

*Conference or Training Request Approval Template*

Host or Sponsor

Date \_\_\_\_\_

**Basic Information:**

Agency:

Program Area:

Accounting Data:

Project code:

Event Name:

Event Date(s):

Event Location:

Primary POC: \_\_\_\_\_  
Name, Phone, email

Secondary POC: \_\_\_\_\_  
Name, Phone, email

Estimated total cost (pending approval): \$

Select One:      Conference      Training

If the event is training is it considered Continuing Professional Education?      Yes      No

Recurring Event:      Yes      No      If Yes, list frequency: \_\_\_\_\_

Will the event be held in a USDA or other Federal facility?

*(To determine if the most cost effective choice was considered/selected)*

Yes      No

Did the conference point of contact communicate results from the [Federal Meeting Facilities](#) website regarding Federal space availability?

Yes      No

Provide sufficient justification for the location and facility selections. (Narrative description)

The meeting location is in the vicinity where a majority of the attendees are located. The location is appropriate and justified and a prudent person would not think it as a waste of their tax dollars for this event in this location.

Yes            No

***If you did not choose a location in the vicinity of a majority of the attendees, provide sufficient justification for selecting a different location; also include an attendee cost detail spreadsheet for each of the three (3) locations considered (including in the vicinity of the majority of the attendees).***

Did you use the USDA Office of Homeland Security's *Event & Meeting Security Assessment Guide* to complete: (1) A Threat Assessment; (2) A Vulnerability Assessment; (3) A Consequence or Impact of Loss Statement; (4) A Risk Analysis; and (5) Risk Mitigation Measures?

Yes            No

If not, provide justification:

Do you have written documentation to support whether or not a Security Assessment was conducted (electronic or hard copy)?

Yes            No

Event Purpose: (Narrative description of the Conference or Training objectives and expected outcomes.)

How will the event help further the Agency's mission or the Department's strategic plan? (Narrative justification)

The number of employees attending is appropriate to the purpose of the event and the mission of the agency. (Narrative justification)

The event is a "must-do" considering the limited budget of the agency. The information cannot be effectively shared through another means such as a teleconference, video conferencing, webinars, or other alternative media tools. (Narrative justification)

A Federal contract will be issued in conjunction with the event.  
(Copies of contracts must be maintained as part of the official request package)

Yes                      No

Vendors providing supplies or services for the conference were selected through a competitive contracting process. Conference requests involving a sole source contract or no contract must include additional justification: (Narrative description)

Contract Details:

Services to be provided:

Competition Type:

Justification for Other than Full and Open Competition:

Federal funds will only be used for necessary and appropriate purposes and all conference expenses and activities will comply with the Federal Travel Regulation (FTR), the Federal Acquisition Regulation (FAR), the Agricultural Travel Regulation, and any other USDA requirements on lodging, food and beverages, per diem reimbursement, and contracting of goods and services.

Yes                      No

**Attendee Information:**

Total Attendees: \_\_\_\_\_

Sponsoring Agency Attendees/Participants: \_\_\_\_\_

Other USDA Attendees/Participants: \_\_\_\_\_

Other Federal Attendees/Participants: \_\_\_\_\_

Non-Federal Attendees/Participants: \_\_\_\_\_

Will contributions be accepted from non-federal sources to defray the cost of the conference?

Yes          No          If Yes, then how much will be accepted? \$ \_\_\_\_\_

If contributions will be accepted, has the acceptance decision been discussed with the Office of General Counsel? If Yes, then *please provide a copy of the OGC opinion.*

Yes          No

**Promotional Materials:**

Please describe any promotional materials to be distributed and justify the usage of promotion materials

**Attachments:**

1. Draft or previous year event agenda (*with specific information on how meals will be handled*)
2. Location Cost Comparison or Estimate Worksheet(s) (*properly completed*)
3. Attendee Detailed Cost Analysis Spreadsheet (*excel softcopy version*)

**Reportable (check all that apply):**

USDA OCFO [*over \$7,000*]

USDA OIG [*over \$20,000*]

HR933, Section 3003 [*over \$100,000*]