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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | | | | | | | | **Date:** | | | | | **8/1/2017** | |
| **Bureau/Division:** | | | **NOAA/NMFS** | | | | | | | | | | | | | | | |
| **Name:** | | | **John Doe** | | | | | | | | | | | | | | | |
| **Email:** | | | [**John.Doe@JOE.com**](mailto:John.Doe@JOE.com) | | | | | | | | | | | | | | | |
| **Phone:** | | | **555-555-5555** | | | | | | | | | | | | | | | |
| **Alternate POC:** | | |  | | | | | | | | | | | | | | | |
| Is this conference listed in your Annual Plan? | | | | | | | | | | Yes **\_\_\_** No **\_X\_\_** | | | | | | | | |
| **If no, explain:** | | | **This conference is under $200K; therefore, it is not required to be reported on the Annual Plan** | | | | | | | | | | | | | | | |
| Mission Critical: | | | Yes \_X\_ No \_\_\_ | | | | | | | **Funds Obligated:** | | | | | | Yes **\_X\_\_** No **\_\_\_** | | |
| Type of Conference: | | | | | Hosted \_\_\_ Co-Hosted \_\_\_ Attended \_X\_Sponsored \_\_\_ Co-Sponsored \_\_\_ | | | | | | | | | | | | | |
| Co-sponsors (List) | | | | | Doe Corporation | | | | | | | | | | | | | |
| Frequency: | | | | | Recurring (For Post Review) **\_X\_\_** Non-Recurring **\_\_\_** | | | | | | | | | | | | | |
| **Official Conference Title**: | | The John Doe Conference | | | | | | | | | | | | | | | | |
| **Purpose/Synopsis:** | | | | | | | | | | | | | | | | | | |
| A conference to bring all the John Doe’s together and talk about their struggles with protecting the environment. | | | | | | | | | | | | | | | | | | |
| **Start Date:** | | **7/31/2017** | | | | | | | | **End** **Date**: | | | | 8/5/2017 | | | | |
| # of Conference Days: | | | **6** | | | | | **# of Travel Days:** | | | | | | **2** | | | | |
| **Location: (City/State)** | | | Washington, DC | | | | | | | | | | | | | | | |
| Facility Name: | | Hilton | | | | | | | | **Federal Facility** | | | | | Yes \_\_\_ No \_X\_\_ | | | |
| If not a Federal Facility, Explain | | | | This is not a government conference; therefore, a Federal facility is not required. | | | | | | | | | | | | | | |
| **Conference Website**: | WWW.JOHNDOE.JOE | | | | | | | | | | | | | | | | | |
| Reception(s)/Special Event(s): (List Event & Date(s)) | | | | | | | Yes \_X\_\_ No \_\_\_ | | | | | | | | | | | |
| **August 2, 2017 – A dinner will be held to honor John Doe. There will be a cash bar. All travelers have been told they can not use Federal funds to procure alcohol.** | | | | | | | | | | | | | | | | | | |
| Alcohol Provided: | | | Yes \_X\_\_ No \_\_\_ | | | | | | | | | | | | | | | |
| If yes, how will it be funded? Travelers personal funds. | | | | | | | | | | | | | | | | | | |
| Does this conference require Post Approval? | | | | | | | | | | Yes \_\_\_ No \_X\_\_ | | | | | | | | |
| The reason for Post-Approval: | | | | | | Cost Variance \_\_\_ Optics \_\_\_ | | | | | | | | | | | | |
| Provide Explanation: | | | | | | | | | | | | | | | | | | |
| Number of Attendees | | | | | | | | | | **Estimated** | | | | | | **Actual** | | |
| Commerce Attendees | | | | | | | | | | 15 | | | | | |  | | |
| Other Federal Attendees | | | | | | | | | |  | | | | | |  | | |
| Non-Federal Attendees | | | | | | | | | |  | | | | | |  | | |
| Federal Invitational Attendees | | | | | | | | | | 2 | | | | | |  | | |
| Non-Federal Invitational Attendees | | | | | | | | | |  | | | | | |  | | |
| Total Number of Attendees | | | | | | | | | | 17 | | | | | |  | | |
| **Attendees Cost** | | | | | | | | | |  | | | | | |  | | |
| Common Carrier Transportation | | | | | | | | | | $25,000 | | | | | |  | | |
| Local Transportation | | | | | | | | | | $15,000 | | | | | |  | | |
| Lodging | | | | | | | | | | $5,000 | | | | | |  | | |
| M&IE for Attendees | | | | | | | | | | $7,684 ($64 per day including $5 incidentals) | | | | | |  | | |
| Breakfast | | | | | | | | | | $1,530 ($15 per day) | | | | | |  | | |
| Lunch | | | | | | | | | | $1,632 ($16 per day) | | | | | |  | | |
| Dinner | | | | | | | | | | $2,380 ($28 per day for 5 days) | | | | | |  | | |
| Registration Fees | | | | | | | | | | $3,400 | | | | | |  | | |
| Miscellaneous Cost | | | | | | | | | | $1,700 | | | | | |  | | |
| Total Attendees Cost | | | | | | | | | | $57,784 | | | | | |  | | |
| Other Conference-Related Cost | | | | | | | | | | **Estimated** | | | | | | **Actual** | | |
| Meeting Space Rental | | | | | | | | | | $0 | | | | | |  | | |
| Audio Visual Equipment and Service | | | | | | | | | | $0 | | | | | |  | | |
| Conference Planner | | | | | | | | | | $0 | | | | | |  | | |
| Trainer/Instructor/Facilitator | | | | | | | | | | $0 | | | | | |  | | |
