

Reclamation Manual

Directives and Standards

THIS IS A TEMPLATE OF STREAMLINED CONFERENCE PACKAGES
The text highlighted in yellow below must be included. The other text is left as a example,
please insert similar types of language for your conference

86-50000

1.1.01

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Assistant Secretary
Policy, Management and Budget

Through: Timothy R. Petty, Ph.D.
Assistant Secretary
for Water and Science

From: Brenda Burman
Commissioner

Subject: **Bureau of Reclamation Request for Streamlined Approval** to Attend the HydroVision Conference, June 26 – 28, 2018, Charlotte, North Carolina

In accordance with the requirements in DOI Financial Management Memorandum 2015-010 (Vol. VI. B.), Reclamation attendance at the HydroVision 2018 Conference is submitted for streamlined approval based on the criteria below:

- **This conference has been determined to be a priority by Reclamation senior leadership and is being submitted for approval after review and consideration under the current budget.**
- **This conference was listed on Reclamation's initial annual conference plan submitted on October 31, 2018. [Note: Update submission date accordingly]**
- **Cost estimates are within 10 percent of the previously approved conference package.**
- A negotiated rate of \$425 per full conference attendee has been secured providing a discount of \$240 per attendee.

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Attendance and Cost Estimates:

	2017	2018 Estimates (NTE 2017 Costs + 10%)
Number of Reclamation Attendees	62	42
Location	Denver	Charlotte
Total Registration Costs	\$30,210	\$17,425
Total Travel Costs	\$54,329	\$73,202
Total Other Costs (Exhibit space and shipping)	\$3,100	\$4,760
Total Conference Costs	\$87,639	\$95,387

Please note that, due to increased travel costs to the Charlotte, North Carolina location, the cost per attendee for the 2018 HydroVision Conference is more than the 2017 HydroVision Conference. Therefore, the number of Reclamation's attendees for the 2018 conference has been reduced. Reclamation is headquartered in Denver, Colorado, so many attendees did not need to travel to the 2017 HydroVision conference. As a result, more employees could attend in 2017 since there was less of a cost per attendee. However, with the reduced number of attendees in 2018, cost estimates are still within 10 percent of the previously approved conference package.

- The total estimated cost is \$95,387 (\$73,202 for travel; \$17,425 for registration; \$4,760 for booth related costs).
- Reclamation has negotiated a discounted registration rate that is a \$240 savings per attendee.
- There were 62 attendees for the 2017 conference for a total cost of \$87,639.
- 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.

This conference will be held in Charlotte, North Carolina from June 26 to 28, 2018. The conference agenda is attached to show the topics and schedule of events. The objective of the conference is for hydropower professionals to learn from industry professionals and interact with the most comprehensive collection of product and service providers in the industry. HydroVision provides attendees a forum for best practices, lessons learned, and exposure to the latest innovations in operations, maintenance, engineering, and construction of hydropower and related structures. The event has strong informational and educational benefits for Reclamation

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hydropower professionals. HydroVision also provides an opportunity for information exchange with other professionals who have missions and equipment similar to Reclamation.

In addition, HydroVision attendance provides Reclamation employees an opportunity to speak with vendors who offer hydropower related products and services. In these conversations, Reclamation employees learn about new products and services available to address equipment challenges, infrastructure maintenance, and employee safety. Reclamation is requesting exhibit space at HydroVision to facilitate conversations with vendors. Reclamation's work often requires working with vendors to complete mission work. By connecting with vendors at HydroVision, Reclamation is likely to get increased participation and competition in future contract bids and, therefore, better products and services. In the past, vendors have indicated interaction with Reclamation employees at HydroVision has informed them of Reclamation's work and how to conduct business with Reclamation. The cost of the exhibit space with tables, drapes, materials transportation, and exhibit passes for technical staff is \$4,760 for the week.

Reclamation leadership has selected staff to attend who will use the information available at the conference directly in their area of expertise and will share it with their staff or co-workers. In addition, Reclamation employees have been invited to participate on multiple technical policy and management panels.

To ensure our attendees will not exceed the estimated costs, the approval instructions to the attendees and supervisors will include instruction to pursue cost cutting methods, such as rideshares, shuttles or synchronized travel plans to share rental cars. To facilitate continuous information sharing throughout the event, lunch will be provided at the conference for two of the three days. The participants will be notified of the appropriate deductions (\$16 for each lunch) that need to be made to their per diem for provided lunches. Supervisors will notify participants that they must designate the purpose of their trip as "Conference Attendance." Funding for travel has been identified by potential attendees as coming from appropriations and power customer funding.

Please indicate your approval for Reclamation to attend the 2018 HydroVision Conference in Charlotte, North Carolina, June 26 28, 2018, by signing the approval block on this memorandum and returning to Judith LaVoie, Bureau of Reclamation, 92-40000, 1849 C Street NW, Washington DC, 20240. For additional information, please contact XXX at XXX-XXX-XXXX.

Attachment

Approve

Date

Disapprove

Date

cc: AS-PMB

AS/WS

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ES
PFM

91-10000, 92-00000, 92-40000, 94-00000, 94-00010
96-00000, 84-27120, 94-00000, (w/att to each)