

Request for Conference

The Request for Conference form is required for any meeting or conference activity that requires the procurement of temporary conference/meeting space, or requires the assistance of the SAIC Conference Coordinator (CC). Program area representatives are not authorized to make financial/contractual commitments for temporary conference/meeting space. This form must be completed by the Program Area and submitted to the servicing Administrative Officer (AO) prior to any other conference planning activity. Upon approval of this form, the CC will schedule a meeting with the program area representatives (and co-sponsor representatives if necessary). The purpose of the meeting includes, but is not limited to, discussing the conference in greater detail, reviewing regulations and policy that may apply to the conference, clarifying roles of the parties involved, and providing the CC with details needed to assist as requested.

Requestor Information:

Prepared By	Date	
Program Area Contact	Phone Number	Fax Number
Program Area		Conference Budget
	When were the funds obligated?	
Responsible ARC Representative and Phone Number		Center Number(s) to be charged

General Conference/Meeting Information:

Conference Title:

Conference Purpose (state specific research topic and/or goal):

Describe your target audience:

Estimated number of government attendees:

Estimated number of non-government attendees:

Please provide an explanation of how this event, and your program, is affiliated with Frederick National Laboratory for Cancer Research:

I understand that the conference & events planning department can only support conferences for programs that fall within the Federally Funded Research and Development Center (FFRDC), Operations and Technical Support (OTS) contractor's statement of work. Work done by the SAIC-

Frederick conference & events planning department cannot be used in lieu of work that is already governed by a requirements contract. **Requestor's Initials:** _____

Can the conference or meeting be conducted at an NIH or other government facility within the local area? If not, provide a detailed explanation.

If a local government facility cannot meet the need, can another local (50 mile radius) facility meet the need? If not, provide a detailed explanation.

If a local facility cannot meet the need, justify and explain why it is advantageous to the government to hold the meeting outside the local area.

State the proposed start and end date of the conference. Indicate if the dates are not yet determined and/or explain any flexibility in the dates.

Do you have a location(s) for the conference in mind? Indicate if location has not yet been considered and/or any flexibility in location selection.

Will the conference be co-sponsored? If so, indicate all co-sponsoring organizations.

What will be the source(s) of the funds used to pay conference expenses? (appropriated funds, gift funds, outside sources, etc.)

Are the services of the SAIC Conference Planner requested? Yes No

If yes, check the services needed.

- | | |
|--|--|
| <input type="checkbox"/> Site/meeting facility selection | <input type="checkbox"/> Hotel/meeting facility contract negotiation |
| <input type="checkbox"/> Invited guest arrangements | <input type="checkbox"/> Meeting registration |
| <input type="checkbox"/> Publications (abstracts, agendas, etc.) | <input type="checkbox"/> Meeting logistics |
| <input type="checkbox"/> Reimbursement | <input type="checkbox"/> On-site support for the conference |
| <input type="checkbox"/> AV or computer support | <input type="checkbox"/> Invoice/Bill Payment |

What expenses are anticipated to be incurred in full or in part by the program area?

- | | |
|--|--|
| <input type="checkbox"/> Conference facilities | <input type="checkbox"/> Travel for invited speakers |
| <input type="checkbox"/> Lodging | <input type="checkbox"/> Light refreshments |
| <input type="checkbox"/> Meals | <input type="checkbox"/> Equipment rental |
| <input type="checkbox"/> Printed material | |
| <input type="checkbox"/> Other (specify: _____) | |

Special Instructions:

NIH Forms

❖ If the conference involves government personnel

- For authorization for the use of temporary commercial conference space form 827-1 must be completed and forwarded for approval by NIH (Responsibility for completion of this form lies with the government. SAIC-Frederick personnel can provide assistance in filling out the form,

if necessary.) *This form is required when using any offsite locations other than NIH and NCI-Frederick conference facilities.*

- If light refreshments and/or meals are being requested, form 2408-1 must be completed and forwarded for approval by NCI or NIAID (Responsibility of this form lies with the government. SAIC-Frederick personnel can provide assistance in filling out the form, if necessary.)
- *Regardless of approval of COA, no legally binding commitment to a conference site and/or the establishment of light refreshments/meals will be made by SAIC-Frederick until these fully completed and signed forms are received from the NIH/NCI responsible program by the SAIC-Frederick Conference Planners and/or associated contractor program staff.*

❖ **If the conference involves contractor and non-government personnel only**

- *2408-1 and 827-1 forms are not required*

This section is to be completed at the time the RFC is submitted for approval.

It is understood that a risk factor exists for potential costs such as cancellation charges, liquidated damages, attrition charges, and/or incidental charges. In addition, the *Federal Travel Regulation* provisions and rates must be followed. The signatures below acknowledge acceptance that the Program Area bears all costs including any risk factor and responsibility to assure all Federal travel regulations are followed.

Signature of Program Official

Date

Signature of Administrative Officer

Date

Typed name

Typed name