

REQUEST TO HOST MEETING

INTERNATIONAL AIRCRAFT MATERIALS FIRE TEST WORKING GROUP

If your company/organization is interested in hosting a future Materials Working Group meeting, please complete the form below and return it to April Horner via email at *April.CTR.Horner@faa.gov*, or via fax at 609-646-5229.

We are currently seeking hosts for the summer 2008, spring 2009, and summer 2009, Working Group meetings.

<u>PROPOSED DATES</u>	<u>YEAR</u>
_____	2008
_____	2009

LOCATION:

CITY: _____ **STATE:** _____ **COUNTRY:** _____

HOST REQUIREMENTS: Provide a meeting room (with audio-visual equipment) large enough for a group of up to 150 attendees. The standard meeting length is one and one-half days with time for Task Group meetings as needed after the main meeting concludes on the afternoon of the second day.

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR ORGANIZATION WOULD LIKE TO BE CONSIDERED TO HOST THIS MEETING:

NAME OF CONTACT PERSON: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

EMAIL ADDRESS: _____

PLEASE RETURN THIS FORM TO APRIL HORNER EMAIL AT *April.ctr.Horner@faa.gov* OR VIA FAX (609-646-5229), AT YOUR EARLIEST CONVENIENCE.