



INSTRUCTIONS AND STEP DESCRIPTIONS 10-01-2018

Instructions for “Conference Request and Report” Form (EXTERNAL)

1. Cooperative Agreement and Contract Recipients submit the Conference Request and Report Forms to the appropriate OVW Conference Mail Box.
 - Requests: OVW.ConferenceRequest@usdoj.gov.
 - Complete Sections A-J, Sheet A and Sheet B
 - Indirect rate agreements (if applicable) should be submitted with each conference request form.
 - Reports: OVW.ConferenceReport@usdoj.gov.
 - If the total cost of the conference is more than \$20,000, then a Conference Report must be submitted
 - Complete Sections A –B
 - Use the Completed Conference Request form that was approved, which will have most of the information pre-populated.
 - Provide additional information (Cells in white only)
 - Reports are due no more than 30 days after the last day of the event.
2. An Internal OVW Tracking Number will be assigned to a **completed** Conference Request Form and the Cooperative Agreement Recipient will be notified their request has been received and is being processed.
3. Please submit the conference request at least **90 calendar days** prior to the date on which you need to know if your conference has been approved or denied.
4. If the conference will cost more than \$100,000, please submit the conference request at least **120 days** prior to the date on which you need to know if your request has been approved.
5. Conference Requests will not receive final approval until the TA2TA calendar has been updated.
6. Incomplete Requests:
 - A request submitted without a draft agenda is incomplete.
 - A request on a form other than the most up-to-date approved OVW form is incomplete. Also an altered version of the OVW form is incomplete.
 - A blank “Sheet A” means the request is incomplete.
 - A conference that has not been loaded on the TA2TA calendar will be considered incomplete.
7. Incomplete Reports:
 - Reports using estimates are incomplete



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- A pattern of late or incomplete reporting may result in pending requests being put on hold.

Planning

Planning is an integral part of the development of any training or conference and must take place prior to the submission of a conference request form. Planning should be done in collaboration with your OVW Program Specialist. By the time your OVW Program Specialist receives the conference request form, they should have been involved in the planning of the event, including but not limited to: developing the draft agenda, identifying possible locations and dates, determining the number of estimated participants, and selecting potential faculty. Actively involving your OVW Program Specialist in the planning of the event can reduce or eliminate questions from the reviewers of the conference request form. Furthermore, our involvement in developing training and technical assistance is one of OVW's primary responsibilities under the terms of your cooperative agreement/contract. Your facilitation of OVW's involvement is one of your primary responsibilities. Receipt of the conference request form should not be the first time your OVW Program Specialist becomes aware of the event.

Timing of Approval or Disapproval

There are many contributing factors to the length of the review process: including a) the completeness, accuracy, and clarity of the form; b) the extent to which the request is within all thresholds; c) relationship between the request and the activities envisioned in the TA cooperative agreement; d) the time of the year the form is submitted to OVW; e) the appropriateness of the agenda; and f) the sufficiency of justifications.



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Line item instructions for completing the form:

Steps	Step Title	Description
Component Use Only: Completed by OVW Conference Administrator		
N/A	OVW Tracking Number	Input the unique identifier provided by the OVW Conference Administrator. This number can be used to track the status of the event.
N/A	Cooperative Agreement Recipient/Contractor	Input the name of the organization hosting the event.
N/A	Coop. Agreement/Contract Contact Name	Input the name of the cooperative agreement/contract organization's point of contact.
N/A	Contact Phone Number & Email Address	Input contact information of the conference host's point of contact.



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Section A-General Conference Information: To be completed by Cooperative Agreement/Contract Recipient

1	Name of Requestor	Input the name of the OVW staff member responsible for overseeing the event. Note: This is typically the program specialist or unit supervisor. For contracts it may be the Contracting Officer's Representative (COR).
2	Component Name (Drop Down)	Select "OVW" from the drop down menu.
3	Is this submission for a conference request or report? (Drop Down)	Select "Request" from drop down menu if you are submitting a Request. Select "Report" from drop down menu if you are submitting a Report for a conference over 20K.
4	JMD Tracking # (Report Only)	Leave blank.
5	If this is a Re-Submission of a previously disapproved conference, indicate original tracking number	If applicable, input original tracking number.
6	Official Title of the Conference (No Abbreviations)	Input the title of the conference/training/meeting.



