

**Office of the Administrative Assistant to the Secretary of the Army
Special Programs Directorate
9301 Chapek Road, Bldg 1458
Fort Belvoir, VA 22060**

SHORT-TERM CONFERENCE SPACE REQUEST

PART I: To be completed by the requesting Army Command, organization, or activity

1. Requesting Army Command/organization/activity:

2. Requesting Army Command/organization/activity POC:

3. POC Phone #:

4. POC Email Address:

5. Conference Name:

6. Conference Dates:

7. Total # of Conference Attendees:

8. Purpose of Conference:

9. Preferred Conference Space Venue Name and Address:

10. Preferred Venue Space Cost (Space Rental Fee Only):

11. Total Venue Cost:

NOTE: Please attach the 3 hotel bids on their official letterheads to this form.

Short-term Conference Space Request

12. Alternative #1 Conference Space Venue Name and Address:

13. Alternative #1 Venue Space Cost (Space Rental Fee Only):

14. Alternative #1 Total Venue Cost:

15. Alternative #2 Conference Space Venue Name and Address:

16. Alternative #2 Venue Space Cost (Space Rental Fee Only):

17. Alternative #2 Total Venue Cost:

PART II: To be completed by the Special Programs Directorate

Date Received from Army Command, organization, or activity:

Reviewed By:

Signature:

Date:

Reference Memorandum, Director, Special Programs Directorate, , subject:

PART III: To be completed by Washington Headquarters Services, Space Portfolio Management Division

CONCUR

RETURNED UNAPPROVED AS ANNOTATED

By, Name:

Position:

Date: