

Lecture/Oral Presentation Notification

Please type or print information clearly

In accordance with SAIC-Frederick, Inc., contractual requirements, the following information must be provided for those employees invited to lecture or participate in informal presentations not resulting in published proceedings (i.e., university/college lectures, community organizations). Please forward the completed form to the SAIC-Frederick, Inc., Chief Executive Office and NCI-Frederick Office of the Director.

Submitter's Information

1. First Name	2. Last Name	3. Title	4. Program/Laboratory
5. Signature			6. Date

Presentation Information

7. Date of the Presentation:
8. Presenter(s):
9. Program/Laboratory:
10. Subject:
11. Name of Meeting or Group:
12. Location of Presentation:

Approval Information

Laboratory Head Approval

13. First Name	14. Last Name
15. Signature	16. Date

Program Director Approval

17. First Name	18. Last Name
19. Signature	20. Date

Program Area Key Staff Approval

21. First Name	22. Last Name
23. Signature	24. Date

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1. Submitter's first name
2. Submitter's last name
3. Submitter's title
4. Submitter's program/laboratory
5. Submitter's signature
6. Date signed by the submitter
7. Date of the presentation
8. First and last names of each presenter
9. Program/laboratory of each presenter
10. A brief description of the material being presented
11. The name of the meeting or group where the presentation is being made
12. Location of the lecture/oral presentation
13. Laboratory head's first name
14. Laboratory head's last name
15. Laboratory head's signature
16. Date signed by the laboratory head
17. Program director's first name
18. Program director's last name
19. Program director's signature
20. Date signed by the program director
21. Program area's key staff member's first name
22. Program area's key staff member's last name
23. Program area's key staff member's signature
24. Date signed by the program area's key staff member