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To: [ARS-PA-3000-ALL-AO](#); [ARS-PA-3000-ALL-CD-LD-RL](#); [ARS-PA-3000-ALL-SECRETARIES](#); [ARS-PA-3001-SMT](#)
Cc: [Mullenax, Lisa - REE-ARS Fort Collins, CO](#); [Disabella, Paula - ARS](#); [Elam, Summer - REE-ARS Fort Collins, CO](#); [Axon](#); [Baldus, Lisa](#); [Park, Joon](#)
Subject: AFM Communication: FY 2022 Conference Information Collection
Date: Tuesday, March 30, 2021 2:55:43 PM
Attachments: [image004.wmz](#)
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[image006.png](#)



Greenie: Financial Management and Agreements Division, Travel Policy and Systems Branch

AFM Communication Subject: FY 2022 Conference Information Collection

Communication Archive Number: AFM-21-169

To: ARS-ALL

Purpose: To compile a list of FY 2022 conferences in preparation for REE’s FY 2022 Annual Plan. The list will then be uploaded to the Agricultural Travel Information System (ATIS) in order for participants to be added to conferences.

Due: 31 May 2021

Actions:

- 1) Please review the complete list of conferences as listed on the [SharePoint site](#).
- 2) If a conference of interest is listed, no additional action is necessary at this time. *If you are unable to find a conference on the list*, click on link to complete the **“Conference Add Request”** electronic form. *Note: Hosted/Sponsored conferences will require completion of the “Conference Add Request” form.*
- 3) Upon submission of your request, a confirmation e-mail will be auto generated. Once the Financial Management and Agreements Division (FMAD) has reviewed your submission, you will receive a second e-mail with one of the following status updates:
 - Accepted** – request has been added to the list of FY 2022 conferences.
 - Duplicate Request** – request has been rejected due to the conference already in the FY 2022 conference list.
- 4) If you locate a conference where the event details should be updated (i.e. dates, location, address, website, etc.) please send an email to ConferenceReqTracking@usda.gov. A form should not be submitted via the SharePoint tool.

FMAD has also scheduled two webinars to help familiarize end-users with the SharePoint tool. Please access one of the meeting links to attend. **Registration is not required.**

Date	Time (Eastern Time)	Meeting Link
Tuesday, April 6 th	2:00 PM – 3:00 PM	Training Session 1
Wednesday, April 7 th	11:00 AM – 12:00 PM	Training Session 2

Resources: [Axon Travel page](#)

[Axon Travel Conferences page](#)
[REE FY 2022 Conference SharePoint Page](#)

Contact: Please email ConferenceReqTracking@usda.gov should you have any questions or concerns.

Distribution List: ARS-ALL



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"Do Right and Feed Everyone"