

18 February 2015

## **Information and/or Documents NEEDED to CREATE a NEW Event:**

### **Information needed:**

- \* Official Name of the Event
- \* Name of Organizing Institution
- \* Organizer Contact Name, email and phone number
- \* Event's web site
- \* Date(s) of event
- \* Location the event will take place at
- \* City, State, Country:
- \* Per Diem amounts for lodging and M&IE (meals)
- \* Three to four sentences on how this event is in support of SLAC/DOE and/or the Office of Science mission, therefore representation from SLAC is important.

### **Documents to be gathered:**

- Pdf file of the event program
- Pdf file of airfare (departure and return dates) cost
- Pdf file of the registration page (if the fee is in foreign currency, you will need to do a currency conversion and include with the registration page).

### **Create the event in SLAC's Conference Management database (SharePoint site)**

Link: <https://portal.slac.stanford.edu/apps/ConferenceRequest/default.aspx>

On the Conference Approval HOME page, select "Add New Event"

## **Information Needed to Request APPROVAL for YOU to Attend an Event:**

- \* Official Name of the Event
- \* Travel Dates (should encompass your departure, return, and dates you will attend the event):
- \* Project-Activity Number
- \* Late Justification (if submitted less than 95 days)
- \* Conference Hotel need amount of the room per night (typically, room associated with events are more per night than the lodging Per Diem for that location)
- \* Role at Conference
  - Booth Staff
  - General Attendee\*\*
  - Invited Attendee\*\*
  - Organizer/Committee Member
  - Poster Presenter\*
  - Session Chair\*\*\*
  - Speaker/Oral Presenter\*

\*If presenting- provide the title of your talk, and a copy of the abstract.

\*\*For Invited and General Attendee, a justification will be required that speaks to attendee's position at SLAC, how the event agenda relates to that position and how their attendance furthers the DOE/SLAC mission.

\*\*\*If chairing a session, please provide the session name

### **Request approval to attend the event in SLAC's Conference Management database (SharePoint site)**

Link: <https://portal.slac.stanford.edu/apps/ConferenceRequest/default.aspx>

On the Conference Approval HOME page, select "Request Attendance"

18 February 2015