



The Canadian Owners and Pilots Association
Fly-In and Annual General Meeting
(Fly-in AGM)



November 2011

The COPA Fly-In AGM is a great way for aviators from across the country to gather and share their common interest. It also presents an opportunity for COPA members to gain an insight into the running of the Association and its future as well as an opportunity to interface directly with the COPA Board of Directors and Management Staff.

Hosting a Fly-in AGM has several benefits:

- It is a contributor to your community, providing an infusion of money into the airport and the local economy.
- It is an opportunity for your community to showcase its unique qualities to people from all over Canada.
- The activity at your airport demonstrates its value to the community as a transportation asset.
- Our delegates also typically engage in tourism, either before or after the event, adding some time for side trips to take in the local area, with consequent economic benefits beyond the airport or the immediate area.
- Managed well, it can be a money-maker for the host.

The following is an expanded version of COPA's Policy 15, which provides guidance on the required components of the Fly-in AGM.

The COPA Annual Fly-in AGM is a one day event held in either the late Spring or early Fall that best accommodates the hosting group and location. It will normally be held on a Saturday (Fly-in day) but may be held on a different day under special circumstances.

COPA Flights will normally host the event but other groups are also invited to submit a proposal, however if other groups wish to submit they must contact and receive a commitment from COPA Flights in the area, confirming they will lead and organize the Annual Fly-in/AGM. For insurance and budgeting purposes the COPA Annual Fly-in AGM should not be held conjointly with another event or Fly-in unless the other event organizers carry Liability insurance and COPA is named on their policy as additional insured. And a clear budgeting delimitation of costs and responsibilities is provided.

The Fly-in AGM is held on an East/West annual rotation with the division being the Ontario/Manitoba border. Events will be held in eastern Canada in even-numbered years and western Canada in odd-numbered years.

The event should be held at an airport if possible with the ability to accommodate up to 200 aircraft and 400 people, with limited security restrictions such that attendees can mingle with the aircraft.

The essential events will take place on the Fly-in day and the host may provide additional events the evening before and the morning after.

Components of the Fly-in day are:

Essential:

Morning breakfast
COPA's Annual General Meeting (1.5 hours in length)
Luncheon with COPA Awards presentation
Dinner

Optional:

Safety or technical seminars
Aviation related airport activities
Exhibits

Components of the day before and after the Fly-in day are:

Essential:

A location for a COPA Board meeting during the day before the Fly-in day
Registration booth during the afternoon of the day before the Fly-in day
Day-before and Fly-in day evening accommodation
Transportation to and from accommodation site(s)

Optional:

Evening-before meet and greet activity
Morning-after breakfast
Morning-after activity

Financial principles:

The intent for the COPA Annual Fly-in AGM is to generate sufficient revenue to cover all expenses related to the Fly-in day events, attendee transportation and COPA staff travel (normally three Staff). Also one complimentary registration for each of COPA National Invited Guests. (Approximately 30 guests are invited and between 5-10 accept)

Any surplus revenue will be shared 50/50 with the hosts.

Planning for all Fly-in day activities must be coordinated with and approved by COPA head office. The final budget for the event must be approved by COPA Head office four months prior to the event.

With the exception of attendee transportation to and from the accommodation site(s), any evening-before or morning-after activities are the responsibility of the host, including all related revenue and expenses.

Every effort should be made, through cost control and sponsorship, to hold the attendee registration fee for the Fly-in day to no more than the COPA annual membership fee,

advertized registration fees shall be rounded off and tax included and it should cover all activities on the Fly-in day except breakfast and dinner.

Any sponsorship or exhibitor revenue must be first applied against the COPA required activities (luncheon, transportation, AGM facilities, staff travel) to the extent that there may be a shortfall from registration fees, and the remainder would be applied to the host's pre or post activities.

Board Room, Catering Costs, AV Costs (For Friday's Board of Director's Meeting) Hospitality Suite (Including all food and beverage) and rooms for Board of Directors for entire duration is covered under COPA National budget.

