



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.
Washington, D.C. 20240

IN REPLY REFER TO:

F5023(2625)

SEP 4 2002

Memorandum

To: Assistant Secretary, Fish, Wildlife and Parks
From: Comptroller *EBM 8/29/02*
Subject: Approval for Conference

The National Park Service (NPS) is requesting approval to conduct a Graphic Information Systems (GIS) conference at the Caribe Royale Hotel in Orlando, FL from December 1 through December 5, 2003. The conference will offer various training classes and/or workshops on the first and last days of the week, with plenary and concurrent sessions taking place during the middle of the week. We expect about 300 attendees from national, local and state parks, and other Federal Agencies such as the Bureau of Land Management and the U.S. Forest Service, as well as our other non-Federal GIS partners.

The conference planners will be using the suggested planning guide contained in part 301-74 of the Federal Travel Regulations and will retain those records on file. They were able to obtain rooms at or below the GSA standard rate; light refreshment will be served each morning and afternoon and will be in accordance with the Department of Interior's established policy.

If you have any questions, please call Mr. Vincent Mullally in our Accounting Operations Center at (703) 487-9310.

Approved: *[Signature]*

Disapproved: _____

Vincent Mullally
Assistant Secretary, Fish,
Wildlife and Parks

9-3-02
Date