

Go to the Following Link to Submit a Conference Attendance Request:
<https://portal.slac.stanford.edu/apps/ConferenceRequest/default.aspx>

SLACSPACE Conference Approval

Holley, Margo Ann

Search this site...

Welcome to the Conference Approval System

Click here to request attendance for an upcoming Event:
[Request Attendance](#)

Click here to add a new event if you don't see it listed:
[Add New Event](#)

Upcoming Events that Require Conference Approval

Type	Event Title	Start Date	City	State
	International Symposium on Plasticity 2013	1/3/2013	Nassau	INT
	The Search for Fundamental Physics: Higgs Boson & Supersymmetry	1/4/2013	Santa Cruz	CA
	221st AAS Meeting	1/6/2013	Long Beach	CA
	Theory Winter School on Unconventional Superconductivity	1/7/2013	Tallahassee	FL
	Instrumentation Frontier Community Meeting (CPAD)	1/9/2013	Lemont	IL
	Beam Therapy Meeting	1/9/2013	Bethesda	MD
	APP 751/A: Feeder Protection Relays	1/9/2013	Vacaville	CA
	POTUS-2013: Physics of the Universe Summit	1/11/2013	Pasadena	CA
	TIP2013 - APAN 35 and Winter 2013 ESNet / Internet2 Joint Techs meeting	1/13/2013	Manoa	HI
	Berkeley Workshop on Heavy Flavor Production at Hadron Colliders	1/14/2013	Berkely	CA
	CDMS Collaboration Meeting - 2013	1/14/2013	Pasadena	CA
	United States Particle Accelerator School (USPAS)	1/14/2013	Durham	NC
	Higgs working group for Snowmass 2013	1/14/2013	Princeton	NJ
	Snowmass 2013 Energy Frontier: Beyond the Standard Model Working Meeting	1/14/2013	Irvine	CA
	12th Joint MMM/Intermag Conference	1/14/2013	Chicago	IL
	ATLAS Pixel workshop	1/15/2013	Geneva	INT
	Hadron Physics with High-Momentum Hadron Beams @ J-PARC in 2013	1/15/2013	Tsukuba (KEK)	INT
	NERSC HEP Planning Review	1/16/2013	Germantown	MD
	Winter 2013 ESCC conference	1/17/2013	Manoa	HI
	SolidWorks World 2013	1/20/2013	Orlando	FL
	Pass8 Winter 2013 Workshop in Paris	1/21/2013	Palaiseau	INT
	Physics@FOM Veldhoven 2013	1/22/2013	Amsterdam	INT
	SunShot CZTS Meeting	1/22/2013	Hawthorne	NY
	The 126 GeV Higgs Candidate vs. BSM	1/22/2013	Seattle	WA
	European XFEL Users' Meeting	1/23/2013	Hamburg	INT

My Conference Attendance Requests

Type	Conference	Workflow Status	Status	ConfID
	Competing Interactions and Colossal Responses in Transition Metal Compounds (07-18-2011 to 07-22-2011)	Completed	Approved	548
	New Topological States of Quantum Matter (07-24-2011 to 08-21-2011)	Completed	Approved	608
	AVS 58th International Symposium and Exhibition (10-30-2011 to 11-04-2011)	Completed	Approved	592
	Topological Insulators and Superconductors (09-19-2011 to 12-16-2011)	Completed	Approved	633
	APS March Meeting 2012 (02-27-2012 to 03-02-2012)	Completed	Approved	657
	PCSI-39: 39th Conference on the Physics and Chemistry of Surfaces and Interfaces (01-22-2012 to 01-26-2012)	Completed	Approved	725
	APS March Meeting 2012 (02-27-2012 to 03-02-2012)	Completed	Approved	657
	APS March Meeting 2012 (02-27-2012 to 03-02-2012)	Completed	Approved	657
	Aspen Winter Conference on Condensed Matter Physics: Novel Paradigms for Low-Dimensional Electronic Materials (02-05-2012 to 02-10-2012)	Completed	Rejected	726
	10th Asia-Pacific Microscopy Conference (APMC 10), the 2012 International Conference on Nanoscience and Nanotechnology (ICONN 2012) and the 22nd Australian Conference on Microscopy and Microanalysis (ACMM 22) (02-05-2012 to 02-09-2012)	Completed	Approved	716

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My Submitted Events

Type	Conference Name	Start Date	End Date	City	State	Country
	APS March Meeting 2013 (03-18-2013 to 03-22-2013)	3/18/2013	3/22/2013	Baltimore	MD	usa
	2012 AIChE Annual Meeting (10-28-2012 to 11-02-2012)	10/28/2012	11/2/2012	Pittsburgh	PA	usa
	Evolutionary Dynamics and Information Hierarchies in Biological Systems (08-19-2012 to 09-09-2012)	8/19/2012	9/9/2012	Aspen	CO	usa
	International Conference on Ultrafast Structural Dynamics (ICUSD) (03-19-2012 to 03-21-2012)	3/19/2012	3/21/2012	Berlin	INT	Germany
	APS March Meeting 2012 (02-27-2012 to 03-02-2012)	2/27/2012	3/2/2012	Boston	MA	USA

TEMPLATE "A"

