|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | | | | | | | | **Date:** | | | | |  | |
| **Bureau/Division:** | | |  | | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | | | | | | | | | | | |
| **Email:** | | |  | | | | | | | | | | | | | | | |
| **Phone:** | | |  | | | | | | | | | | | | | | | |
| **Alternate POC:** | | |  | | | | | | | | | | | | | | | |
| Is this conference listed in your Annual Plan? | | | | | | | | | | Yes **\_\_\_** No **\_\_\_** | | | | | | | | |
| **If no, explain:** | | |  | | | | | | | | | | | | | | | |
| Mission Critical: | | | Yes \_\_ No \_\_\_ | | | | | | | **Funds Obligated:** | | | | | | Yes **\_\_\_** No **\_\_\_** | | |
| Type of Conference: | | | | | Hosted \_\_\_ Co-Hosted \_\_\_ Attended \_\_\_Sponsored \_\_\_ Co-Sponsored \_\_\_ | | | | | | | | | | | | | |
| Co-sponsors (List) | | | | |  | | | | | | | | | | | | | |
| Frequency: | | | | | Recurring (For Post Review) **\_\_\_** Non-Recurring **\_\_\_** | | | | | | | | | | | | | |
| **Official Conference Title**: | |  | | | | | | | | | | | | | | | | |
| **Purpose/Synopsis:** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Start Date:** | |  | | | | | | | | **End** **Date**: | | | |  | | | | |
| # of Conference Days: | | |  | | | | | **# of Travel Days:** | | | | | |  | | | | |
| **Location: (City/State)** | | |  | | | | | | | | | | | | | | | |
| Facility Name: | |  | | | | | | | | **Federal Facility** | | | | | Yes \_\_\_ No \_\_\_ | | | |
| If not a Federal Facility, Explain | | | |  | | | | | | | | | | | | | | |
| **Conference Website**: |  | | | | | | | | | | | | | | | | | |
| Reception(s)/Special Event(s): (List Event & Date(s)) | | | | | | | Yes \_\_\_ No \_\_\_ | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Alcohol Provided: | | | Yes \_\_\_ No \_\_\_ | | | | | | | | | | | | | | | |
| If yes, how will it be funded? | | | | | | | | | | | | | | | | | | |
| Does this conference require Post Approval? | | | | | | | | | | Yes \_\_\_ No \_\_\_ | | | | | | | | |
| The reason for Post-Approval: | | | | | | Cost Variance \_\_\_ Optics \_\_\_ | | | | | | | | | | | | |
| Provide Explanation: | | | | | | | | | | | | | | | | | | |
| Number of Attendees | | | | | | | | | | **Estimated** | | | | | | **Actual** | | |
| Commerce Attendees | | | | | | | | | |  | | | | | |  | | |
| Other Federal Attendees | | | | | | | | | |  | | | | | |  | | |
| Non-Federal Attendees | | | | | | | | | |  | | | | | |  | | |
| Federal Invitational Attendees | | | | | | | | | |  | | | | | |  | | |
| Non-Federal Invitational Attendees | | | | | | | | | |  | | | | | |  | | |
| Total Number of Attendees | | | | | | | | | |  | | | | | |  | | |
| **Attendees Cost** | | | | | | | | | |  | | | | | |  | | |
| Common Carrier Transportation | | | | | | | | | |  | | | | | |  | | |
| Local Transportation | | | | | | | | | |  | | | | | |  | | |
| Lodging | | | | | | | | | |  | | | | | |  | | |
| M&IE for Attendees | | | | | | | | | |  | | | | | |  | | |
| Breakfast | | | | | | | | | |  | | | | | |  | | |
| Lunch | | | | | | | | | |  | | | | | |  | | |
| Dinner | | | | | | | | | |  | | | | | |  | | |
| Registration Fees | | | | | | | | | |  | | | | | |  | | |
| Miscellaneous Cost | | | | | | | | | |  | | | | | |  | | |
| Total Attendees Cost | | | | | | | | | |  | | | | | |  | | |
| Other Conference-Related Cost | | | | | | | | | | **Estimated** | | | | | | **Actual** | | |
