

Requests for Approval of Sponsorship/Cosponsorship of a Conference or Site Selection for a Conference

In Reply Refer To:
FWS/

Memorandum

To: Assistant Secretary for Fish and Wildlife and Parks

From: Director

Subject: Conference [Sponsorship and Site Selection / Cosponsorship \(and Site Selection, if applicable\)](#)

We request approval to [sponsor/cosponsor](#) the following conference:

I. Subject: (Indicate title of conference. Attach a copy of the agenda if available.)

II. Purpose and Relationship to Service Mission: (Explain the purpose of the conference and how it will help in accomplishing the mission of the Service.)

III. Conference Dates: (Provide dates of conference.)

IV. Location and Site Selection: (Provide proposed location and a description of the site you are planning to use for the conference (e.g., Westin Hotel, 123 Main Street, Tampa, FL; or the McKimmon Conference and Training Center, North Carolina State University, Raleigh, NC).

V. Estimated Number of Government Employees to Attend: (Estimate number. Provide breakdown of number of participants by agency, if available.)

VI. Estimated Cost of Travel: (Indicate total estimated cost of travel.)

VII. Special Considerations/Comments:

APPROVED:

Assistant Secretary for Fish and Wildlife and Parks

Date