

final agenda by CDC or ATSDR. The remaining 90 percent of funds will be released by letter to the grantee upon the approval of the final agenda. CDC and ATSDR reserve the right to terminate co-sponsorship at any time.

5. Determine and manage all promotional activities (e.g., title, logo, announcements, mailers, press, etc.). CDC or ATSDR must review and approve any materials with reference to CDC or ATSDR involvement or support.

6. Manage all registration processes with participants, invitees, and registrants (e.g., travel, reservations, correspondence, conference materials and handouts, badges, registration procedures, etc.).

7. Plan, negotiate, and manage conference site arrangements, including all audio-visual needs.

8. Analyze data from conference activities that pertain to the impact of prevention.

9. Adequately assess the increase of knowledge, and change in attitudes, and behaviors of the target audience.

F. Content

Letter of Intent (LOI)

A letter of intent (LOI) is required for this Program Announcement.

Letter of Intent (LOI) instructions: Interested applicants are required to submit an original and two copies of a two to three-page in-depth, typewritten Letter of Intent (LOI). Use English only and avoid jargon and unusual abbreviations. Upon review of the LOIs, CDC or ATSDR will extend written invitations to perspective applicants to submit applications. CDC or ATSDR will accept applications by invitation only. Availability of funds may limit the number of applicants that receive funding. The LOI should specifically describe and will be evaluated on the following criteria:

1. Summary of conference format—projected agenda (including list of principal areas or topics to be addressed), including speakers or facilitator. Information should also be provided about all other national, regional, and local conferences held on the same or similar subject during the last three years. Include the following requirements on the first page:

- a. The name of the organization
- b. Primary contact person's name
- c. Mailing address
- d. Telephone number and
- e. If available, fax number and e-mail address (30 points)

2. Justification for the conference, including the problems it intends to clarify and the developments it may stimulate, and a full description of your

organization's purpose, experience and mission. (25 Points)

3. Expected registration “the intended audience, approximate number, and profession of persons expected to attend. (15 points)

4. Date(s) of conference—inclusive dates (not a series) of conference (LOIs without date of conference will be considered non-responsive to this program announcement and returned to the applicant without review). (15 points)

5. Location of city, state, and physical facilities required for the conduct of the meeting. (10 points)

6. Title of the proposed conference—include the term “conference,” “symposium,” “workshop,” or similar designation. (5 points)

The LOI must include the estimated total cost of the conference and the percentage of the total cost (which must be less than 100 percent) being requested from CDC or ATSDR. Requests for 100 percent funding will be considered non-responsive to this program announcement and will be returned to the applicant without review. No appendices, booklets, or other documents accompanying the LOI will be considered.

An invitation to submit an application will be made on the basis of the proposed conference's relationship, as outlined in the LOI, to the CDC or ATSDR funding priorities and the availability of funds. LOIs should be sent using overnight mail service, or U.S. postal service.

The three-page limitation, (inclusive of letterhead and Signatures) must be observed or the LOI will be returned without review.

Applications

Applicants may apply to CDC or ATSDR for conference support only after their LOI has been reviewed by CDC, ATSDR, and a written invitation, including an application form, has been received by the prospective applicant.

An invitation to submit an application does not constitute a commitment on the part of CDC or ATSDR to fund the application.

In addition to the following required information, use the information in the Program Requirements and Evaluation Criteria sections to develop the application content:

1. A project summary cover sheet that includes:
 - a. Name of organization
 - b. Name of conference
 - c. Location of conference
 - d. Date(s) of conference
 - e. Intended audience and number
 - f. Dollar amount requested

g. Total conference budget amount

2. A brief background of the organization—include the organizational history, purpose, and previous experience related to the proposed conference topic.

3. A clear statement of the need for and purpose of the conference. This statement should also describe any problems the conference will address or seek to solve, and the action items or resolutions it may stimulate.

4. An elaboration on the conference objectives and target audience. A list should be included of the principal areas or topics to be addressed. A proposed or final agenda must be included.

5. A clear description of the evaluation plan and how it will assess the accomplishments of the conference objectives. A sample of the evaluation instrument that will be used must be included and a step-by-step schedule and detailed operation plan of major conference planning activities necessary to attain specified objectives.

6. Biographical sketches are required for the individuals responsible for planning and implementing the conference. Experience and training related to conference planning and implementation as it relates to the proposed topic should be noted.

7. Letters of endorsement or support—Letters of endorsement or support for the sponsoring organization and its capability to perform the proposed conference activity.

8. Budget plan and justification—A clearly justified budget narrative that is consistent with the purpose, objectives, and operation plan of the conference. The narrative will consist of a budget that includes the share requested from this grant as well as those funds from other sources, including organizations, institutions, conference income, and/or registration fees.

General Instructions

The narrative should be longer than 12 double-spaced pages, printed on one side, with one-inch margins, and 12-point font. Use English only and avoid jargon and unusual abbreviations. Pages must be clearly numbered, and a complete index to the application and its appendices must be included. The original and two required copies of the application must be submitted unstapled and unbound. Materials that are part of the basic plan should not be in the appendices.

Send LOIs and Applications to: Technical Information Management Section, PA03012, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920