

\* Updated \$ amounts  
add to tracker

NIST-1176 (REV. 10-2018) NIST O 1075		U.S. DEPARTMENT OF COMMERCE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY	
<b>NIST Conference/Meeting Approval</b>			
<b>Title:</b>	Second PQC Standardization Conference		<b>Primary NIST Contact:</b> Sara Kerman/Dustin Moody
<b>Start Date:</b>	08/22/2019		<b>End Date:</b> 08/24/2019
<b>Location (City/State):</b>	Santa Barbara, CA		<b>Facility Name:</b> Univ. of CA, Santa Barbara (UCSB)
<b>NIST Involvement:</b>	<input checked="" type="radio"/> <b>Hosted</b> Complete Section A <input type="radio"/> <b>Co-Hosted</b> Complete Section A <input type="radio"/> <b>Sponsored</b> Complete Section B <input type="radio"/> <b>Co-Sponsored</b> Complete Section B		
<b>Host:</b>			
<b>Purpose/Synopsis:</b>	NIST has initiated a process to develop and standardize one or more additional public-key cryptographic algorithms. On January 30, 2019 NIST announced the second round candidates (26 algorithms). Developing cryptography standards which can resist quantum computing techniques is a high priority task for the NIST cryptography team. NIST's role in post-quantum cryptography standardization has been the leading effort.		
<b>Section A: For NIST Hosted or Co-Hosted Conference</b>			
<b>Host:</b>	NIST		<b>Co-Host (If Applicable):</b>
<b>Conference Planner:</b>	<input checked="" type="radio"/> <b>NIST Conference Program</b> Complete Checklist A <input type="radio"/> <b>NIST Contractor</b> Complete Checklist A&B <input type="radio"/> <b>Co-Host</b> Complete Checklist A&B		
<b>Location at a Federal Facility:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>If not held at a Federal Facility, Explain:</b>	Meeting will be co-located with the annual IACR Crypto meeting and is a great opportunity for the NIST team to obtain feedback from the international community.		
<b>Will the conference include a registration fee that covers a reception with a cash bar?</b>			
<input type="radio"/> Yes (Chief of Staff Approval Required) <input checked="" type="radio"/> No			
<b>If yes, explain how the reception is critical to the conference:</b>			
<b>Number of Attendees</b>			
NIST Attendees	15		
Non-NIST Federal Attendees	35		
Non-Federal Attendees	150		
NIST Federal Invitational Attendees	0		
NIST Non-Federal Invitational Attendees	0		
<b>Total Number of Attendees:</b>	200		
<b>Conference Costs</b>			
Common Carrier Transportation	\$ 11,000.00		
Ground Transportation			
Lodging	\$ 9,000.00		
M&IE for Attendees	\$ 5,000.00		
Breakfast			
Lunch	\$ 1,000.00		
Dinner			
Refreshments	\$ 8,800.00		
Reception			
Registration Fees # of Comps \$ 48	\$ 480.00		
Meeting Space Rental	\$ 2,850.00		

Audio Visual Equipment and Service	\$ 6,160.00
Conference Planner	\$ 7,000.00
Trainer/Instructor/Facilitator	
Printing Design Work	\$ 200.00
Miscellaneous Cost	\$ 600.00
Cost Comments/Miscellaneous Cost Description:	badges
Gross Conference Cost:	\$ 52,090.00
<b>Non-NIST Sources of Funding</b>	
IAA Funding:	
Funding Covered by Registration Fees:	Estimated Registration Fee: \$ 135.00
Other Funding:	\$ 27,000
Total Other Source of Funding:	<del>\$ 52,090.00</del> \$ 27,000
Funding Descriptions:	
Division to pay Conference Planner, Misc/Badge costs and travel for division members	
Net Conference Cost:	<del>\$ 19,290.00</del> \$ 25,090

Section B: NIST Sponsored or Co-Sponsored Conference		
Total NIST Contributions towards Conference:		
Contribution Description:		
Has approval been granted for sponsorship or agreements?	Yes	No
	<input type="radio"/>	<input type="radio"/>
Has Public Affairs Approval been granted for the use of the NIST Logo on the Conference Host's printed and online materials?	Yes	No
	<input type="radio"/>	<input type="radio"/>

