

JULY 2010: Conference Approval Steps

Notify Adrienne of any conferences, workshops, events you would like to attend and email the following information:

- 1) Conference URL
- 2) One paragraph on how attending this meeting supports the Office of Science missions within your organization.
- 3) Your exact travel dates
- 4) Print out of entire web page for airfare cost estimate
- 5) Print out of registration page and cost in **US dollars**
- 6) Role at Conference (Attendee, Speaker, Organizer, Member)
- 7) If presenting, please include title of talk
- 8) Your anticipated nightly lodging rate in **US dollars** if this differs from the per diem rate. Please indicate if this is a conference hotel.
- 9) Other costs in US dollars. Specify what this is - taxi, bus, etc.
- 10) Any exceptions, for example:
 - a. All meals paid by organizer
 - b. Registration fee waived
- 11) If the trip is NOT being charged to ATLAS, then provide charge account