

CONFERENCE MANAGEMENT SPECIAL PROVISION (Aug 2011)

(a) If performance of work involves coordinating, planning, or sponsoring a conference, the Seller must comply with the requirements of this clause and obtain written approval from the Technical Project Officer (TPO) prior to performing any work related to supporting or managing a conference. A conference is defined as a meeting, seminar, retreat, symposium, or similar event.

(b) To ensure that the Company and Government obtain the best conference location for the best value, the Seller shall compare multiple facilities in multiple cities, unless the TPO provides written approval to hold the conference in a specific city. The Seller shall conduct market research to determine the estimated costs of the event with respect to each of three facilities and submit the form titled "Conference/Event Estimated and Actual Costs Report" which is available at the Company's Contracts Division web site under the title *Special Articles and Forms* at <http://www.ornl.gov/adm/contracts/documents.shtml>. This form must be submitted no later than 30 days prior to the beginning date of any conference funded by this Agreement. The Seller must obtain written approval from the TPO prior to a commitment to any facility.

(c) The following limits must be adhered to for meals and light refreshments at conferences:

(1) Meals. The cost of any meal provided, plus any hotel service costs and gratuities and taxes, cannot exceed 150% of the locality meals and incidental expenses (M&IE) rate per meal. For example, if dinner will be provided in a locality with a \$49.00/day M&IE rate, the dinner rate in the locality is \$24.00 per dinner. Therefore, the cost of the dinner provided at the conference cannot exceed \$36.00 ($\$24.00 \times 150\%$) per person.

(2) Refreshments. Refreshments include light food and drink served at breaks, such as coffee, tea, milk, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. The cost of these items, plus any hotel service costs and gratuities and taxes, cannot exceed 23% of the locality M&IE rate per person per day. For example, if the M&IE rate for a particular location is \$49.00 per person per day, then the total refreshment costs cannot exceed \$11.27 ($\$49.00 \times 23\%$) per person per day.

(3) If breakfast is provided, a morning break will not be served.

(d) Within 20 days after the end of any conference, meeting, seminar, retreat, symposium, or other similar event funded by this Agreement, the Seller shall provide the TPO and the Subcontract Administrator with the actual costs using the form titled "Conference/Event Estimated and Actual Costs Report." The Cost Variance section of the form must be completed and any increases in costs above those submitted with the original estimate and request for conference approval must be justified.

(e) The Seller must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with funds provided by this Agreement:

- (1) meals and incidental expenses (M&IE portion of per diem);
- (2) lodging;
- (3) transportation to/from event location (e.g., common carrier, POV);
- (4) local transportation (e.g., rental car, POV) at event location.

If any item is paid for with registration fees, or any other funds not provided by this Agreement, that portion of the expense must be separately identified.