**Checklist A:  
For NIST Hosted/Co-Hosted Conferences**

The NIST OU certifies that it:

		Yes	No	Comments
1.	Has submitted the conference approval package to the NIST Conference Program at least three months in advance of conference start date.	<input checked="" type="radio"/>	<input type="radio"/>	
2.	Has ensured availability of funds for NIST expenses.	<input checked="" type="radio"/>	<input type="radio"/>	
3.	Has received approval/clearances for co-hosting (MOU).	<input type="radio"/>	<input type="radio"/>	N/A
4.	Has vetted potential sponsors (NIST-16) and complies with the Department's solicitation policies and gift acceptance restrictions.	<input type="radio"/>	<input type="radio"/>	N/A
5.	Has received approval/clearances for use of NIST logo on CO-HOST'S printed and online materials (Public Affairs Approval), and/or publishing logo of a company on NIST printed and online materials.	<input type="radio"/>	<input type="radio"/>	N/A
6.	Has ensured that all official NIST travel associated with this event complies with FTR.	<input checked="" type="radio"/>	<input type="radio"/>	
7.	Will track actual expenses for this conference, meeting or event and make them available post-meeting when requested for tracking and auditing purposes.	<input checked="" type="radio"/>	<input type="radio"/>	
8.	Will notify the NIST Conference Program immediately if substantial changes are made to the conference package after it has been approved – such as increases in estimated costs, dates, location, or number of travelers – to determine if an amended conference package should be sent back to DOC for further approvals.	<input checked="" type="radio"/>	<input type="radio"/>	

**Checklist B:  
For NIST Hosted/Co-Hosted Conferences  
Not Supported by the NIST Conference Program**

The NIST OU certifies that it:

1.	Will work with appropriate contractor (the conference planner) to ensure that conference registration will not open before approval and will ensure the registration system has been approved by NIST ITSO for use.	Yes <input type="radio"/>	No <input type="radio"/>	Comments
2.	Will ensure contractor (the conference planner) is not directed to begin work prior to approval.	Yes <input type="radio"/>	No <input type="radio"/>	Comments
3.	-Has considered having conference at a federal facility, and compared multiple facilities, in multiple cities, when considering conference location; -Has compared and documented the convenience of the conference location, the availability of lodging rooms at per diem rates, the availability of meeting space, equipment and supplies, and the commuting and travel distance of attendees; -Has ensured the selected lodging location and costs of the meals/beverages were within the per diem limits.	Yes <input type="radio"/>	No <input type="radio"/>	Comments
4.	Has minimized the direct/indirect conference costs (e.g., conference planner costs, AV costs, travel costs).	Yes <input type="radio"/>	No <input type="radio"/>	Comments
5.	Will not expend appropriated funds to purchase items that are in the nature of personal gifts, such as trinkets.	Yes <input type="radio"/>	No <input type="radio"/>	Comments

NIST Conference Chair Name	NIST Conference Chair Signature	Date
Sara Kerman	SARA KERMAN Digitally signed by SARA KERMAN Date: 2019.02.20 09:55:58 -05'00'	02/20/2019
AO Name	AO Signature	Date
Kim Morgan	KIMBERLY Digitally signed by KIMBERLY MORGAN Date: 2019.02.20 11:48:09 -05'00'	
OU Division Chief Name	OU Division Chief Signature	Date
Matt Scholl		2/21/19
Conference Program Director Name	Conference Program Director Signature	Date
Mary Lou Norris		2/21/19
Assigned Project Task #	7731010000	

>\$100,00 Net Meeting Cost		
OU Director Name	OU Director Signature	Date
Associate Director Name	Associate Director Signature	Date
CFO Name	CFO Signature	Date
Chief of Staff Name	Chief of Staff Signature	Date
Director Name	Director Signature	Date
Department approval required for >\$200,000 Net Meeting Cost		