Specific Requirements

- A facility at the airport that can accommodate at least 200 people for the AGM. The facility must have electricity for a computer and projector (supplied by COPA HQ), a projector screen large enough for the anticipated audience and sound system.
- A suitable location for Registration (no tents) to accommodate two Staff and two tables for registration materials. It must include electricity, ventilation and away from other activities.
- Adequate washrooms or portable facilities and hygiene stations.
- A suitable location on site or within walking distance for an awards luncheon and dinner to accommodate 400 people.
- Suitable location on the day before the Fly-in day for a Board of Directors Meeting for 20 people in a U shaped set-up. This may be held at a hosting Hotel. COPA Staff will arrange for food and other support.
- No security impediments so that attendees can mingle with the aircraft however aircraft must not have engines running without safety marshallers present to protect attendees.
- Parking for up to 200 aircraft.
- Activities should be held at the airport or within a very short walking distance.
- Access to commercial airline connections within a reasonable distance is desirable.
- Accommodations:
 - Close to the host airport with reasonable pricing. Block room rates should be arranged with rates held as long as possible.
 - Shuttle vans or buses (paid for out of registration fees or sponsorship) to transport delegates between the host airport and the accommodations.
 - Camping on site is highly desirable.
- Sponsorships can be solicited to offset costs for meals, coffee breaks, shuttle service and other activities.

- Local aviation-related businesses can be solicited for displays in exchange for sponsorship.

Sample Schedule (* means required event)

Friday		Location
8:00 am – 5:00 pm	*Board of Directors Meeting	Airport or Hotel
2:00 pm – 5:00 pm	*Registration	Registration Desk
6:00 pm - 9:00 pm	Meet-N-Greet BBQ	Airport
Saturday		
7:30 am – 4:00 pm	*Registration	Registration Desk
8:00 am – 10:30 am	Seminars	Airport
10:30 am – 12:00 pm	*Annual General Meeting	Airport
12:00 pm – 1:30 pm	*Lunch or Awards luncheon	Airport
1:30 pm – 4:00 pm	Seminars	Airport
6:00 pm – 9:00 pm	*Saturday dinner	Airport/Suitable off-site location
Sunday		
8:00 am – 10:00 am	Sunday Fly-in Breakfast	Airport

Do's & Don'ts

Years of experience have proven over & over again the same issues occur, we hope you will pay particular attention to this in order to avoid disappointment or cause injury.

DO	DON'T
Have a Master of Ceremonies for all the events especially the Banquet. Have a plan in case of bad weather	Use tents; heat, humidity, high winds blowing tents apart & flooding have occurred.
Have lots of signage, Parking, Washrooms, Meeting rooms, shuttle Busses, etc...	Use commercial tents without floor against flooding, protecting people from injury tripping on stakes & cables
Have a Pocket agenda, including a Map and Emergency cellphone numbers for attendees	Plan dancing entertainment after the Saturday Banquet or long Prize Draws, attendees are hungry & very tired (Friday is more suitable for dancing)
Cellphone communication & a list of responsible contacts for organizers	Assume panic crowds and weather will always be accommodating
Short Banquet speeches, highlight NAS Scholarship and pitch for next year's event	Assume people are not tired and want to dance
Advise ATC, Police, Fire Dept & Ambulance	Assume aircraft owners will bring tie downs Assume people will figure it out

Sun & Fun 2010





Proposal to Host COPA Annual Fly-In and Annual General Meeting

Proposed Dates: _____
Host City: _____
Host Airport: _____
Host Flight: _____
Contact Name: _____
Address: _____
City/Province/Postal Code: _____
Telephone: _____
Email: _____

Proposal: Written proposal of why COPA should choose your group to host the fly-in.
Event: Outline of the event.
Airport Information: Description of the airport, including distance to the nearest airport with airline service.
Site Facilities: Description of the on site meeting and other event support facilities.
Accommodations: Description of accommodations, including camping, in the area.
Transportation: Detail how local transportation will be provided, estimate its cost and describe how it will be paid for.

Please submit your proposal to:

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Questions?
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