

NIST SPONSORED OR CO-SPONSORED MEETING APPROVAL

FORM NIST-1176, NIST SPONSORED OR CO-SPONSORED MEETING APPROVAL, SHOULD BE USED FOR THE FOLLOWING TYPES OF MEETINGS:

1. MEETINGS SPONSORED OR CO-SPONSORED BY NIST WITH A NATIONAL AND INTERNATIONAL AUDIENCE AND SPEAKERS.
2. MEETINGS HOSTED BY NIST WITH NIST STAFF HEAVILY INVOLVED IN PLANNING MEETING CONTENT AND FORMAT (e.g., ANSI, ISO).
3. SMALL TECHNICAL TRAINING COURSES OR SEMINARS SPONSORED BY NIST INTENDED PRIMARILY FOR TECHNICAL PEERS OUTSIDE NIST (e.g., The Precision Measurement Seminars series).
4. TRAINING COURSES INTENDED PRIMARILY FOR NON-NIST EMPLOYEES.

FORM NIST-1176A, NIST MEETING APPROVAL - NON-NIST SPONSORED MEETINGS, SHOULD BE USED FOR:

1. MEETINGS HOSTED BY NIST. NIST HAS LITTLE OR NO INVOLVEMENT IN THE TECHNICAL PROGRAM.
2. EDUCATIONAL OR CULTURAL ACTIVITIES PLANNED BY THE LOCAL COMMUNITY.

DOES NOT INCLUDE:

1. TRAINING COURSES ORGANIZED BY THE NIST PERSONNEL DIVISION INTENDED PRIMARILY FOR NIST EMPLOYEES.
2. SEMINARY SPONSORED AT THE OFFICE OR DIVISION (e.g., Heat Division and Math Colloquia), WITH PRIMARILY NIST ATTENDANCE.
3. DIVISION STAFF MEETINGS.

NAME OF MEETING			DATE RESERVATION MADE	
DATE OF MEETING	TIME OF MEETING	NUMBER ATTENDING	ROOMS REQUESTED	DATES
SPONSORS				
TARGET AUDIENCE				
FORMAT				
NAME AND ADDRESS OF NIST EMPLOYEE RESPONSIBLE FOR ARRANGEMENTS			TELEPHONE EXTENSION/FAX NUMBER	
			DIVISION	
LOCATION OF MEETING (IF NOT NIST)				
PURPOSE OF MEETING (25 WORDS)				
TOPICS				
FINANCES			NIST COMPTROLLER (IF FEE-SUPPORTED) (NAME/SIGNATURE)	
<input type="checkbox"/> CONFERENCE WILL BE FEE-SUPPORTED				
<input type="checkbox"/> CONFERENCE WILL HAVE NO FEES				
REQUESTER (NAME/SIGNATURE)			DATE	
SPONSORING DIVISION CHIEF (NAME/SIGNATURE)			DATE	PUBLIC AND BUSINESS AFFAIRS DIVISION CONCURRENCE (NAME/SIGNATURE)
				DATE

DISTRIBUTION: CONFERENCE MANAGER; CONFERENCE FACILITIES; DIVISION CHIEF; COMPTROLLER.

ADMINISTRATION/IPSG ELECTRONIC FORM