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7	Is this a blanket request? (Drop Down) If "YES" Skip A9-13,A16 and sections E,C, &E1, If "NO" Skip A8	Select "Yes" or "No" from the drop down menu. Note: Approval may be requested for more than one conference at a time if the name and purpose of each event are the same and the conferences occur during the same federal fiscal year. Locations and dates of the conferences must be identified (if known). Reporting for these events (if necessary) should be done on an individual basis. It is recommended that estimated costs be based on the most expensive location and the estimated number of attendees on the smallest number of attendees if the locations and number of attendees will vary. This will ensure that all events are within caps.
8	If this is a Blanket Request, indicate the number of occurrences this fiscal year, locations, and dates	If applicable, input number of occurrences, all known locations, and all known dates.
9	Conference Start Date	Input the first day of activities for the conference. Note: If the Conference will be preceded or followed by a smaller meeting (e.g. faculty meeting), two separate conference request forms must be submitted. Therefore enter the start and end dates for each event on separate forms.
10	Conference End Date	Input last day of activities for the conference.
11	Location: Country (Drop Down)	Select country from the drop down menu.



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12	Location: State/Territory/Possession (Drop Down)	Select state, territory, or possession from the drop down menu.
13	Location: City	Input the location city.
14	Justification that conference is essential to accomplishing core mission	<p>Input justification.</p> <p>Note: The space is limited to 255 characters, therefore please be as brief and persuasive as possible.</p> <p>While the meeting may have been approved during the application process, that is not sufficient justification as circumstances and priorities change over time.</p>
15	Funding Appropriation Symbol	Input the grant/cooperative agreement award or contract number supporting the event.
16	Facility Name (Specific)	Input the specific facility name (e.g. Sheraton Uptown, Courtyard Marriott, Jackson Federal Building).
17	Facility Type (Drop Down)	Select "Federal" or "Non-Federal" from the drop down menu.
18	Cooperative Agreement (Y/N) (Drop Down)	Select "Yes" or "No" from the drop down menu to indicate if the conference is being supported by an OVW cooperative agreement.
19	Reporting Period (Required when reporting actuals) (Drop Down)	<p>If Request: Leave blank</p> <p>If Report: Select the federal fiscal year quarter in which the event will occur: Q1 (Oct 1 – Dec 31), Q2 (Jan 1 – March 31), Q3 (Apr 1 – June 30), or Q4 (July 1 – Sept 30).</p>



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Note: Estimates on the number of attendees should be calculate based on historical data, current grantee interest, and other empirical factors that might drive attendance up or down (e.g. cuts in state budgets).

While we recognize that these are estimates, award recipients who consistently over-estimate the number of attendees may be required to provide additional justification/documentation on future requests. Recipients are encouraged to under-estimate to avoid exceeding the caps and potentially needing to cover excess costs with non-OVW funds.

20	Number of DOJ Federal Attendees	Input the number of anticipated attendees who are Department of Justice (DOJ) employees. (Please consult your OVW Program Specialist)
21	Number of Other Federal Attendees	Input the number of attendees who are federal employees but who do <u>not</u> work for DOJ. (Please consult your OVW Program Specialist)
22	Number of Non-Federal Attendees	Input the number of attendees who are not federal employees.
23	Total Number of Attendees (Auto-populates)	Leave blank as this box will auto-populate from the previous three boxes.



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24	Total number of attendees whose travel expenses are paid for by DOJ	Input the number of attendees who will travel to this event on a DOJ issued travel authorization or through the cooperative agreement or contract supporting this event. (Please consult your OVW Program Specialist as needed). Also include any DOJ "local" staff since local travel expenses may be incurred. Note: In most cases, this will be the same as the figure in box 20 plus the number of staff and consultants paid for by the host organization. This count should also include any local staff attending the event who may incur local travel expenses (taxi, subway, etc.) Box 24 cannot be less than Box 20.
25	Total Cost (Auto-populates from entries below)	Leave blank as this box will auto-populate.
26	Predominately Internal Event held at a Non-Federal facility (Y/N) (Auto-populates)	Leave blank as this box will auto-populate.



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27	Were Federal procurement regulations followed as appropriate? (Drop Down) (Conference Reports Only)	<p>If Request: N/A</p> <p>If Report: If Contract select answer from drop-down menu. Cooperative agreement recipients should select "N/A Cooperative Agreement".</p>
28	Were all market research documents used in conference planning decisions retained? (Drop Down) (Conference Reports Only)	<p>If Request: N/A</p> <p>If Report: Select the appropriate answer from drop-down menu.</p>
<p>Cooperative Agreement/Contract staff members who are not attending the conference should not have any compensation costs included for time spent working on tasks not related to the conference. Only time for presenting/facilitating, and logistical and programmatic planning related to the event should be included on the form. OVW encourages TA providers to partner with one another in the development and delivery of training and technical assistance. To ensure that the full cost of each conference/meeting is captured, it is imperative that each TA provider hosting the conference provide their individual estimate.</p>		
1	Conference Meeting Space (including rooms for break-out sessions)	Input estimated direct and indirect costs for conference meeting space.
2	Audio-Visual Equipment and Services	<p>Input estimated direct and indirect costs for audio-visual equipment.</p> <p>Note: This includes microphones, projectors, screens, speakers, and related <u>set up fees and surcharges</u>. If using your own AV Equipment, confirm AV Equipment is compatible with the facility's AV environment prior to signing the contract.</p>