Submit Cancel


CONFERENCE ATTENDANCE REQUEST

[View Instructions](#)
Traveler Information

Attendee: <input type="text"/>		Home Department: <input type="text"/>	Departure Date: <input type="text"/>
Email: <input type="text"/>	Employee Type: <input type="text"/>	Home Directorate: <input type="text"/>	Return Date: <input type="text"/>
Event: <input type="text"/> Click Here for Past Events: <input type="checkbox"/>			
Job Title: <input type="text"/>	Role at Conference: <input type="text"/>	WBS for Travel Costs: <input type="text"/>	WBS Level 5 # or AID #: <input type="text"/>
			Funding Program: <input type="text"/>

Registration Fee	Airfare	Actual Nightly Lodging	M&IE Daily Rate	Other Costs
	<i>Sub totals:</i>	0	0	
Cost Subtotal:	0			

Note here the reason for change in registration fee, airfare or lodging:

Exemptions *(optional)*

Exemption Type	Quantity	\$ Travel Table	Dates	Subtotal
				0

Insert another exemption

Total Exemptions:	Total Estimated Cost:	Total Actual Costs:
0	0	0

Submit Cancel

All Fields Showing (*) Asterisks must be filled in

SLACSPACE		CONFERENCE ATTENDANCE REQUEST	
Traveler Information			
Attending: Jbert, Julie A.		Department: SIMES Research	Departure Date: 2/26/2012
Employee Type: Select...	Email: jbert@slac.stanford.edu	Directorate: Photon Science	Return Date: 3/2/2012
Event: APS March Meeting 2012 (02-27-2012 to 03-02-2012)			
Job Title: Graduate Student Resear...	Role at Conference: Speaker/Presenter	WBS for Travel Costs: WBS 1-SIMES	WBS Level 5 # or AID #: 197447
		Funding Program: BES	
Approved/Travel Status: I will be presenting two talks. A 10 minute contributed talk titled: Local imaging of the superfluid density at th...			
Estimated Costs			
Registration Fee	Airfare	Actual Nightly Lodging	MBJE Daily Rate
115	415	158	71
	<i>(Overnight)</i>	790	390.5
Cost Subtotal:	1,810.5	Specify Other Costs:	
		<ul style="list-style-type: none"> local transportation costs to account for shuttles, taxis, etc 	
Note here the reason for change in registration fee, airfare or lodging: Student registration fee is \$115.			
Exemptions (optional)			
Exemption Type	Quantity	\$ Travel Table	Subtotal
			0
Actual Registration Cost:		Actual Travel Costs:	
Total Exemptions: 0		Total Estimated Cost: 1,810.5	Total Actual Costs: 0
DCC Validation			
Decision: Validated	Name: Culp, Margo Ann	Date: 2011-12-15	
WBS Approval			
Decision: Approved	Name: Matlin, Nancy M.	Date: 2011-12-30	
Conference Management Approval			
Decision: Approved	Name: Horwath, Karin S.	Date: 2012-01-17	
DISE Approval			
Decision: Approved	DOE Approver Name: Laurie Escudero	Date sent to DOE: 2012-01-31	



Completed Attendance Request Approved

Detailed Instructions for Completing the CAS Conference Attendance Request Form

Introduction:

The following describes the procedure for completing the Conference Attendance Request form on the Conference Approval System (CAS) website.

What You Need to Submit the Request:

1. SLAC user name and Windows password
2. Dates of travel
3. Title of talk if presenting (or justification for attendance if not presenting)

TIP: Use this format for your justification:

“Matthew Pelliccione is a graduate student research assistant in SIMES in the Photon Science Directorate at SLAC and works on Prof. Goldhaber-Gordon's DoE project. He is attending the conference to listen to talks and discuss science related to his research on local spectroscopic studies of low dimensional electron systems with collaborators and other peers.”

Instructions for Requesting Attendance:

To request attendance you do not need to be connected to SLAC's internal network, but you do need to have a SLAC Windows account. When ready to submit your request go to the CAS website:

<https://slacspace.slac.stanford.edu/sites/operations/ocfo/Budget/confapp/default.aspx>

1. Login to website using your user name (preceded by “slac\”) and your Windows password.
2. Enter your name on the form

TIP: Prior to entering dates, choose the event from the drop-down box (events are ordered chronologically), then adjust the start/stop dates as needed for your specific travel plans.

3. Review the fields that populated by default (registration fee, etc.) and adjust as needed (explain adjustments in the comments field).
4. Enter your account number (if known) in the “WBS Level 5 # or AID #” field. (This will be completed for you by the approver if you do not know it.)
5. Select “BES” as the Funding Program.
6. Add “Other Costs” as needed (e.g., \$100 for local transportation costs to account for shuttles, taxis, etc. on domestic trips; \$200 for local transportation costs for foreign destinations).

After You Submit Your Form:

You will receive an email acknowledgement after you submit your form. The form will be routed to Lorraine Struthers to review and “validate”, and then forwarded to Nancy Matlin for financial approval. It then returns to the Conference Management group for final approval. You will be notified by email after it is fully approved. You can check the status of your attendance request anytime by visiting the CAS website (<https://slacspace.slac.stanford.edu/sites/operations/ocfo/Budget/confapp/default.aspx>), where you'll see a link to your request.

Reminders:

Remember, conference attendance and travel are still two separate systems, and both require pre-approval. Conference attendance forms must be submitted 90 days prior to the first day of the event. The travel authorization form (DTA) does not need to be submitted as early, but it's a good idea to do so since travel arrangements should not be made until both your conference attendance and your travel authorization have been approved. Use the dollar amounts in CAS as a guide when completing the DTA.

If you have special considerations and/or need help in accessing/completing any of these forms, please contact Lorraine Struthers at lstruthe@slac.stanford.edu.