

Reclamation Manual

Directives and Standards

Annual/Quarterly Conference Plan Template Instructions
General:
1. The annual plan is due to the Office of Financial Management by October
2. The purpose of the conference plan is to monitor the flow of conference
3. For every planned conference, please enter only one line.
4. Please use best information available to determine number of attendees and
5. Bureaus may need to track additional fields. If so, please delete prior to PFM
Line-by-Line Instructions
Event Title - please do not use acronyms and place any year or annual
Frequency - Please choose: One-Time, Monthly, Quarterly, Annually, Biennial
Start Date - Please use format: mm/dd/yyyy
Date Final Approval is Needed - Populate only for those
Attendees - Please enter the estimate in numeric characters only.
Costs - Please enter estimated costs in numeric characters only.
Bureau Contact Email - Please list the email address for the bureau contact