

# 1999 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.

<u>Agency Size (Employees)</u>	<u>Spaces Allocated</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. 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 9 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 **\$250 per attendee** and includes: registration, materials, 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:

- ◆ SF 182
- ◆ DD 1556
- ◆ Personal check/Government check
- ◆ Money order

**NOTE: OGE CANNOT ACCEPT CREDIT CARD PAYMENTS**

OGE's **preferred** method of collecting the registration fee is the **On-line Payment and Collection (OPAC)** system. If your agency is serviced through OPAC, it is important to include the following information 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).

Agency budget officers 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 9, 1999.**

### Deadline

DEADLINE FOR REGISTRATION FORMS AND PAYMENT TO BE RECEIVED AT OGE IS: **FRIDAY, JULY 9, 1999**. 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), within two 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 **Williamsburg Marriott at 757-220-2500**. Once the Marriott is full, please direct lodging requests to the overflow hotels: (1) Courtyard Marriott, (2) Quality Inn. For your convenience, the recommended conference hotels are:

### Conference/Host Hotel:

#### **Williamsburg Marriott**

50 Kingsmill Road  
Williamsburg, VA 23185  
757-220-2500 or 1-800-442-3654

### First Overflow Hotel:

#### **Courtyard Marriott**

470 McLaws Circle  
Williamsburg, VA 23185  
757-221-0700 or 1-800-321-2211

### Second Overflow Hotel:

#### **Quality Inn**

480 McLaws Circle  
Williamsburg, VA 23185  
757-220-1100 or 1-800-228-5151

**NOTE: The Marriott will provide a shuttle van service to/from Courtyard and Quality Inn Hotels. (The overflow hotels are less than one mile walking distance to the Marriott.)**

All lodging registrations will be accepted on a first-come basis and **MUST** be reserved before **Friday, August 13, 1999**. After August 13, 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 Williamsburg area are:

Maximum room rate:	\$ 91*
Meals and incidental:	\$ 38
Maximum amount not to exceed:	\$129
Mileage rate per mile:	.31¢
Approximate driving distance from Washington to Williamsburg:	170 miles
Parking fee(3 hotels referenced):	FREE

\*Does not include state, county and/or occupancy taxes.

## 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 9:** Conference registration forms and payment due to OGE

**August 13:** Deadline for hotel lodging reservations with (1) Marriott, (2) Courtyard Marriott, and (3) Quality Inn

**September 13-16:** Annual Government Ethics Conference in session at the Williamsburg Marriott

## G. ADDITIONAL CONFERENCE INFORMATION:

Current information on the 1999 Conference is accessible via:

### ◆ OGE's Web Page Address:

[www.usoge.gov](http://www.usoge.gov) ["What's New in Ethics"]

### ◆ Recorded Conference Announcements:

202-208-8000, ext. 8202

### ◆ 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

**Fax:** 202-208-8039 (or 8038)

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

Spring 1999

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September 13-16, 1999  
Williamsburg, VA



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[www.usoge.gov](http://www.usoge.gov)