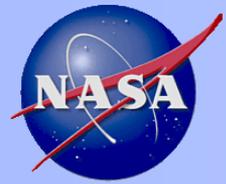


# **2016 NASA Cost Symposium**

Registration & Travel Information  
for NASA CS and NASA Funded  
Attendees



# Overview

- General Symposium Information
  - Event Announcement
  - Date & Location
  - Agenda Overview
  - Abstracts, Papers, and Nominee Submission
- **Important Conference Information**
- Airfare Information
- Hotel Information
- CGE Travel Information
- NCTS Information
- Symposium Registration Website
- Summary
- *Extra: Preparation Checklist*



# Event Announcement

- 2016 NASA Cost Symposium is confirmed
- NASA, Support Contractors, Prime Contractors, Academics, and other Government are encouraged to attend
- Sponsored by NASA HQ Cost Analysis Division

*EVENT ANNOUNCEMENT  
2016 NASA Cost Symposium:  
NASA Glenn Research Center  
Cleveland, OH  
August 23-25, 2016*



The Cost Analysis Division sponsors an annual NASA Cost Symposium to bring together the entire estimating and analysis community at NASA. The NASA cost analysis community includes all Centers as well as HQ and represents an essential function to the agency.

- Symposium Date: 23-25 August, 2016
- Location: NASA Glenn Research Center  
2100 Brookpark Road  
Cleveland, OH, 44135
- Event Website: [http://nasa.gov/offices/ocfo/cost\\_symposium](http://nasa.gov/offices/ocfo/cost_symposium)
- NCTS Number 25377-16
- Event POC: [ted.mills@nasa.gov](mailto:ted.mills@nasa.gov)

Speakers and presenters will be given the opportunity to demonstrate and share their work with colleagues and professionals from the estimation and analysis community.

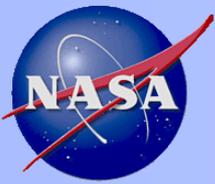
Members of the NASA estimating and analysis community, support contractors, prime contractors, academia, and from other government agencies are encouraged to attend.

Maps, registration, hotel listings, and information for NASA employees will be posted on the event website. Individuals interested in presenting at the event are encouraged to review our Call for Abstracts/Papers located on the event website. Electronic Abstracts will be due by close of business June 17th, 2016. All award nominations are due July 15th. Separate announcements will be available for each, with the requirements.



# General Information

- Date: 23-25 August 2016
  - Plum Brook tour on Monday, 22 August
- Location: Glenn Research Center, Cleveland, OH
  - 21000 Brookpark Road, Cleveland, OH 44135
  - Building 162 – Mission Integration Center
- Format: Traditional paper/brief with 30-45 min time slots (presentation, live demo, etc.)
- Website: [https://www.nasa.gov/offices/ocfo/cost\\_symposium/](https://www.nasa.gov/offices/ocfo/cost_symposium/)
- Sponsor: NASA HQ Strategic Investment Division



# Agenda Overview

- Pending paper selection and final agenda, please use the below **draft Agenda Overview**
- Check the website for the published Agenda after paper selection is complete

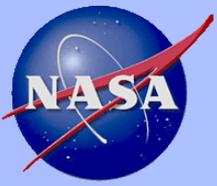
## NASA Cost Symposium

as of July 5th 2016

TIME	Title	Author/Presenter (s)	Org	Time (mins)
<b>Tuesday</b>				
7:00 - 8:00	Doors open, Registration, Informal Meet and Greet	SID	HQ	60
8:00 - 8:45	Opening Remarks	SID and GRC Center Director Janet L. Kavandi	HQ & GRC	45
8:45 - 10:30	Presentations	All	All	105
10:30 - 10:45	BREAK			15
10:45 - 12:15	Presentations	All	All	90
12:15 - 13:45	LUNCH	All	All	90
13:45 - 15:45	Presentations	All	All	120
15:45 - 16:00	BREAK			15
16:00 - 17:45	Presentations	All	All	105
<b>Wednesday</b>				
8:00 - 9:45	Presentations	All	All	105
9:45 - 10:00	BREAK			15
10:00 - 12:00	Presentations	All	All	120
12:00 - 13:30	LUNCH BREAK	All	All	90
13:30 - 15:15	Presentations	All	All	105
15:15 - 15:30	BREAK			15
15:30 - 17:00	Presentations	All	All	90
17:00 - 18:00	TRANSITION BREAK			60
18:00 - 19:00	Awards Dinner Meet and Greet	All	All	60
19:00 - 20:00	Dinner	All	Guest Speaker - TBD	60
20:00 - 21:00	Awards	All	SID	60
<b>Thursday</b>				
8:00 - 9:45	Presentations	All	All	105
9:45 - 10:00	BREAK			15
10:00 - 12:00	Presentations	All	All	120
12:00 - 13:30	LUNCH BREAK	All	All	90
13:30 - 15:30	Presentations	All	All	120
15:30 - 15:45	BREAK			15
15:45 - 17:15	Presentations	All	All	90

