

National Institutes of Health

**Request for Acquisition of Temporary Commercial Conference Space**

*use prescribed by NIH Manual 26101-17-1*

**INSTRUCTIONS:**

This form is to be use as a worksheet.

Once completed transfer all information electronically to <https://sapps.od.nih.gov/sites/EMBOCS/SitePages/Home.aspx>

**PART A—Request**

1. Requester's IC and Division:	2. Requester's Name:	3. Requester's Title:	4. Requester's Phone No.:
---------------------------------	----------------------	-----------------------	---------------------------

5. Event Name:

6. Event Date (s):	7. Event Hours:	8. Evening or weekend session included? <input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------	-----------------	---

9. List event support services required (audiovisual, clerical, business center, etc.)

10. List any special reasons why off-campus space is needed (aside from unavailability of NIH space)

11. **Cost comparison** (Use only those items that are applicable. Comparison should include all costs to the Government.)

Facility Name and Location (List <b>selected</b> facility first)	Number and Cost of Accommodations						Cost of Administrative Services (Travel)		TOTAL COST	
	Lodging		Conference Rooms		Breakout Rooms		Audiovisual Equip. & Staff	Cost for Government Personnel		Cost for Non-Government Personnel
	No.	Cost	No.	Cost	No.	Cost	Cost			

12. Total number of Participants:

NIH Participants: \_\_\_\_\_

Non-NIH participants: \_\_\_\_\_

**PART B—Approvals**

The authorized official has certified that travel to be performed with this meeting is in accordance with Federal Travel Regulation, FTR § 301-74 Appendix R, Part I. Using funds for travel, meeting facilities, and support services, as outlined above, is necessary and appropriate.

IC or NIH OD Office Fund Approving Official:

Name:

Title:

Signature:

Date:

---

This is to certify that NIH Conference space is:  Unavailable  Available

Request is:  Approved  Disapproved

NIH Events Management Official Name:

Signature:

Date:

NIH 827-1 (10/12)