



# 11<sup>th</sup> ANNUAL GOVERNMENT ETHICS CONFERENCE

December 4-6, 2001

INFORMATION SHEET

Virginia Beach, Virginia

## REGISTRATION INFORMATION

### Nominations

Designated Agency Ethics Officials (DAEO) are encouraged to allow ethics officials who were scheduled to attend the conference in September to re-register for this conference. Conference slots will again be allocated based on agency size as noted below:

<u>Number of Employees</u>	<u>Slots</u>
100 (or less)	1
101 - 6,000	2
6,001 - 25,000	7
25,001 - (or more)	10

### Alternates

The Office of Government Ethics (OGE) will attempt to accept registrations for alternate attendees (wait listed attendees). If you would like to send more attendees than your agency is allotted, please submit **alternate names (numbered in priority order)** and they will be put on a **wait list**. Please use a separate registration form for each alternate attendee and specify **ALTERNATE ATTENDEE**. Space permitting, alternates **may be accepted** and contacted sometime **AFTER** the October 19 registration deadline.

**NOTE: Alternates should NOT send payment with their registration form.**

### Registration Procedures

Registration forms **must have an authorized agency DAEO signature**. Signed forms should be faxed/mailed with an **acceptable** payment as soon as possible to:

Gwen Cannon, Conference Assistant  
U.S. Office of Government Ethics  
1201 New York Avenue, NW. - Suite 500  
Washington, DC 20005-3917  
**Phone:** 202-208-8000, ext. 1173  
**Fax:** 202-208-8039 (or 8038)

Since conference registrations are accepted on a first-come basis by agency, it is important that DAEOs **notify nominees as soon as possible** of their selection to attend the conference and furnish them with the registration information.

### Payment Procedures

The conference fee of **\$275 per attendee** can be paid by:

- ◆ Credit Cards (VISA, MC, AmEx, Discover)
- ◆ SF 182
- ◆ DD 1556
- ◆ Checks: Personal/Government/Cashier  
(Payable To: U.S. Office of Government Ethics)

If your agency is serviced through the On-line Payment and Collection (OPAC) service, the following information **MUST** be included on SF 182 or DD 1556 forms :

- ◆ 8-digit agency location code (ALC) and billing address in blocks 24 and 25 (SF 182 only);
- ◆ the registrant's Finance Office fax number;
- ◆ the registrant must note on payment form "**ADVANCE PAYMENT APPROVED**" in Section C, #21 (SF182) or Section D, #37 (DD1556).

Your agency budget officer can furnish agency ALC numbers. If your agency is not serviced through OPAC, please provide the name and phone number of the budget officer, or a contact person who can resolve any payment concerns.

**NOTE: OGE will NOT send invoices to collect conference fees. Failure to provide the above payment information will delay the registration process and forms will be returned as INCOMPLETE. Attendees must ensure payment is made BEFORE the conference registration deadline, October 19, 2001.**

### Deadline

**The deadline for registration forms and payment is Friday, October 19, 2001.** Due to the shortened time frame for registering for this conference, **please submit your registration forms as soon as possible.**

### Confirmations

OGE will confirm attendees' registration as soon as possible after receipt of registration form.

## CANCELLATIONS/REFUNDS/ SUBSTITUTIONS:

Once conference fees have been submitted to OGE they **cannot be refunded**. Therefore, **under NO circumstances can OGE provide refunds** for cancellations or conference "no shows."

In case of an emergency, the agency DAEO may send a **substitute attendee**. Please notify Gwen Cannon, Conference Assistant, as soon as possible of the substitute change and submit a new registration form, noting **substitute attendee**, and fax the form to OGE.

## LODGING:

Please make your hotel reservations **directly** with the **Cavalier Hotels (757-425-8555)**. **Overflow reservations are to be made at the Holiday Inn Sun Spree Resort (757-428-1711), in Virginia Beach, VA.** All lodging reservations will be accepted on a first-come basis and **MUST** be made before **Friday, November 9, 2001**. After November 9, rooms will no longer be held for conference attendees and lodging will **NOT** be guaranteed. Please be sure to **identify your affiliation with the Government Ethics Conference to ensure receiving the Government rate.**

## GOVERNMENT TRAVEL/TRANSPORTATION ALLOWANCES:

The current Government per diem rate, allowances, expenses, and travel information applicable to the Virginia Beach, VA area are:

Maximum room rate:	\$ 55
Meals and incidentals:	\$ 38
Maximum amount not to exceed:	\$ 93
Mileage rate per mile:	.34½
Parking:	FREE
Approx. mileage - DC to VA Beach	220 miles

## RECOMMENDED DRESS:

Dress for the entire conference is business casual. For your personal comfort, please plan to wear layered clothing to allow for varying weather and meeting room temperatures.

## IMPORTANT DATES:

**October 19:** Conference registration forms and payment due to OGE.

**November 9:** Deadline for hotel lodging reservations with the Cavalier Hotels and the Holiday Inn Sun Spree Resort.

## PROGRAM INFORMATION:

**PLEASE NOTE:** The conference program will begin with breakfast on **Tuesday morning, December 4**. You may check into the hotel on Monday night, December 3, however, there are no official conference activities scheduled.

Breakfast will be served beginning at 7:30 a.m. each morning followed by a mix of plenary speakers and concurrent sessions throughout each day. Lunch will be provided on Tuesday and Wednesday. The conference will conclude on Thursday at noon.

Once the conference program has been finalized, a detailed schedule of activities will be provided under separate cover.

## ADDITIONAL CONFERENCE INFORMATION:

Current information on the 11<sup>th</sup> Annual Conference is available from OGE's Web Page: [www.usoge.gov](http://www.usoge.gov)

### OGE's Point of Contact

Barbara Mullen-Roth  
U.S. Office of Government Ethics  
1201 New York Avenue, NW. - Suite 500  
Washington, DC 20005-3917  
**Phone:** 202-208-8000, ext. 1133  
**Fax:** 202-208-8039 (or 8038)  
**E-mail:** [bamullen@oge.gov](mailto:bamullen@oge.gov)

### Hotel Information

Host: Cavalier Hotels  
Oceanfront and 42<sup>nd</sup> Street  
Virginia Beach, VA 23451  
757-425-8555

Overflow: Holiday Inn Sun Spree Resort  
Oceanfront and 39<sup>th</sup> Street  
Virginia Beach, VA 23451  
757-428-1711