

Reclamation Manual

Directives and Standards

CONFERENCE REVIEW NOTES

-Example-

Date of completed review – PFM:

Date received – PFM:

Bureau/Office	Reclamation/Multiple
Conference	HydroVision 2018
Dates	June 26-28, 2018
Attendance	42
Location	Charlotte, NC
Hosted by	PennWell/HydroVision
Sponsorship	None
Approvals	AS-PMB
Fees (Booth for Acquisitions Rep)	\$4,760
Receptions	Yes
Average Travel Cost	\$1,743
Estimated Costs:	
Travel and per diem expenses	\$73,202
Registration	\$17,425
TOTAL COST	\$95,387

- The purpose of the HydroVision conference is to provide education for Reclamation managers, leaders and engineers; to acquire engineering and technology information updates; and to learn about new products available to solve industry challenges.
- Reclamation conference attendees were identified and selected based on their involvement in the conference, their roles and responsibilities in accomplishing Reclamation’s core mission, and their individual development plans.
- A negotiated rate of \$425 per full conference attendee has been secured providing a discount of \$240 per attendee.
- Reclamation is proposing 42 attendees, the majority of whom manage and maintain Reclamation’s hydropower facilities across the west. Many of these will participate and lead committees, make presentations as well as participate in co-located meetings.
- The agenda is provided with the request for approval.
- The cost includes a booth for Reclamation, which would be staffed by a small business expert from Reclamation’s Acquisitions Program. The goal of the booth is to help vendors do business with Reclamation, and to increase awareness and competition for Reclamation contracts.
- **NOTE: If there are early bird registration or hotel deadlines, include text explaining the deadlines. Also, include a line requesting that the conference package is expedited to take advantage of the reduced costs.**

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- Include any other information unique to the conference.