

Conference Approval Form (Template)

Basic Information

Agency: NRCS

Office:

Accounting Code (A unique element is required to track cost for all conferences above \$7,000):

Budget Fiscal Year: 16/17

Functional Area:

Funded Program/Work Breakdown Structure:

Funded Program, and Functional Area are elements that can apply to many different funding sources and/or Organization/Fund Centers

Select One: conference - ☒ training

If the event is training is it curriculum based?

Yes No

If the event is training is it considered Continual Professional Education?

Yes No

Name of conference or training: American Forage and Grassland Council Annual Conference

Location of conference or training: Baton Rouge, LA

Will the Conference or Training be held in a USDA facility?

Yes ☒ - No

If the Conference or Training will not be held in a USDA facility will it be held in Federal facility?

Yes ☒ - No

If the conference or training will not be held in a USDA or other Federal facility, please provide a justification for using an external facility? Location selected by organizing partner entity

Dates of Conference or Training: January 11-12, 2016

Recurring Event: Yes No - ☒

If yes, frequency: _____

Conference Purpose: The 2016 AFGC Annual Conference offers important workshops for professionals engaged in natural resource planning and management, with continuing education credits that are important in maintain professional certification. It also provides valuable opportunities for NRCS employees to network with grazing lands managers, researches, educators, internal and external agency employees, as well as professional engaged in the use and conservation of pasture an forage resources.

Justification (Check all that applies and provide additional information.)

- The conference will help further the agency's mission or the Department's strategic plan;
- X - The information cannot be effectively shared through another means such as a teleconference or the Internet;
- X - The location is appropriate and justified and a prudent person would not think it as a waste of their tax dollars for this conference in this location;
- X - The number of employees attending is justified;
- X - The meeting location is near where most attendees are stationed. If not, the detailed cost analysis is to include cost comparisons to locations near the majority of attendees. The cost comparison should include all travel costs and employee payroll for travel time. Multiple meetings should be considered to reduce total costs; and
- X - The conference or training event is "must-do" considering the limited budgets of the agency.

Explanation of Why Video Conference or Other Alternatives Cannot Be Used – There are concurrent sessions. Video conferencing has not been offered by host.

Attendee Information

Total Attendees:

Sponsoring Agency Attendees/Participants: see attached spreadsheet

Other USDA Attendees/Participants: _____

Non-USDA Attendees/Participants: _____

Estimated Costs

Total Cost: _____

Employee Travel Expenses – Local: _____

Employee Travel Expenses – TDY: _____

Costs – Salary and Benefits: _____

Costs – Speaker Fees: _____

Costs – Audio Visual Services: _____

Costs – Printing and Reproduction: _____

Costs – Rental/Facility Charges: _____

Costs – Refreshments: _____

Costs – Conference Furnished Meals: _____
Costs Not Otherwise Identified: _____
Explain/list of other costs: Registration: \$ 295

External Contributions Towards the Cost

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

Yes X - No

If yes, how much will be accepted? _____

If contributions will be accepted has the acceptance decision been discussed with the Office of General Counsel?

Yes No

Contract Details – we are not hosting this conference so information is not needed

Potential Vendor(s): _____
Services to be provided: _____
Estimated Cost of Contract: _____
Competition Type: _____
Justification for other than full open Competition: _____

Promotional Materials:

Please describe any promotional materials to be distributed and justify the usage of promotional materials. N/A

Review by: _____
Approved by: _____