



Department of Commerce Annual Conference Plan Addendum

Conference #

1. Division					
2. Conference POC (If other than the Bureau Conference POC)					
3. Conference Title					
4. Start Date		5. End Date		6. Location	
7. Frequency					
8. Commerce Participation					
9. Cost	Gross		Net		
10. # of Attendees	Commerce Local		Non-Federal		Total # of Attendees
	Commerce Travelers		Federal Invitational		
	Other Federal		Non-Federal Invitational		
11. Purpose/Synopsis (Please be concise and provide details on the purpose and how this conference advances the mission of the Department.)					
12. FY Historical Data (Provide the previous 3 years, if Recurring) - # of Attendees = Total number of individuals whose travel expenses or other conference expenses were paid by the Department of Commerce.					
Dates		Dates		Dates	
Cost		Cost		Cost	
# of Attendees		# of Attendees		# of Attendees	
Location		Location		Location	
13. DCFO or CFO/ASA Approval			Initials		Date Approved