civil-documents>).