| Printing Design Work | | | | | | | | | | $0 | | | | | |  | | |
| Other Cost (Itemize Below) | | | | | | | | | | $0 | | | | | |  | | |
|  | | | | | | | | | |  | | | | | |  | | |
|  | | | | | | | | | |  | | | | | |  | | |
| **Total Conference Cost** | | | | | | | | | | $57,784 | | | | | |  | | |
| **Average Cost per attendee** | | | | | | | | | | $3,399.06 | | | | | |  | | |
| **Cost Comments/ Miscellaneous Cost Description** | | | | | | | | | | | | | | | | | | |
| Taxi, parking and baggage fees for attendees. | | | | | | | | | | | | | | | | | | |
| **Procurement Method:** | | | | | Appropriated \_X\_ Non-Appropriated \_\_\_ | | | | | | | | | | | | | |
| Provide Description: Appropriated funds will be used to procure travel costs. Travel costs were estimated using the following methodology. Plane ticket costs were estimated based on where each traveler was flying from to get to the conference site in Washington DC. Plane tickets were estimated based on reviewing online sources citing ticket costs. Lodging and M&IE estimates are standard and based on the maximum per diem assigned to Washington DC. Registration fees are set by the Society for John Doe. | | | | | | | | | | | | | | | | | | |
| **Contract awarded before conference approval?** | | | | | | | | | | Yes \_\_\_ No \_X\_\_ | | | | | | | | |
| **Contract awarded on a competitive basis?** | | | | | | | | | | Yes \_\_\_ No \_X\_\_ | | | | | | | | |
| Comments: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | **Estimated** | | | | | | **Actual** | | |
| Grant Funding: | | | | | | | | | | $0 | | | | | |  | | |
| IAA Funding: | | | | | | | | | | $0 | | | | | |  | | |
| Other Funding: | | | | | | | | | | $0 | | | | | |  | | |
| Total non-DOC Funding: | | | | | | | | | | $0 | | | | | |  | | |
| Funding Description | | | | | | | | | | | | | | | | | | |
| **General Review Section** | | | | | | | | | **Yes** | | **No** | | **Comments** | | | | |
| 1. Are Bureau Memos, Attestations complete, and included for the Conference threshold? | | | | | | | | | X | |  | | If no, explain. | | | | |
| 1. Is there an early registration date or expedient approval required for cost reduction? | | | | | | | | | X | |  | | If yes, provide the date and explain. | | | | |
| 1. Is the per diem within allowable limits? If not, is the necessary justification for approval included in the package?   [GSA Per-Diem Rates](http://www.gsa.gov/portal/category/21287)  [DOD Per-Diem Rates](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)  [State Department Per-Diem Rates](http://aoprals.state.gov/web920/per_diem.asp) | | | | | | | | | X | |  | | Provide Explanation. | | | | |
| 1. Are meals provided at the conference? If yes, are travelers aware of M&IE reduction? | | | | | | | | | X | |  | | If no, explain. | | | | |
| 1. Is there a copy of the conference agenda in the package? | | | | | | | | | X | |  | | If no, explain. | | | | |
| 1. Has pre-approval been granted for sponsorship or agreements? | | | | | | | | |  | | X | | If no, explain. Not applicable | | | | |
| 1. If any waivers are required, are they included in the package? | | | | | | | | |  | | X | | If no, explain. Not applicable | | | | |
| 1. Was the use of video conferencing technology considered for this conference? | | | | | | | | | X | |  | | If no, explain. | | | | |
| 1. Do the conference, and associated sponsorship meet acquisition and legal requirements? (i.e., have appropriate solicitor and/or acquisition personnel been consulted?) | | | | | | | | |  | | X | | If no, explain. Not applicable | | | | |
| **Conference Planning (Hosted or Co-Hosted)** | | | | | | | | | | | | | | | | | | |
| **General Review Section** | | | | | | | | | **Yes** | | **No** | | **Comments** | | | | |
| 1. Were alternative conference locations considered? | | | | | | | | |  | | X | | If no, explain. Since this is not a Federally held conference, we are not involved in determining the location we cannot comment on this. | | | | |
| 1. Was the least costly location selected? | | | | | | | | |  | | X | | If no, explain. Since this is not a Federally held conference, we are not involved in determining the location we cannot comment on this | | | | |
| 1. Is conference lodging reserved at select hotels? | | | | | | | | | X | |  | | If no, explain. | | | | |
| 1. Are there any optics that the Department should be aware of? If yes, have they been vetted through the appropriate offices? | | | | | | | | |  | | X | | Provide Explanation. | | | | |
| 1. Is the conference over the weekend? | | | | | | | | |  | | X | | If yes, please explain the additional cost. | | | | |