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3	Printing and Distribution	Input estimated direct and indirect costs for printing and distribution. This should include the cost of shipping materials to and from the event site.
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4	Meals Provided by DOJ a. Breakfast b. Lunch c. Dinner	Input estimated direct and indirect costs of meals that will be provided as part of the official program and not thru M&IE reimbursement. Note: These are typically “working meals” which require prior approval. The cost for meals must be within the calculated threshold which is configured in Section D. Meals provided by DOJ do not include M&IE reimbursement or meals that will be covered through matching funds, funds provided to the grantee through an award from another federal agency, or meals covered by program income (such as a registration fee). There are very few circumstances that qualify for such approval.
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5	Refreshments Provided by DOJ	Input estimated direct and indirect costs for refreshments. Refreshments are generally prohibited. However, in those rare circumstances in which refreshments are necessary, additional DOJ (DAG) approval is required. Such approval requires additional processing time.
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6	<p>Meals & Incidental Expenses (M&IE) for Attendees</p>	<p>Input estimated direct and indirect costs for M&IE for all attendees whose “M&IE” expenses will be reimbursed by the host’s cooperative agreement/contract.</p> <p>If meals are provided, the M&IE reimbursed should be deducted accordingly (i.e. if 1 day conference in a certain location amounts to \$69 per day for M&IE but a lunch is being provided, the M&IE reimbursement must be reduced by \$17, down to \$52).</p> <p>*Travel days are based on 75% of the GSA M&IE rate, regardless of the number of hours it takes to travel.</p> <p>Note: Local Staff Travel requests: DOJ policy does not permit M&IE reimbursement for local staff whose TDY/office is within 50 miles of the event facility. DOJ policy does permit lodging reimbursement with justification. Lodging reimbursement justification in this circumstance must be submitted prior to the event to OVW for waiver consideration. If a waiver is granted, the waiver applies for lodging costs only and only for those employees identified in the waiver request. It does not apply to M&IE expenses. It is the award recipients’ responsibility to provide the justification at the time of the request.</p>
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7	Lodging	<p>Input estimated direct and indirect costs for lodging including taxes for all attendees whose lodging expenses will be reimbursed by the host's cooperative agreement/contract. (On Sheet A, please delineate between the lodging rate and the lodging tax)</p> <p>Note: Local staff travel requests: <u>DOJ policy does not permit M&IE reimbursement for local staff whose TDY/office is within 50 miles of the event facility.</u> DOJ policy does permit lodging reimbursement with justification. Lodging reimbursement justification in this circumstance must be submitted prior to the event to OVW for waiver consideration. If a waiver is granted, the waiver applies for lodging costs only and only for those employees identified in the waiver request. It does not apply to M&IE expenses. It is the award recipients' responsibility to provide the justification at the time of the request.</p>
8	Common Carrier Transportation	<p>Input estimated direct and indirect costs for common carrier transportation (airfare, train, and long distance bus fare/ long distance mileage) that will be reimbursed by the host's cooperative agreement/contract.</p> <p>Note: Search engines should be utilized to estimate the most recent fares.</p>



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9	Local Transportation	<p>Input estimated direct and indirect costs for local transportation (the amount expended to travel from the airport to the hotel and/or other local travel) necessary for the event.</p> <p>This should include reimbursement to attendees as well as organized group transportation such as shuttle buses. This also includes any local staff attending the event and who may incur local travel expenses (taxi, subway, etc.).</p> <p>Note: Local travel is defined as within 50 miles of the TDY/Office and the event facility.</p>
10	Conference Planner - Logistical	<p>Input estimated direct and indirect costs for logistical conference planners.</p> <p>Note: Logistical conference planners perform the logistical planning necessary to hold a conference, which may include: recommending venues, advertising, setting the stage and audio-visual (A/V) equipment, securing hotel rooms, interacting with caterers, and other non-programmatic functions. These can be determined by hourly rates including fringe benefits or actual set contracts. These costs must be estimated and tracked regardless of whether the logistical planning is conducted by internal staff or an external planner. If another OVW cooperative agreement/contract will provide this service, those estimated costs must still be entered here and noted on Sheet A. Executive Management's time on logistical planning should be limited to ensure cost effectiveness.</p>



