UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

PT meeting Approval guidelines

Want Zoom at your meeting?

Note that people can zoom in to meetings – if requested and if the system can be set up based on location. **Notify the UC ANR Program Support Unit (PSU) well in advance.**

Request timing?

Help yourself by helping PSU. Please make requests **at least 60 days** prior to your desired PT meeting**.** Everyone has lots to do!

Element considered	Who evaluates	Factors to consider
Logistic Elements		
Location[@] **Note: People can zoom in when feasible**	**PSU**	**Must be in state.** **Cost and feasibility analysis:** • First option is a UC ANR facility. If not available, then there are other known cost-effective options that will be proposed – considering lodging and logistics (e.g., airport locale) • Proximity to majority of members (to ensure efficient travel) and to airports. • Is it being planned to be held during another conference/ meeting or professional society meeting (justification and special approval needed)?
Audience Who is the intended audience?	**PSU**	Internal to ANR, UC, stakeholders, students (review travel funds policy and who can attend which portions) • UC ANR personnel: Funded meeting and travel expenses (PSU monitors and changes travel requests when appropriate before approving each request). • Other UC members: No travel funds*. Funded to participate in meeting (sometimes a registration charge). • External Stakeholders: No travel funds*. Funded to participate in the meeting. May have a low registration charge to cover meals and materials under certain circumstances. • Students: No travel funds*. Are allowed to participate in poster sessions and does not have to pay for dinner if they are presenting a poster. If they want to attend other portions of the meeting, they (or their professor) must pay for the actual meeting costs (food and beverage, room rentals, audiovisual, etc.). • Speakers: Travel costs for one speaker per PT meeting can be covered up to $500. All other external to speakers, must pay own travel costs or be covered by non-federal funds.

		*No travel funds available unless they are the one identified external speaker allowed per PT meeting as allowed under current process.

Food & beverage; Dinner	**PSU**	**Discuss needs and specific requests** (e.g., environmentally friendly, vegetarian catering?). Analysis of costs for specific requests is reflected on draft budget.
		• **Breakfasts**: Encourage participants to take advantage of free or low cost breakfasts at hotels and locals to eat at home. Provide coffee and light snacks only.
		• **Lunches**: Do not routinely provide lunches for meetings that end at noon because most do not pick them up and can be problematic if they end early and everyone departs.
		• **Dinners**
		  • Using GSA per diem breakdown as a guideline, usually around $26 + 5 incidentals per GSA. This can be substantially more if event is located at a hotel.
		  • If most are already on travel status, dinner would be reimbursed anyway, thus, organized dinner is not adding costs to the budget.
		  • Is there a clear programmatic need or focus?
		• **Alcohol**:
		  • Bartender or set up fees as well as any bar minimum requirements not met must be charged to a non-PT account.
		  • No host bar (participants pay for alcoholic beverages): The costs associated with bartender and set up fees (typically $150-$300) must be covered by a non-PT account (provided by PT leader) unless receive approval from UC ANR leadership.
		  • Hosted bar (participants do not pay for alcoholic beverages): Must be donated by PT leader or meeting leads and must be held at a venue that allows serving with no additional costs, such as, ANR building (permit still required through UC ANR Risk and Safety Services).

Programmatic Elements		
Schedule, Agenda & objectives	**SI leaders**	Consistency with PT goals of **Network, Share** and **Learn** Should fit with **Focal areas, Grand challenges** & **Crystal ball** elements
External speakers	**SI leaders**	Fit with agenda, schedule & objectives (Note - there are given **guidelines** for guest costs)
Field tour	**SI leaders PSU**	Programmatic focus Logistic implications and costs
Poster session	**SI leaders**	Fit with agenda, Schedule & objectives
Workgroup inclusion		Fit with Unify, Communicate and Advocate

@Notes:

Goal: Preserve funding for PT meetings to maximize connections amongst our workgroups and teams.

Location: UC ANR will not support meetings held out of state (including Reno). California is large enough to support meetings in-state and the goal is to network within. Holding a meeting out of state can restrict who attends. (This would apply to a national meeting held in a different state)

Facility Rental: The first option is to use UC ANR facilities. If these (e.g., Valley room or REC) are not available, the PSU is aware of reasonable cost options (e.g., Putah Creek lodge). Other related factors to consider include if there are other concessions (no travel reimbursements needed or food costs waived, etc.).