

Request to Host Conferences by a DON/DOD component:

Under current policy all conferences hosted by a DoN component require approval. In the case where more than one DoD component is hosting a conference jointly, the components should designate a lead to obtain approval for the conference through that lead's appropriate approval authority. Once a DoN/DoD-hosted conference is approved through the designated approval authority, no individual requests for attendance approval are required.

Cost	Approval Level	Submission Timeline
Below \$500K	Department of Navy, Assistant for Administration (DON/AA)	120 Days Prior to Start of Event
Above \$500K	Secretary/Under Secretary of the Navy (SECNAV/UNSECNAV)	180 Days Prior to Start of Event

ALL conference packages requiring **DONAA approval (BELOW \$500K)** must be **RECEIVED** by **BUMED Secretariat (BUMED_ConferenceApproval@med.navy.mil)** at **120 DAYS** from the start date of the event!! Any requests received less than 120 days from the start of the event will be denied. **Packages transmitted through means other than the BUMED Conference Approval mailbox will not be processed!**

ALL conference packages requiring **SECNAV approval (ABOVE \$500K)** must be **RECEIVED** by **BUMED Secretariat (BUMED_ConferenceApproval@med.navy.mil)** at **180 DAYS** from the start date of the event!! Any requests received less than 180 days from the start of the event will be denied. **Packages transmitted through means other than the BUMED Conference Approval mailbox will not be processed!**

All Host Conferences

Requestors should account for the time required to contract for a conference and appropriately publicize the conference into their own timeline for requests. No actions may be taken that in any way commit the Government before formal approval is obtained as such actions may constitute as an unauthorized commitment.

Approval of event hosting does NOT convey additional funding or exempt an event from travel budget reductions and need for consideration of judicious expenditure of travel funds. Travel budget reductions implemented beginning FY13 could mean significant declines in attendance at recurring Navy Medicine-hosted events.

Upon approval, the Navy Medicine activity hosting the event is responsible for ensuring execution conforms within planning estimates (i.e. controls on number of attendees, controls on expenditures, proper contracting procedures).

Complete package MUST include:

- Draft Agenda/Schedule of Events
- Cost Assessment & Program Evaluations (CAPE) Analysis
- Conference Brief Sheet (Excel Cost Estimate) – Editable Excel File (The totals MUST match the itemized totals from the CAPE tool output enclosure.
- Memorandum Request for Hosting DoN/DoD Conference (Editable Word file)
- Signed by Host Command Memorandum Request for Hosting DoN/DoD Conference