

LP CONFERENCE REQUEST INFORMATION SHEET

NAME OF PARTICIPANT	<i>LAST, FIRST, M.I.</i>		
ROLE OF PARTICIPANT <i>**attendee, speaker, presenter, other [specify other role]</i>			
TITLE OF PRESENTATION/TALK			
NAME OF CONFERENCE/MEETING			
HOST OF CONFERENCE Name of sponsoring or hosting agency/university/organization			
LOCATION OF CONFERENCE/MEETING CITY/STATE/COUNTRY	<i>CITY</i>	<i>STATE</i>	<i>COUNTRY</i>
PARTICIPANT'S TITLE <i>**INVESTIGATOR, SENIOR INVESTIGATOR, CLINICAL FELLOW, CRTA/VF, SPV/GR, CONTRACTOR</i>			
WILL THIS BE SPONSORED?	YES NO		
WHAT IS THE EARLY REGISTRATION DEADLINE?		EARLY REG. COST	\$
		LATE REG.COST	\$
WEBSITE FOR MEETING			
CONFERENCE DATES **DO NOT INCLUDE TRAVEL DAYS ACTUAL CONFERENCE DATES			
TURN IN TO YOUR TRAVEL PLANNER AT LEAST 215 DAYS PRIOR TO MEETING (TO ALLOW FOR SYSTEM ENTRY). YOU WILL STILL NEED TO SUBMIT TRAVEL REQUEST FORMS AND OTHER TRAVEL DOCUMENTATION.			