



## Bid to host CIVL Plenary 2017

**NAC: Austria**  
**City: Salzburg**

### Venues and dates

Pre-Plenary meetings: February, 16th and 17<sup>th</sup> 2017

Plenary session: February, 18<sup>th</sup> and 19<sup>th</sup> 2017

### Accommodation and transport

Name of conference hotel: Castellani Parkhotel \*\*\*\* Salzburg - [Link](#)

Nearest International Airport: Salzburg Airport W.A. Mozart (6 km to hotel)  
or Airport Munich (186 km) – good train connection (2:15 h)  
of Airport Vienna (341 km) – good train connection (2:50 h)

Nearest International train station: Salzburg Hbf. (central station)  
With the eco-friendly trolley coaches the length of journey is only about 10 minutes. Bus number 3 offers a direct connection to bus stop "Akademiestrasse", which is located 200 m from the hotel.

By car: Arriving by car is quick and easy, on the A1 motorway from Vienna, the A8 from Munich or the A10 from Villach. You just have to leave at the exit "Salzburg Süd" and within a short time you will reach the hotel. In addition to 50 free parking spaces in front of the hotel, 28 further spaces are available for a fee in the underground car park.

Visa requirements: Informations about visa requirements: [here](#)

### Room capacity required

Pre-Plenary Sessions:  
(Seated around a table)

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- 1 room for 30 people
- 1 room for 18 people
- 1 room for 12 people

Plenary Session:

(Seated at tables in classroom format)

- 1 room for 50 people

## **Audio-visual equipment**

### **Pre Plenary and Plenary**

- High speed Wi-Fi for all participants.
- Paper board.
- Photocopier
- Beamer

### **Extra for Plenary**

- Microphones
- Beamer and large screen

## **Other Events**

For the amount of EUR 54,- per day the following will be offered during the conference:

- 2 coffee breaks with snacks and sweets/biscuits
- business lunch incl. one drink
- mineral water in conference rooms

## **Finance**

- EUR 115,- for single room
- EUR 150,- for double room

We acknowledge that it will be our responsibility as Plenary Organiser to fund in full travel and subsistence costs of one FAI staff member (IR 3.3).

## **Organisation**

Person responsible for the organisation of the Plenary: Stefan Brandlehner



Stefan Brandlehner  
Austrian Aero Club Delegate

14. December 2015

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