



INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

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REGIONAL MEETING ATTENDANCE FUND APPLICATION FORM

Please complete and email this form to the IFATCA Office at office@ifatca.org.

The _____ hereby applies for financial assistance from the “*Regional Attendance Fund*” to attend the IFATCA Americas region meeting in _____.

Has your association previously received conference or regional meeting attendance funds?

Yes

Year assistance was received:

Amount received:

No

Please state below the reason for this request:

PLEASE PROVIDE THE FOLLOWING DETAILS:

1) Please provide the name of the person who will attend the meeting:

2) Please state how much your association can contribute towards the expenses of your delegate:

\$USD

3) Please provide an estimated amount of the following:

Airfare: \$USD
Lodging: \$USD
Meals: \$USD
Other: \$USD

4) Does your attendee have visa if needed for attendance:

IMPORTANT:

Please note that the assistance will be coordinated through your Regional EVP and may be reimbursed **after** the meeting on the bank account of your attendee/association.

IFATCA policy, Constitution and Administrative Manual (IAM) Chapter 3. Finance, 2. Own Funds (Page 80):

Regional Meeting Attendance Fund

2.9.1. This fund is established to allow the Executive Board to assist Member Associations with financial problems to attend their Regional Meeting. When assistance is provided, only one member of that Member Association may attend. (Sofia 15.A.14)

2.9.2. Paid from the fund will be an amount to cover registration fee and contribution to hotel accommodation and travel costs. (Sofia 15.A.14)

2.9.3. Associations desiring support from the fund to attend the Regional Meeting shall make their case through an application, or may be offered support from the Executive Board. (Sofia 15.A.14)

2.9.4. Applications for use of this fund shall be received by the Office or the respective Regional Executive Vice President no later than 21 days before the date of the relevant Regional Meeting.

2.9.5 The Executive Board shall decide on recipients, subject to the availability of funds. The Executive Board shall give priority to Member Associations that have not received assistance from this fund in previous years.