## Special Sessions

Day	TIME	Title	Location	Author/Presenter (s)	Org	Time (mins)
Wednesday	8:45 - 9:45	PCEC Demo	Rm 302, Bldg 162	TBD	NASA MSFC	60
Wednesday	10:00 - 11:00	Quick Cost Demo	Rm 130, Bldg 162	TBD	Galorath	60
Wednesday	11:00 - 12:00	NICM Demo	Rm 302, Bldg 162	TBD	JPL	60
Wednesday	13:30 - 14:30	Summit Demo	Rm 302, Bldg 162	TBD	BAH	60
Wednesday	15:30 - 16:30	RIFT Demo	Rm 302, Bldg 162	TBD	TRI	60
Wednesday	15:30 - 16:30	MOLET Demo	Rm 130, Bldg 162	TBD	Aerospace	60
Thursday	8:45 - 9:45	ASCOT Demo	Rm 302, Bldg 162	TBD	JPL	60
Thursday	11:00 - 12:00	ONCE Demo	Rm 302, Bldg 162	TBD	NASA HQ and SAIC	60
Thursday	13:30 - 14:30	JACS Demo	Rm 302, Bldg 162	TBD	TRI	60
Thursday	14:30 - 15:30	Polaris Demo	Rm 130, Bldg 162	TBD	BAH	60



# Abstracts and Papers

- Abstract submission is encouraged
- Download the Call for Papers at:

– <http://www.nasa.gov/offices/ooe/Symposium.html>

**CALL FOR PAPERS**  
 2015 NASA Cost Symposium  
 NASA Glenn Research Center  
 Cleveland, OH  
 August 23-25, 2016




The NASA Cost Community invites you to contribute to our NASA Cost Symposium. We are seeking papers and presentations covering a wide variety of analysis and estimating topics, including:

Cost and Schedule Estimating Methodologies and Models	Joint Cost and Schedule Risk Analysis
General Cost and Schedule Research	Cost and Schedule Estimating Applications
Schedule Analysis, Tools, Methods, Processes, and Lessons Learned	Results of NASA Data Collection and Research
Affordability and Sustainability Analyses	Cost Estimation vs. Cost Management
Estimating and Analysis During the Lifecycle Review Process	Effects of Acquisition Approach on Estimating and Analysis

Prospective speakers should submit by e-mail, an abstract and list all authors. Presentations should be 30 min, but please inform us in your email if you would prefer a 45 or 60 minute slot. There are a *limited* number of 45-60 minutes slots available.

Please Provide:

- POC and list of all authors including contact info
- An abstract not to exceed two pages
- Include desired time slot 30, 45, or 60 min

Schedule:

- **Electronic Abstracts due by close of business June 17<sup>th</sup>, 2016**
- Packages Reviewed week of June 20<sup>th</sup>, 2016
- Notification to Speakers week of June 27<sup>th</sup>, 2016
- Cost Symposium Agenda will be posted on website by July 18<sup>th</sup>, 2016  
[http://nasa.gov/offices/ocfo/cost\\_symposium](http://nasa.gov/offices/ocfo/cost_symposium)
- Turn in final Presentations by August 10<sup>th</sup>, 2016

Provide Submissions to: [Charles.dHunt@nasa.gov](mailto:Charles.dHunt@nasa.gov)  
 Questions: Please email Mr. Charles Hunt [Charles.dHunt@nasa.gov](mailto:Charles.dHunt@nasa.gov)



# Community Nominations

- Nominate outstanding colleagues to recognize their efforts
- **Nominations due by 15 July**



Greetings Colleagues,

We are pleased to announce the awards call for our upcoming 2016 NASA Cost Symposium. In the intervening year since our last Symposium, there has been a great deal of hard work completed by both outstanding individual performers and estimating teams throughout our Agency! We all know the importance of recognizing people who have done outstanding work. It is now time for each of us to nominate individuals that have distinguished themselves through their accomplishments, dedication, leadership, and team work over this past year. Please don't miss this opportunity to write up and submit award nominations for those you feel are deserving of recognition.

