



# 2001 ANNUAL GOVERNMENT ETHICS CONFERENCE

September 11-13, 2001

INFORMATION SHEET

Norfolk, Virginia

## 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.

<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 July 13 registration deadline.

**NOTE: Alternates will be placed on a wait list and should NOT send payment with their registration form.**

### Registration Procedures

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.

**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

The conference fee of **\$300 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, July 13, 2001.**

### Deadline

**The deadline for registration forms and payment must be received at OGE by Friday, July 13, 2001.** 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 attendees' registration (via fax), two to three weeks 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 Sheila Powers, Event Coordinator, 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 **Norfolk Waterside Marriott Hotel (757-628-6400)**. **Overflow reservations are to be made at the Radisson Hotel Norfolk (757-627-5555), in Norfolk, VA.** All lodging reservations will be accepted on a first-come basis and **MUST** be made before **Friday, August 10, 2001**. After August 10, 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 Norfolk, VA area are:

Maximum room rate:	\$109
Meals and incidentals:	\$ 38
Maximum amount not to exceed:	\$147
Mileage rate per mile:	.34½
Daily Marriott Parking Fee:	\$ 10
Approx mileage: DC to Norfolk:	210 mi

## 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:

**July 13:** Conference registration forms and payment due to OGE.

**August 10:** Deadline for hotel lodging reservations with Norfolk Waterside Marriott and Radisson hotels.

## PROGRAM INFORMATION:

**PLEASE NOTE:** This year's conference program will begin with breakfast on **Tuesday morning, September 11**. You may check into the hotel on Monday night, September 10, 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 2001 Conference is available from:

◆ **OGE's Web Page:**

[www.usoge.gov](http://www.usoge.gov) ["OGE Conference"]

◆ **Recorded Conference Announcements:**

202-208-8000, ext. 8202

◆ **OGE's Event Coordinator:**

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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)

**E-mail:** [sapowers@oge.gov](mailto:sapowers@oge.gov)

The Office of Government Ethics (OGE) fully supports Executive Order 13160 mandating equal opportunity in all federally conducted education and training programs. Additional information about EO 13160 and OGE procedures established in response to the EO can be found on OGE's website under the Training Workshops and Seminars Section.