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11	Conference Planner - Programmatic	<p>Input estimated direct and indirect costs for programmatic conference planners.</p> <p>Programmatic planners develop the conference agenda, content, and written materials. They may also identify and/or provide appropriate subject matter experts and conference participants. Programmatic planning is the primary purpose of most OVW training and technical assistance cooperative agreements that include holding “conferences.”</p> <p>Note: Programmatic planning costs may be quite small, but it is very unlikely that these costs would ever be zero. Costs can be determined by hourly rates including fringe benefits or actual set contracts. Please contact OVW if you need additional guidance on what to include when calculating these costs.</p>
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12	Conference Trainer/Instructor/Presenter/Facilitator	Input estimated costs for trainers, instructors, presenters, facilitators, or anyone who will be considered “faculty” at the conference. This includes TA provider staff serving as faculty. Do not include travel, lodging, and M&IE expenses in this category. Those should be reflected in the previous general categories for travel, lodging, and M&IE. You should include compensation for travel on prep days if being processed. OVW encourages the use of a lower consultant rate for travel days, and the number of travel days should be based on the distance between the traveler’s home office and the event.
13	Other Costs (Itemize Below)	Input estimated direct and indirect costs for other factors that contribute directly to the total cost of the conference, such as interpreters and other accessibility supports.
14	Total Conference Cost	Leave blank as this section will auto-populate.



Section C: Meals & Refreshments Threshold Calculator: To be completed by Cooperative Agreement/Contract Recipient

Request:

Input the per diem rates for the applicable locations. Select the values from the drop-down menu. Only one box should be selected. Complete this part before starting Section D.

1. Continental United States M&IE: Use GSA Per-Diem Rates

The appropriate M&IE rates can be found at: <http://www.gsa.gov/portal/category/21287>.

2. Hawaii, Alaska, US Territories & Possessions M&IE: Use the DOD Per-Diem Rates

The appropriate M&IE rates can be found at:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

3. Foreign Country M&IE: Use the State Department Per-Diem Rates

The appropriate M&IE rates can be found at:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Report: N/A



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Section D: Meals: To be completed by Cooperative Agreement/Contract Recipient

Request:

Input the number of times a certain meal is provided. For example, if it is a 3-day conference with 100 attendees and you are requesting permission to provide a working lunch on the second day which will be paid for by cooperative agreement funds; enter “1”, not 100. The “number of attendees” will be auto populated from a previous section in the request form. After entering data, a threshold will calculate automatically in the last column. Meal costs should not exceed the thresholds that are generated. If the threshold is exceeded, additional justification will be required and the conference request, even if under \$100,000, will have to be submitted for additional DOJ official approval.

1. Breakfast
2. Lunch
3. Dinner

Report: N/A

Section E: Other Thresholds Calculator: Auto-Populated

Request:

This section is designed to help determine the thresholds allowable for a particular conference/event. This section is generated automatically. Do not enter additional data as it is merely for your reference. These thresholds should be considered outside caps, and every effort should be made to come in well under these caps, particularly when requesting permission to provide meals.

1. Conference Space & Audio Visual Equipment and Services: \$25 per person, per day
2. Logistical Conference Planner: \$50 per person, max=\$8,750.
3. Programmatic Conference Planner: \$200 per person, max=\$35,000.

Report: N/A



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Section F: Justification if submitting Conference Request Form with Estimated Costs Over the Threshold: To be completed by Cooperative Agreement/Contract Recipient

Request: Input the justification-if applicable

If any of the boxes in this section are *white*, this indicates that an explanation is required for that specific conference cost category. No justification is required if the cells remain dark *gray*.

Note: If any of the cells turn *red*, that means the cost is over the threshold and additional approval is required which may delay approval of the request.

1. Conference Space & Audio Visual Equipment and Services
2. Refreshments
3. Logistical Conference Planner
4. Programmatic Conference Planner

Report: N/A

Section G: Justification Required for Conferences with Meals: To be completed by Cooperative Agreement/Contract Recipient

Request: Input the justification for the government providing meals-if applicable

Report: N/A



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**Section H: : Justification for Non-Federal Facility (Complete if cells turn white) Drop Down:
To be completed by Cooperative Agreement/Contract Recipient**

Request: Select from one of the options from the drop down menu.