We are accepting nominations for the following annual award categories:

- The NASA Cost Estimator Leadership Award
- The NASA Cost Estimator of the Year Award
- The NASA Rising Star Award
- The NASA Cost Estimating Team Award
- The NASA Cost Estimating Support Contractor of the Year Award
- The NASA Top Community Support Award
- The William S. Rutledge Life Time Achievement Award

The selection process and criteria for the awards, along with the requirements and format for each award are located at [http://nasa.gov/offices/ocfo/cost\\_symposium](http://nasa.gov/offices/ocfo/cost_symposium). Please use this information and follow the instructions contained in those documents.

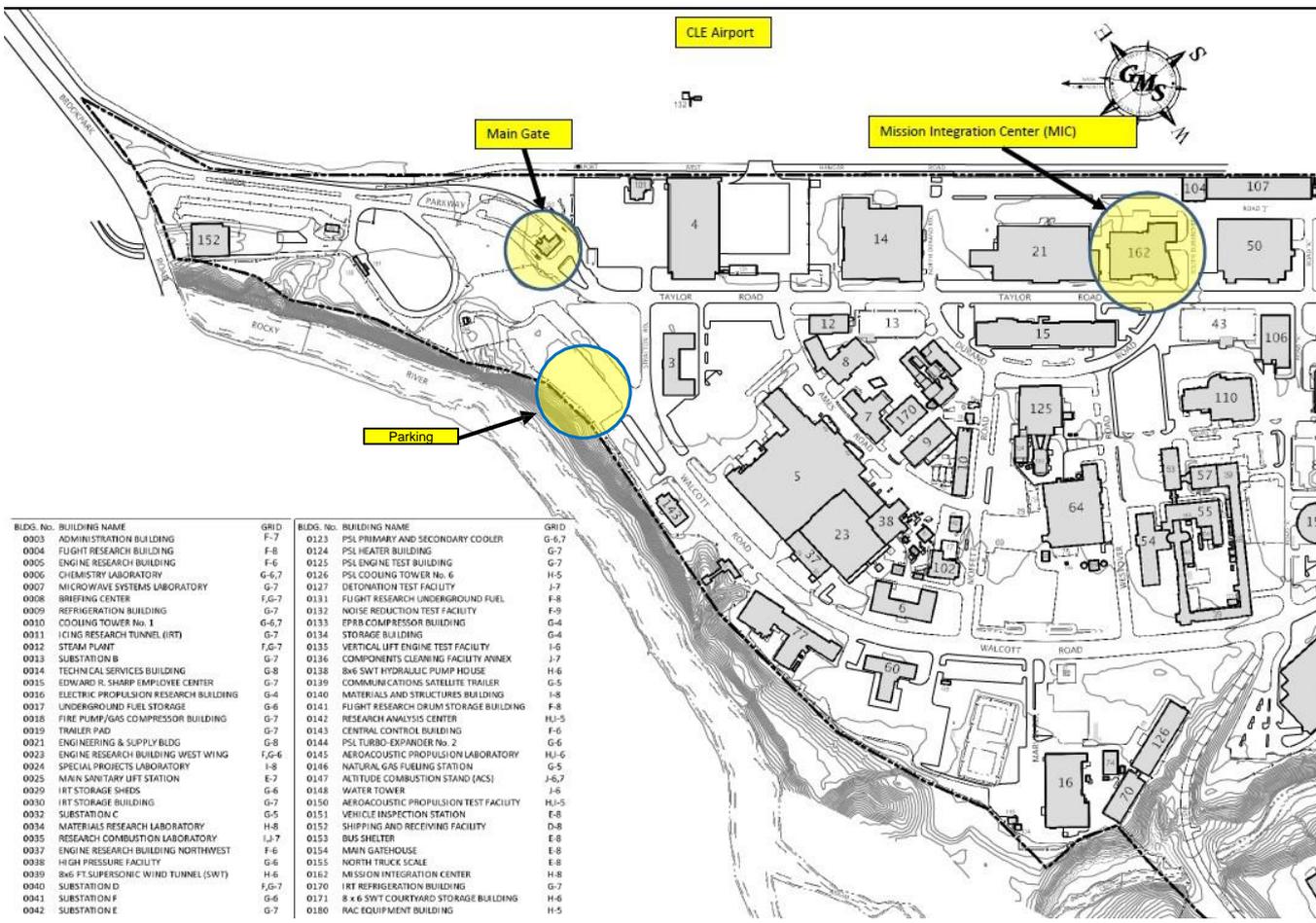
The awards will cover the period of August 1, 2015 – August 1, 2016. Nominations can be submitted by anyone in our NASA estimating community, but they must be emailed by close of business July 15th, 2016 to the Mr. Eric Plumer: [Eric.Plumer-1@nasa.gov](mailto:Eric.Plumer-1@nasa.gov)

Awards will be presented to the recipients at our annual NASA Cost Symposium which will be held **August 23-25<sup>th</sup> at NASA Glenn Research Center**

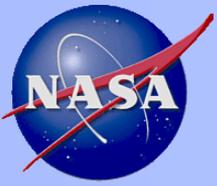
Please ensure every effort has been taken to widely distribute the announcement of this awards call throughout our NASA cost community. Thank you for your support!



