



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
Office of the Secretary

OCT 8 2009

Memorandum

To: Rhea Suh  
Assistant Secretary-Policy, Management and Budget

Through: Andrew Jackson *Andrew Jackson*  
Deputy Assistant Secretary – Human Capital Performance and Partnerships

Through: *Kathleen J. H. Wheeler*  
Kathleen J. H. Wheeler  
Deputy Chief Human Capital Officer

From: Diane B. Schmitz *DBS*  
Director, Office of Occupational Health and Safety

Subject: Approval Request – 2010 Department-wide Occupational Health and Safety Training Conference

Your approval is requested for a Department-wide occupational health and safety training conference for full time and collateral duty occupational health and safety professionals. The training conference is planned for the week of June 14-17, 2010, in conjunction with the American Society of Safety Engineer's (ASSE) conference in Baltimore, Maryland.

The conference will provide the Department of the Interior's (DOI) occupational health and safety community with an opportunity to attend relevant training, network with peers, learn from experts, and share best practices. It has been six years since the last DOI occupational health and safety training conference. This training conference was proposed by the DOI Safety and Health Council as a 2010 Initiative, and approved for implementation by the DOI Designated Agency Safety and Health Official Council.

The training conference will be a partnership with ASSE. The DOI participants will be able to attend ASSE's three day conference that includes technical sessions, key note speeches, and exhibits. DOI participants will have a fourth day for a DOI specific track, with an opening and all hands meeting in the morning and bureau/office break out sessions in the afternoon. ASSE will be managing the meeting space, breakout rooms, and audio visual requirements for the DOI conference day, as part of their over-all conference planning effort.



Attachment 1

**Meeting Specifications for 2010 DOI Safety and Occupational Health Training Conference**

- The Department of the Interior (DOI) periodically holds a Department-wide conference for full time, collateral duty occupational health and safety professionals and allied staff (e.g., managers, supervisors, Workers' Compensation Coordinators) to address current DOI wide employee risk management issues.
- Planned date: June 14-17, 2010 in Baltimore, Maryland.
- 175+ rooms/200+ total attendees.
- Need one large meeting space for DOI general session and 10 breakout rooms for bureau/office meetings.
- Attendees will be responsible for booking their own hotel accommodations through GovTrip.
- Transportation is available to/from Baltimore/Washington International airport.
- Train service is also available in and out of Baltimore.

### Conference Cost Breakdown

<b>Meeting Rooms</b>	<b>Estimated Price</b>	<b>Quantity</b>	<b>Total</b>
Hilton Hotel: Morning - 1 large meeting room Afternoon – Reconfigure space into 9 smaller meeting rooms	\$10,000.00	1	\$10,000.00
Podium with Microphone	\$65.00	9	\$585.00
Screens	\$85.00	9	\$765.00
Wireless Microphones	\$175.00	9	\$1575.00
Easels	\$31.00	10	\$310.00
<b>Audio Visual</b>	<b>Estimated Price</b>	<b>Quantity</b>	<b>Total</b>
Computer Projector Package	\$660.00	7	\$4620.00
Laptops	\$310.00	2	\$620.00
<b>Materials/Misc.</b>	<b>Estimated Price</b>	<b>Quantity</b>	<b>Total</b>
Printing	\$600.00		\$600.00
Shipping	\$325.00		\$325.00
Overrun	\$600.00		\$600.00
<b>Total</b>			<b>\$20,000.00</b>
<b>Cost per Participant (200 DOI participants – estimated)</b>			<b>\$100.00</b>