Report: N/A

Section I: Facilities Considered to be completed by Cooperative Agreement/Contract Recipient

Request: Input information on venues and facilities that were considered for selection, both federal and non-federal.

Note: If a cost for meeting space is included, a minimum of three venues of similar type/quality/and location should be considered and listed. Federal facilities should be considered where reasonable, available, and accessible to non-federal attendees. In the first line of this section, the total estimated cost will be auto-populated since this facility was selected. For the subsequent lines, indicate the name, facility type, total estimated cost of the entire conference (not just the meeting space cost), select “No” for the selected question, and then the reason for non-use.

Report: N/A

Section J: Estimated Attendee Information: To be completed by Cooperative Agreement/Contract Recipient

Request: Input information about where the attendees are coming from, the organizations, and the number of expected attendees.

Note: For many OVW cooperative agreements, the bulk of attendees can be classified as “various organizations”, coming from “nationwide” locations. Other groups may include those coming from the same organizations such as the OVW.

Report: N/A



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Additional Information

Agenda

An agenda must be submitted with the request and may be in draft form. The agenda will be used to assess the reasonableness of the event and, at a minimum, must include topics to be addressed and start and end times for each day. Events occurring within 3 months of the submission should have the name of faculty listed vs. TBD.

Sheets A and D

Sheet A: Expense Justification

This section should include the cost and detailed information about how costs were estimated. This includes the rates for meeting space, AV equipment, printing, M&IE (per diem rate, number of days, and the number of people included in the calculation), lodging (per diem rate, number of days, and the number of people included in the calculation), transportation (airfare only), local transportation (mileage, rental cars, cabs, and parking), logistical and programmatic planning (rates and hours). The details on the Conference Trainer/Instructor/Presenter/Facilitator will be provided on Sheet B.

Sheet D: Internal DOJ Travel costs

If DOJ staff is attending an event, travel costs should be documented on Conference Request forms. Please note:

- Use Sheet D- to be completed by the OVW Conference Administrator
- OVW Conference Administrator should add these costs to the CRF.
- The total conference costs in Section B of the form should include these costs as well, to ensure that the form reflects all costs incurred by DOJ.



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Partnering with other Organizations or other TA Providers

If partnering with one or more organizations, each organization must submit a Conference Request form and Report if applicable. Please note:

- OVW will combine the requests/reports to create a consolidated version and distribute electronically a copy of the combined request to all hosts.
- Conference Requests/Reports must still keep costs within the thresholds for meeting space, AV, logistical and programmatic planning.

Sheet B – Conference Trainer/Instructor/Presenter/Facilitator Information

This section should include detailed information about the Trainer/Instructor/Presenter/Facilitator. Please note:

- The top section is for internal and external trainers, include the name if known, the role, purpose of the daily rate (please use the drop-down to specify a training, travel, or preparation day), daily rate, number of days, and expertise. In addition, please use the drop-down to answer if the staff/consultant has been approved by OVW for the cooperative agreement hosting the conference.
- The bottom of the sheet should be completed to include information on any Cooperative Agreement or DOJ staff involved with the conference training/presentation.

Sponsored versus supported Conferences

With the passage of VAWA 2013, OVW is further required to review and approve “supported” conferences as well as “sponsored” conferences. This requirement is specific to VAWA funds. Events held under an OVW cooperative agreement or contract are typically “sponsored” conferences. These are events for which one might say “but for the cooperative agreement or contract the event would not take place.”

Some of you also hold “supported” events. These are conferences for which VAWA funds are covering less than 50% of the overall conference costs and for which OVW is not the single largest supporter. If you are holding an OVW “supported” conference and OVW’s contribution to the conference will exceed \$19,999, you must submit a conference request form. This cost calculation should include the cost of your staff’s time if that time will be charged to the OVW cooperative agreement or contract. A conference request form for a “supported” conference does not need to include costs other than those costs being covered by OVW funds. We strongly suggest that all those holding supported conferences, complete the conference form to determine if the OVW costs fall below \$20,000 and if they do, retain a copy of the form with their grant records.



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Please Note:

- A change in the purpose, event title, or any other substantial change that causes the cost to increase by 10% or more or causes the event to exceed one or more thresholds or \$100,000 overall, must be re-submitted for approval prior to the event, and the full review process will start from the beginning.
- A change in the date of the event requires the approval of your OVW program specialist and OVW conference administrator. A revised conference request form must be submitted. This should take no longer than one week so long as the length of the event has not changed.
- A change in the event's length, location, number of faculty, or number of estimated attendees requires approval of the OVW program specialist, conference administrator, and conference supervisor. A revised conference request form must be submitted. This should take no longer than one week.