



USAID
FROM THE AMERICAN PEOPLE

Conference Coordinator Checklist

A Mandatory Reference for ADS Chapter 580

New Edition Date: 08/04/2015
Responsible Office: M/MPBP/POL
File Name: 580maa_080415

Conference Coordinator Checklist

(USAID-Sponsored Conferences)

INSTRUCTIONS: The Conference Coordinator Checklist is a mandatory tool to ensure the conference approval package is complete and accurate. The Checklist must be signed and uploaded to the [eConference Tracking and Approval System \(eCTAS\)](#) concurrently with the approval package.

- I reviewed [ADS Chapter 580 - Conference Planning and Attendance](#)
- I entered the event in the [eConference Tracking and Approval System \(eCTAS\)](#)
- I used the [Conference Approval Memo Template for USAID Sponsored Conferences](#) to prepare the action memorandum and attachments.
- The **action memorandum** and **attachments** meet all of the following requirements:
 - All required clearances within the sponsoring bureau or independent office (B/IO) are included.
 - If the event is co-sponsored by another USAID B/IO, a clearance from that bureau is included.
 - The action memorandum is signed by the sponsoring Bureau Assistant Administrator or Independent Office Director.
 - The **Recommendation** section includes:
 - Full Title of Conference
 - Location
 - Date(s)
 - The **Background** section includes:
 - Full Title of Conference
 - Date(s)
 - Location
 - General background information
 - A compelling justification for hosting the conference
 - If the conference is a recurring event, general information on past conferences including total cost and participant information, if available.
 - A description of the specific activities of the conference.
 - Statement of why a less expensive alternative is not feasible.
 - The **Resource Implications** section includes:
 - Total Number of Participants
 - Total Number of USAID Employees
(Direct-hire federal employees, personal services contractors (PSCs), Foreign Service Nationals (FSNs - direct-hire and PSC), third country nationals (TCNs), and staff detailed from another Federal agency).
 - Total Number of other participants (institutional contractors, PASA, partners)
 - Total Estimated Direct Cost (excludes salaries)
 - Estimated Per Person Cost (use estimate generated in eCTAS)
 - Salary Estimate (employees only – use estimate generated in eCTAS)

- Tab 1- Estimated Budget** is complete:
 - The budget template in the [Conference Approval Memo Template for USAID Sponsored Conferences](#) was used.
 - The basis for providing meals is checked and the conference coordinator's name is entered.
 - The budget is consistent with the budget information entered in eCTAS.

- Tab 2- Cost Detail and Cost Comparison of Three Potential Sites** is complete:
 - Information is provided on the availability of a government facility.
 - The estimated cost for three venues is provided unless a government facility will be used at no cost.
 - A justification is provided for the selected venue.
 - A justification is provided for holding the event in the specific location, e.g., Washington vs. a field location.

- Tab 3- Attendance List (USAID Employees)** includes the name and justification for each participant.
 - If the complete list of employees participating is not yet available, the estimated number from each mission/bureau/office is provided.

- Tab 4- The Mission Director's Clearance** is provided (for events held in the field).

- I uploaded the signed action memorandum (pdf version) and a Word version to [eCTAS](#).

- I uploaded this checklist to [eCTAS](#).

- I notified the Conference Management Team (econference@usaid.gov) of the upload.

Conference Coordinator Name & Telephone Number

Conference Coordinator Signature

580maa_080415