

Event Location & Hotel Information

Flying Field:

Apollo XI Model Aircraft Flying Field
6201 Woodley Avenue
Encino, CA 91436

Registration, Presentation, & Technical Inspection:

Airtel Plaza Hotel
7277 Valjean Avenue
Van Nuys, CA 91406

Hotel Information:

Airtel Plaza Hotel
7277 Valjean Ave
Van Nuys, CA 91406
800-916-4339

Best Western Plus Carriage Inn*
5525 Sepulveda Blvd
Sherman Oaks CA 91403
818-787-2300/800-787-2300

**When calling Best Western, mention "Aero Design West Collegiate" to receive the event rate of \$99.00 + tax.*

Pilot Request Instructions

Pilots are not required to be students or SAE members, but they must be current members of either the Academy of Model Aeronautics or the national model aircraft club in their country of origin (such as the MAAC for Canadian teams). Valid AMA membership cards must be presented at the flying field prior to flying any teams aircraft. Copies of AMA application forms will not suffice as proof of AMA membership; the actual AMA card must be presented at the event flying field. Any international participants can join AMA as an affiliate member for \$28.

At each competition, a local team of very qualified pilots are available for teams that need a pilot. If your team needs a pilot for your competition, please email:

SAE Aero Design West:
Matt Carroll, matt@mattcarroll.com

Registered Team List Closing

The registered team list for SAE Aero Design West will be finalized and closing on Friday, 3/27, which is four weeks from the start of competition. We will notify teams after that deadline who are still on the waitlist and will not be making it into the competition for this year. If you are on one of those teams, we do hope to see you next year!

JOIN THE CONVERSATION:

#aerowest

<http://bit.ly/aerowest15>

Shipping Information

Need to ship items to SAE Aero Design West? Please use the below address and have items arrive no earlier than 4/22/15. Do not forget to include your team name and number!

Airtel Plaza Hotel
Attn: SAE Aero Design West
(TEAM NAME, TEAM NUMBER)
7277 Valjean Avenue
Van Nuys, CA 91406

Design Report Deadline Approaching

The Design Report deadline of 3/9/15 for SAE Aero Design West is fast approaching! If you have not done so, make sure that you are all set up to use saeerodesign.com. The process for setting up your team is easy if you follow the steps below:

Go to <http://www.saeerodesign.com/CreateAccount.aspx> and complete the information listed.

- Under **Your Affiliations**, check ALL that apply. **If you are a Team Captain, you must also choose Team Member!**
- Team Captains: Enter your Authorization Number. This is the same as your Confirmation Number. You can obtain this number by going to your Team Profile on www.sae.org. Select your university, team (make sure it's the right class), and enter your display name.
- Team Members: Select your university, team (make sure it's the right class), and enter your display name.

How to Upload Documents

- Under the Team Member menu, click "My Team's Report & Document Submissions."
- Find the right slot and select a file.
- Click upload now.
- **VERIFY THAT THE SUBMISSION HAS UPLOADED CORRECTLY.** We are not responsible for missing uploads or uploads that do not correctly transfer.

Things to Consider

- When you login, do you see the correct competitions listed on the My Competitions Box? If not, contact collegiatecompetitions@sae.org immediately.
- If you are attending both competitions with the same plane but with different team names, email collegiatecompetitions@sae.org to choose only one team name.
- **The only team members who need to sign up are this involved in submitting the required documents.** Your roster will still remain on www.sae.org.
- **REGISTER BEFORE DEADLINE DAY!**

Fast Track Registration

Fast Track Registration is a process designed to minimize the amount of time teams spend in registration lines if the entire team completes all information prior to competition on www.sae.org. New for 2015:

TEAMS MUST PRINT OUT THEIR OWN ROSTER ON THE TEAM PROFILE

Check out the [full description](#).