

United States Office of Government Ethics 1201 New York Avenue, NW., Suite 500 Washington, DC 20005-3917

> July 25, 2003 DT-03-013

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman Associate Director for Education

SUBJECT: San Francisco Regional Ethics Symposium

The U.S. Office of Government Ethics (OGE) is offering a three-day ethics symposium in San Francisco, CA, September 16-18, 2003. This symposium is being offered to ethics officials in the west coast area. The symposium consists of plenary sessions, training courses and roundtable discussions. Attached is the symposium agenda.

The symposium takes place at the following location:

General Services Administration Philip Burton Federal Building California Room (2nd Floor) 450 Golden Gate Avenue San Francisco, CA 94102 TEL: 415.436.7940

If you are interested in attending the three-day symposium, please send your registration request via e-mail to Gwen Cannon-Jenkins at <u>gcannon@oge.gov</u>. Please provide Gwen with the following information:

- name
- agency name
- e-mail address
- phone number
- fax number

You will receive a return response confirming your registration or noting that the symposium is full. Thank you for your interest in this program.

We look forward to seeing you in San Francisco!

Attachment