2000 ANNUAL GOVERNMENT ETHICS CONFERENCE

A. REGISTRATION INFORMATION:

Nominations

Designated Agency Ethics Officials (DAEO) are required to nominate conference attendees from their agencies. Attendee spaces are allocated based on agency size to ensure equitable representation of all executive branch agencies.

Agency Size (Employees)	Spaces Allocated
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 July 14 registration deadline.

NOTE: Alternates will be on a wait list and, therefore, must NOT send payment with registration form, since acceptance is NOT guaranteed.

Fee

The conference registration fee is **$275 per attendee** and includes: registration, materials and most meals (see Preliminary Conference Outline). **NOTE:** Lodging is **not** included in the conference fee.

Registration Procedures

Because 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**.**

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

Sheila A. Powers, Event Coordinator
U.S. Office of Government Ethics
1201 New York Avenue, NW. - Suite 500
Washington, DC 20005-3917
Phone: 202-208-8000, ext. 1104
Fax: 202-208-8039 (or 8038)

Payment Procedures

Acceptable methods of payment are:

- g   SF 182
- g   DD 1556
- g   Personal/Government/cashier checks
- g   Credit Cards

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 :

- g   8-digit agency location code (ALC) and billing address in blocks 24 and 25 (SF 182 only);

- g   the registrant's Finance Office fax number;

- g   the registrant must note on payment form "**ADVANCE PAYMENT APPROVED.**" in Section C, #21 (SF182) or Section D, #37 (DD1556).

Agency budget officer's 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 questions.

NOTE: Failure to provide the above payment information will delay the registration process and forms will be returned as INCOMPLETE. OGE will NOT send invoices to collect conference fees. Attendees must ensure payment is made BEFORE the conference registration deadline, July 14, 2000.

Deadline

DEADLINE FOR REGISTRATION FORMS AND PAYMENT TO BE RECEIVED AT OGE IS: **FRIDAY, JULY 14, 2000**. Though agencies are given attendance quotas, EARLY registration is highly recommended since the demand for attendance is great and space is limited.

Confirmations

OGE will confirm all attendees' registration forms promptly (via fax), two-three weeks after receipt. Due to the large volume of registrations, please do **NOT** follow up on confirmations.

B. 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 emergency, the agency DAEO may send a **substitute attendee** by submitting a new registration form, noting **substitute attendee,** and faxing the form to OGE. Please notify Sheila Powers, Event Coordinator, of the substitute change.

C. LODGING:

Please make your hotel reservations **directly** with the **Wyndham Franklin Plaza Hotel, 17th and Race Streets, Philadelphia, PA 19103 at 215-448-2000.**

All lodging registrations will be accepted on a first-come basis and MUST be reserved before **Friday, August 11, 2000**. After August 11, rooms will no longer be held for conference attendees and there will be NO lodging guarantee. Please be sure to **identify your affiliation with the Government Ethics Conference to ensure receiving the Government rate**.

D. GOVERNMENT TRAVEL/TRANSPORTATION ALLOWANCES:

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

Maximum room rate:	$118*
Meals and incidentals:	$ 46
Maximum amount not to exceed:	$164
Mileage rate per mile:	32.5¢
Daily Hotel Parking Fee:	$ 16.
Approx Car Tolls from DC to Phil:	$ 10.R/T
Approx mileage from DC to Phil:	140 miles

*Pennsylvania State Tax exemption forms will be provided to conferees before Hotel check-in.

E. 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.

F. CONFERENCE DEADLINE SUMMARY:

July 14: Conference registration forms and payment due to OGE

August 11: Deadline for hotel lodging reservations with Wyndham Franklin Plaza Hotel.

September 11-14: Annual Government Ethics Conference in session at the Philadelphia Wyndham Franklin Plaza Hotel.

G. ADDITIONAL CONFERENCE INFORMATION:

Current information on the 2000 Conference is accessible via:

g **OGE's Web Page Address:**

www.usoge.gov ["What's New in Ethics"]

g **Recorded Conference Announcements:**

202-208-8000, ext. 8202

g **OGE's conference point of contact:**

Sheila A. Powers, Event Coordinator
U.S. Office of Government Ethics
1201 New York Avenue, NW. - Suite 500
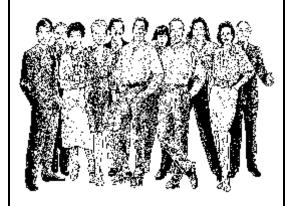Washington, DC 20005-3917
Phone: 202-208-8000, ext. 1104
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E-mail: sapowers@oge.gov

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**September 11-14, 2000
Philadelphia, PA**