



United States Department of the Interior

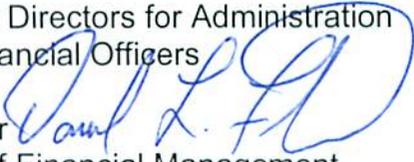
OFFICE OF THE SECRETARY
Washington, DC 20240



AUG 21 2009

FINANCIAL MANAGEMENT MEMORANDA 2009- 086 (Vol. X.K)

To: Bureau Assistant Directors for Administration
Bureau Chief Financial Officers

From: Daniel L. Fletcher 
Director, Office of Financial Management

Subject: Conference and Meeting Planning – Location Considerations

When planning a conference or meeting, the location of the meeting/conference will be based on a cost-benefit analysis as opposed to misconceived perceptions about particular locations.

All American cities should be considered if sufficient conference or meeting facilities are available that meet the requirements of the planned event. Resort cities (such as Las Vegas, Orlando, Reno, etc.) should be included in the cost-benefit analysis when planning a conference or meeting, as per Department FMM 2009-069 – Conference Planning and Reporting. Exclusion of certain locations based on a preconceived reputation as a resort destination is not in line with the Interior's position that selecting conference locations is based solely on specified criteria, as listed in CFR 301-74, or FMM 2009-069.

If you have any questions concerning this guidance, please contact Robert Smith (Robert_Smith@ios.doi.gov) on 202-208-5684.

cc: Financial Statement Guidance Team
Finance Officers Partnership

Additional FMMs on the Subject:
2009-033, 2009-035, 2009-036, 2009-037, and 2009-069