

Fermilab Conference Approval Request

DATE OF REQUEST:

REQUESTED BY:

SPONSORING ORGANIZATION(S):

CONFERENCE TITLE:

CONFERENCE DATE:

PURPOSE AND OBJECTIVES:

CONFERENCE LOCATION:

ESTIMATED COST BREAKDOWN:TRAVEL AND PER DIEM COSTS

DOE Employees (HQ)
 DOE Employees (Field)
 Contractor Employees (HQ)
 Contractor Employees (Field)

Total DOE Travel Costs

OTHER EXPENSES:

Logistics: (local transportation, food service)

Supplies and Support:
 Materials (posters, mailing, folders, a-v mat'ls)
 Graphics, conf. manpower, proceed., A-V, etc.

Supplies & Support Sub-total:

Total Other Expenses

Less: Non-DOE participants Conference Fees

TOTAL ESTIMATED DOE COSTS:

ESTIMATED COSPONSOR COSTS:

ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:

	<u>Traveling</u>	<u>Non-traveling</u>
DOE Employees (HQ) Wash. D.C.		
DOE Employees (Field) CH Op		
Contractor Employees (HQ)		
Contractor Employees (Field)		
-LBL		
-SLAC		
-BNL		
-Fermilab		
Others:		
-U.S. Universities		
-Foreign Institutes		
Total:		

Attachments:
 Criteria for Approval
 Registration Fee Budget
 Conference Budget

Conference Title:

Approved: _____
John W. Cooper, Head, Particle Physics Division Date

Fermilab Funding Approved: _____ Source of Funding: _____

Approved: _____
Hugh E. Montgomery, Associate Director for Research Date

Fermilab Funding Approved: _____ Source of Funding: _____