| Meeting Space Rental | | | | | | | | | |  | | | | | |  | | |
| Audio Visual Equipment and Service | | | | | | | | | |  | | | | | |  | | |
| Conference Planner | | | | | | | | | |  | | | | | |  | | |
| Trainer/Instructor/Facilitator | | | | | | | | | |  | | | | | |  | | |
| Printing Design Work | | | | | | | | | |  | | | | | |  | | |
| Other Cost (Itemize Below) | | | | | | | | | |  | | | | | |  | | |
|  | | | | | | | | | |  | | | | | |  | | |
|  | | | | | | | | | |  | | | | | |  | | |
| **Total Conference Cost** | | | | | | | | | |  | | | | | |  | | |
| **Average Cost per attendee** | | | | | | | | | |  | | | | | |  | | |
| **Cost Comments/ Miscellaneous Cost Description** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Procurement Method:** | | | | | Appropriated \_\_\_ Non-Appropriated \_\_\_ | | | | | | | | | | | | | |
| Provide Description: | | | | | | | | | | | | | | | | | | |
| **Contract awarded before conference approval?** | | | | | | | | | | Yes \_\_\_ No \_\_\_ | | | | | | | | |
| **Contract awarded on a competitive basis?** | | | | | | | | | | Yes \_\_\_ No \_\_\_ | | | | | | | | |
| Comments: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | **Estimated** | | | | | | **Actual** | | |
| Grant Funding: | | | | | | | | | |  | | | | | |  | | |
| IAA Funding: | | | | | | | | | |  | | | | | |  | | |
| Other Funding: | | | | | | | | | |  | | | | | |  | | |
| Total non-DOC Funding: | | | | | | | | | |  | | | | | |  | | |
| Funding Description | | | | | | | | | | | | | | | | | | |
| **General Review Section** | | | | | | | | | **Yes** | | **No** | | **Comments** | | | | |
| 1. Are Bureau Memos, Attestations complete, and included for the Conference threshold? | | | | | | | | |  | |  | | If no, explain. | | | | |
| 1. Is there an early registration date or expedient approval required for cost reduction? | | | | | | | | |  | |  | | 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) | | | | | | | | |  | |  | | Provide Explanation. | | | | |
| 1. Are meals provided at the conference? If yes, are travelers aware of M&IE reduction? | | | | | | | | |  | |  | | If no, explain. | | | | |
| 1. Is there a copy of the conference agenda in the package? | | | | | | | | |  | |  | | If no, explain. | | | | |
| 1. Has pre-approval been granted for sponsorship or agreements? | | | | | | | | |  | |  | | If no, explain. | | | | |
| 1. If any waivers are required, are they included in the package? | | | | | | | | |  | |  | | If no, explain. | | | | |
| 1. Was the use of video conferencing technology considered for this conference? | | | | | | | | |  | |  | | 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?) | | | | | | | | |  | |  | | If no, explain. | | | | |
| **Conference Planning (Hosted or Co-Hosted)** | | | | | | | | | | | | | | | | | | |
| **General Review Section** | | | | | | | | | **Yes** | | **No** | | **Comments** | | | | |
| 1. Were alternative conference locations considered? | | | | | | | | |  | |  | | If no, explain. | | | | |
| 1. Was the least costly location selected? | | | | | | | | |  | |  | | If no, explain. | | | | |
| 1. Is conference lodging reserved at select hotels? | | | | | | | | |  | |  | | 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? | | | | | | | | |  | |  | | Provide Explanation. | | | | |
| 1. Is the conference over the weekend? | | | | | | | | |  | |  | | If yes, please explain the additional cost. | | | | |