

## Department of Commerce Conference Checklist

1. Conference Tracking No.		Date				
2. Bureau						
3. Division						
4. Name				5. Email		
6. Phone		7. Alternate POC				
8. Conference Title						
9. Start Date		10. End Date		11. Fr	requency	
12. # of Conference D	ays	13. # of Travel Days		14. Type of Co	onference	
15. Location (City/Sta	ate)					
16. Is this conference	listed in you	r Annual Plan? If no, expla	uin	Yes	No	_
17. Mission Critical	Yes No	18. Funds Obligated	Yes No	19. Co-Spo	onsors	
20. Facility Name						
21. Federal Facility	- If not a Fed	leral Facility, Explain		Yes	No	
22. Conference Webs						
<b>23.</b> Purpose/Synopsis Department.) (if addition		oncise and provide details on equired, use #36)	the purpose a	nd how this con	ference adva	anced the mission of the
	ini space is i					

24. Reception(s)/Special Event(s) (List Event & Date(s))		Yes No		
		1		
25. Alcohol Provided - If yes, how will it be funded?		Yes	No	
26. Does this conference require Post Approval?		Yes	No	
If yes, the reason for Post-Approval: <b>Provide Explanation</b>			ance Optics	
			1	
27. Number of Attendees	Estin	nated	Actual	
Local Commerce Attendees				
Non-local Commerce Attendees (Travel)				
Other Federal Attendees				
Non-Federal Attendees				
Federal Invitational Attendees Non-Federal Invitational Attendees				
Total Number of Attendees				
28. Meals & Incident	tol Evnoncos (	M & IF)		
<b>Full M&amp;IE</b> (Total # of Attendees x M&IE x # Days)	tai Expenses (.			
If Meals Provi	dod			
Minus Breakfast	ueu			
Minus Breakjast Minus Lunch				
Minus Lunch Minus Dinner				
Reduced M&IE Total				
(Full - Reduced M&IE) <b>M&amp;IE Total</b>				
29. Attendees Cost	Fetir	nated	Actual	
Common Carrier Transportation	LSUI	nateu	Actual	
Local Transportation				
Lodging				
Registration Fees				
Miscellaneous Travel Cost				
(Includes M&IE Total) Total Attendees Cost				
30. Other Conference-Related Cost	Estin	nated	Actual	
Meeting Space Rental				
Audio Visual Equipment and Services				
Conference Planner				
Trainer/Instructor/Facilitator				
Printing Design Work				
Other Miscellaneous Cost (List Below)				
1.				
2.				
3. 4.				
4. 5.				
6.				
Total Other Conference-Related Cost				
Gross Conference Cost				
(Attendees Cost + Other related Conference Cost)				
(Total #35) Total non-DOC Funding				
Net Conference Cost				
(Minus Funding)				
Average Gross Cost per attendee           Average Net Cost per attendee				
(Minus Travel Cost)				
			•	

31. Cost Comments/Miscellaneous Cost Description				
<b>32. Procurement Method:</b> Provide Description Appr	opriated Non-Appropria	ited		
33. Contract awarded before conference approval?	Yes No			
34. Contract awarded on a competitive basis? Provide Comments	Yes No			
35. Additional Funding	Estimated	Actual		
Grant Funding				
IAA Funding				
Other Funding				
Total non-DOC Funding				
Funding Description				
36. Additional Comments/Remarks				
General Review Section		Yes	No	
General Review Section 1. Are Bureau Memos, Attestations complete, and included for the Co	nference threshold? If no, expl		No	
	nference threshold? If no, expl		No	
		lain.	No	
1. Are Bureau Memos, Attestations complete, and included for the Co		lain.	No	
1. Are Bureau Memos, Attestations complete, and included for the Co	pproval is required and why.	n	No	
<ol> <li>Are Bureau Memos, Attestations complete, and included for the Complete approval required? If yes, provide the latest date at a second se</li></ol>	pproval is required and why. fication for approval included i State Department Per-Diem R	n	No	
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<ol> <li>Are Bureau Memos, Attestations complete, and included for the Complete approval required? If yes, provide the latest date are a service of the package? Provide explanation.</li> <li>GSA Per-Diem Rates DOD Per-Diem Rates</li> <li>Are meals provided at the conference? If yes, are travelers aware of explain.</li> <li>Is there a copy of the conference agenda included in the package? If the package?</li> </ol>	pproval is required and why. fication for approval included in State Department Per-Diem R The M&IE reduction? If no, f no, explain.	n	No	
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10. Will all invitational travelers be placed on travel authorizations? If no, explain.				
				-
	izations, will the Bureau make a determinat rect service" to the Government to the exter			
	sion to collaborate with outside organizatio			
	termination and direct service benefit.	•		
	Conference Planning (Hosted	or Co-Hosted)		
	<b>General Review Section</b>		Yes	No
<b>12.</b> Were alternative conference	locations considered? If no, explain.			
			-	
13. Was the least costly location	selected? If no, explain.			
14. Is conference lodging reserv	ed at select hotels? If no, explain.			
<b>15.</b> Is the conference over the w	eekend? If yes, please explain the additio	nal cost.		
	Department should be aware of? If yes, ha	we they been vetted through the		
appropriate offices? <b>Provid</b>	e Explanation.			
17 Dec 11. dec 11. dec 1. dec 6			1 1	C (1
17. Provide the historical data for conference.	or the past three years. Please include dates	s, actual cost, number of attendees	s, and locati	on of the
Dates:	Dates:	Dates:		
Actual Cost	Actual Cost	Actual Cost		
(incurred by DOC):	(incurred by DOC):	(incurred by DOC): * # of Attendees:		
* # of Attendees: Average cost per	<ul><li># # of Attendees:</li><li>Average cost per</li></ul>	Average cost per		
attendee:	attendee:	attendee:		
Location:	Location:	Location:		
	avel expenses or other conference expenses were paid	d by the Department of Commerce.		
TMD Notes:				

Bureau Reviewer Name	Bureau Reviewer Signature	Date
TMD Reviewer Name	TMD Reviewer Signature	Date
TMD Director	TMD Director Signature	Date
Comments:	1	
Concur Non-Concu	r	
OFRICT Director	OFRICT Director Signature	Date
Comments:		
Concur Non-Concur		
OGC Reviewer	OGC Reviewer Signature	Date
Comments:		
Cleared Not Cleared	Clearance not required	
Deputy CFO or Designee	Deputy CFO or Designee Signature	Date
Comments:		
Approved Disappro	ved Threshold:	>\$200K<\$500K ≥\$500K
Post Confe	rence Review (30 days post conference/event)	
Notes:		
Final Reviewer Name	Final Reviewer Signature	Date