Conference Coordinator Checklist
A Mandatory Reference for ADS Chapter 580

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Conference Coordinator Checklist
(USAID-Sponsored Conferences)

INSTRUCTIONS: The Conference Coordinator Checklist is a mandatory tool to ensure the conference approval package is complete and accurate. The Checklist must be signed and uploaded to the eConference Tracking and Approval System (eCTAS) concurrently with the approval package.

☐ I reviewed ADS Chapter 580 - Conference Planning and Attendance

☐ I entered the event in the eConference Tracking and Approval System (eCTAS)

☐ I used the Conference Approval Memo Template for USAID Sponsored Conferences to prepare the action memorandum and attachments.

☐ The action memorandum and attachments meet all of the following requirements:

☐ All required clearances within the sponsoring bureau or independent office (B/IO) are included.
☐ If the event is co-sponsored by another USAID B/IO, a clearance from that bureau is included.
☐ The action memorandum is signed by the sponsoring Bureau Assistant Administrator or Independent Office Director.

☐ The Recommendation section includes:
    — Full Title of Conference
    — Location
    — Date(s)

☐ The Background section includes:
    — Full Title of Conference
    — Date(s)
    — Location
    — General background information
    — A compelling justification for hosting the conference
    — If the conference is a recurring event, general information on past conferences including total cost and participant information, if available.
    — A description of the specific activities of the conference.
    — Statement of why a less expensive alternative is not feasible.

☐ The Resource Implications section includes:
    — Total Number of Participants
    — Total Number of USAID Employees
      (Direct-hire federal employees, personal services contractors (PSCs), Foreign Service Nationals (FSNs - direct-hire and PSC), third country nationals (TCNs), and staff detailed from another Federal agency).
    — Total Number of other participants (institutional contractors, PASA, partners)
    — Total Estimated Direct Cost (excludes salaries)
    — Estimated Per Person Cost (use estimate generated in eCTAS)
    — Salary Estimate (employees only – use estimate generated in eCTAS)
☐ Tab 1- Estimated Budget is complete:
   — The budget template in the Conference Approval Memo Template for USAID Sponsored Conferences was used.
   — The basis for providing meals is checked and the conference coordinator’s name is entered.
   — The budget is consistent with the budget information entered in eCTAS.

☐ Tab 2- Cost Detail and Cost Comparison of Three Potential Sites is complete:
   — Information is provided on the availability of a government facility.
   — The estimated cost for three venues is provided unless a government facility will be used at no cost.
   — A justification is provided for the selected venue.
   — A justification is provided for holding the event in the specific location, e.g., Washington vs. a field location.

☐ Tab 3- Attendance List (USAID Employees) includes the name and justification for each participant.
   - If the complete list of employees participating is not yet available, the estimated number from each mission/bureau/office is provided.

☐ Tab 4- The Mission Director’s Clearance is provided (for events held in the field).

☐ I uploaded the signed action memorandum (pdf version) and a Word version to eCTAS.

☐ I uploaded this checklist to eCTAS.

☐ I notified the Conference Management Team (econference@usaid.gov) of the upload.

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Conference Coordinator Name & Telephone Number

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Conference Coordinator Signature

580maa_080415