

Fermilab Conference Exclusion Request

DATE OF REQUEST:

REQUESTED BY:

SPONSORING ORGANIZATION:

CONFERENCE TITLE:

CONFERENCE DATE:

PURPOSE AND OBJECTIVES:

<Insert here.>

CONFERENCE LOCATION:

EXCLUSION:

<Insert here.>

ESTIMATED COST BREAKDOWN:

OTHER EXPENSES:

Logistics:
Coffee Breaks (<N>x<N>x\$6)
Streaming Video or Video Conferencing

Supplies and Support:
Registration Materials (<N>x\$3)
Participant travel support
Proceedings

Reception <N>x<Per person estimated cost>*
Banquet <N>x<Per person estimated cost>*

Total Other Expenses

*NOTE: If URA and other corporate sponsors are unable to provide support for these events, the Organizers will be forced to sell tickets to cover the entire costs of the events or cancel the events entirely.

ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:

Traveling

Non-Traveling

DOE Employees (HQ)
Wash. D.C.

DOE Employees (Field)
CH Op

Contractor Employees (HQ)

Contractor Employees (Field)

ANL

Fermilab

BNL

LBNL

SLAC

<Insert additional DOE contractor facilities if appropriate, i.e., LANL, ORNL, TJNAF, LLNL, etc.>

Others:

U.S. Universities

Foreign Institutes

Total:

Attachments:

Registration Fee Budget (if necessary)

Conference Budget (if more detail is necessary)

Funding Requested from:

Fermi National Accelerator Laboratory

<Insert amount.>

Universities Research Association, Inc.

<Insert amount.>

<Insert additional institutions or agencies from which you intend to ask for support.>

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

Fermilab Funding Approved: _____ Source of Funding: _____

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

Fermilab Funding Approved: _____ Source of Funding: _____