

Attachment 21: Sample Questions and Answers

The following comments are in response to your questions regarding the Eighth International Flight Inspection Symposium, June 6-10, 1994, in Denver, Colorado.

1. How did you organize the preparation of the symposium in general, e.g. project groups?

The Director immediately selected a symposium coordinator and established a steering group. The symposium coordinator was responsible for planning, organizing and staging the entire event with input and support from several sources. An AVN International Team consisting of representatives from several organizations that would add value to the event was established. First steps included determining location, dates, resource requirements, and developing a tentative plan of action. The tentative plan of action included deciding on the theme, logo, format of technical sessions, symposium program, accompanying persons program, social activities, and logistics.

2. How many people were involved full-time?

Actually, all the people involved with the symposium had other duties and assignments, including the contractor support. The symposium coordinator was the focal point for all activities and became more involved as the dates for the symposium got nearer. Phaneuf Associates, Inc., located in Washington, D.C., was selected in October 1993, as the contractor for coordinating the social events and providing support in several areas. In February 1994, SRSA, located in Oklahoma City, Oklahoma, joined the team to provide administrative and technical support in coordinating and preparing the required documents for the symposium. The structure of the 8th IFIS and process planning used are included in the handbook titled *Planning Profile for Hosting an International Flight Inspection Symposium*

3. How many people were involved part-time?

This is a very difficult question to answer because many, many people provided their expertise on a part-time basis during the year as the planning progressed. The Director was personally involved throughout the entire year and played a very key role in the success of the symposium. The steering committee consisting of 4 members was consulted by the symposium coordinator and was briefed on a regular basis, but their involvement was limited. The AVN International Team consisting of 13 employees were given functional assignments associated with the symposium. This team became committed to the success of the symposium. The technical review board consisting of 5 employees was formed in the last 4 months prior to the symposium to review technical papers and provide input to further define the format for the technical sessions. The Support team for the technical sessions on-site at Denver consisted of members from the other teams. Team members had dual roles in many instances. All continued with their regular jobs.

4. Did you hire a company to support the preparation of the symposium (how many people, how long)?

Yes, we did hire two contractors to support the preparation.

Phaneuf Associates, Inc. Oct 1993
Washington, D.C.

SRSA Feb 1994
Oklahoma City, OK.

5. How long was the preparation time in total?

A very intense one year.

6. How did you organize the speeches on the symposium (list of contacts world-wide)?

The delegate list for the 7th IFIS was provided by England. The list was updated and extended to include FAA Intl Representatives, the Directors General of Civil Aviation directory, September 1993, and others who had indicated an interest in the symposium. Also, an advertisement for the 8th IFIS appeared in 7 high ranking publications. A call for papers was mailed to the delegates. During the year, the Director personally identified and, contacted many potential speakers.

7. How was the selection of speeches handled? Was this done internally in the FAA or with industry and universities? Was it done in a formalized way in a fixed group? (Qualification of people in this group, if applicable)

The selection of the speeches was handled internally In AVN in a formalized way. The Technical Session Review Board consisting of subject matter experts reviewed all papers.

8. Was there a marketing approach to industry to get their agreement to come to the exhibition? (List of Companies?)

The "marketing approach" used to approach industry consisted of PAI contacting potential exhibitors through letters and telephone conversations.

9. What was the general fee policy?

Detailed information regarding the general fee policy and individual event pre-registration is located in attachment 7.

10. What was the total income received by FAA from all participants of the symposium perhaps broken down to the different areas?

Income received from participants defrayed the operating cost of the symposium.

11. What were the total expenses for the FAA for the symposium in general and if possible in detail for the different areas.

Conferences of this magnitude usually cost approximately \$150,000 to \$200,000.

12. Where all the expenditures for the guest program covered by the receipt from the guests.

The accompanying persons program was designed to recoup expenses from participants.

13. Many people from the FAA were supporting the symposium in Denver. Is it easy for you to get this support from your organization? Can (or do you) offer special incentives to these people for participation.

Many people from AVN volunteered to serve on the teams. Each team member was selected based on their manager's recommendation, their expertise, and interpersonal skills. You probably noticed in Denver that the FAA people served in several capacities. This was planned to hold down the cost.

Special Incentives to serve as a team member were not needed. However, team members were recognized for their contribution immediately following the symposium in various ways.