

Conference / Event Request Form

Name **Job Title** **Extension**

Email Address

[PPPL Travel & Conference Services](#)

Conference Name

Start Date (mm/dd/yy) **End Date (mm/dd/yy)**

Location
(city, state/country)

Conference Venue

Conference URL

Host Organization

Purpose & Objective

Benefit to DOE for PPPL attendance

Impact to DOE if PPPL does not attend

Please indicate if any of the following apply (attach all documents for the items checked below):

- Registration Registration fee Amount Early Registration Cut-off Date (mm/dd/yy)
- A published substantive agenda
- Scheduled speakers / discussion panels
- Meeting conducted in a commercial facility or other non-government facilities

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PPPL Participants Requesting Approval

Name	Position/Job Title	Activity Level (Presenter/Participant/Attendee)