# Symposium Location



- Symposium held in **Bldg. 162**, along the main street after the entry gate.
- Ample parking at gate in front of **Bldg. 3** and across from the facility.



# Plum Brook Station Tour

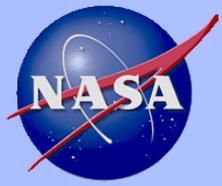
- Tour Time - ~1:00-3:30 pm on August 22 (Day before symposium)
- Participants should be at the transportation pickup by 12:00 pm at GRC. Non-civil servants should plan extra time to go through the security check-in prior to 12pm. Bus will return to GRC approximately 1 hour after the tour completes (approximately 4:30 pm).
- Transportation pickup is in parking area in front of Building 3
- Recommend eating lunch prior to arriving
- Register for the tour with the conference registration (see slide 20)



**\*\*\* Limit 60 Seats \*\*\***

**Flat shoes, closed toe shoes are best**

*Plum Brook Station is a remote test facility for the NASA Glenn Research Center in Cleveland, Ohio. Located on 6,400 acres in the Lake Erie community of Sandusky, Plum Brook is home to three world-class test facilities, which perform complex and innovative ground tests for the international space community.*



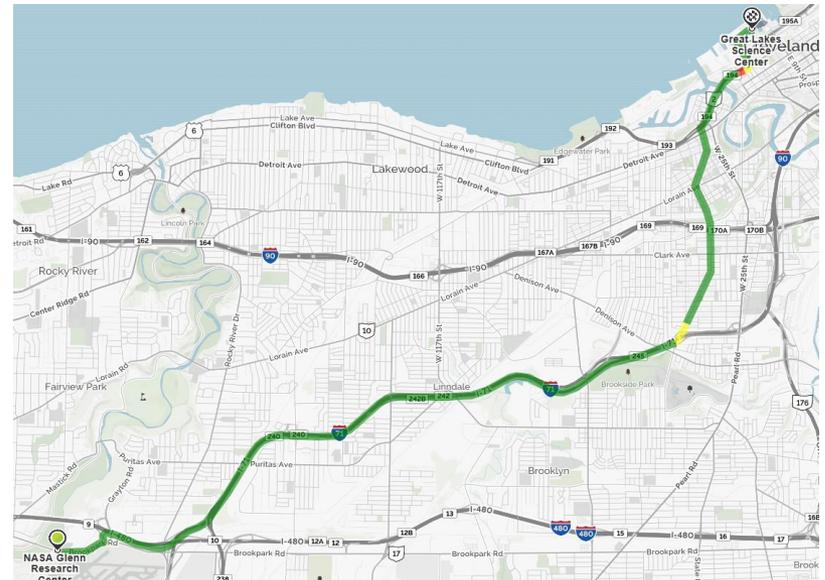
# Dinner and Awards Presentation



**Great Lakes Science Center**  
601 Erieside Ave, Cleveland, OH  
44114

- Dinner and Awards Presentation the evening of 24 August.
  - 6:00-7:00pm Reception with Cash Bar
  - 7-10pm Dinner and Presentation of Awards

- Register for dinner with the conference registration (see slide 20)
- Choose meal selection, cash bar. \$40 per person
- Parking \$5

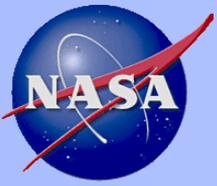


**\*\*\* Limit 75 Seats \*\*\***



# Important Conference Information

- 2016 NASA Cost Symposium \*IS\* an approved Conference
  - NASA Sponsored Conference under [NID 9700.1A](#)
  - NASA Funded Attendees include NASA CS, contractors, and others that have their attendance and/or travel funded by NASA
  - Other government, contractors, and individuals that are not NASA Funded Attendees are not counted against the headcount limit
- For more information on NASA Conferences:
  - <https://www.nssc.nasa.gov/conferences>



# NCTS Information

- NASA Conference Tracking System (NCTS) **must be used by all NASA CS** attending the conference
  - <https://ncts.nasa.gov>
- Search for the 2016 Cost Symposium via name, or the **NCTS # 25377-16**
- Click the “Register” button at the bottom of the event page

**NASA Conference Tracking System**  
 Conference Search

NOTE: Use the navigation buttons in the application to navigate through NCTS. Using the browser's navigation buttons will result in leaving the site.

Domestic Conference Details

25377-16 2016 NASA Cost Symposium

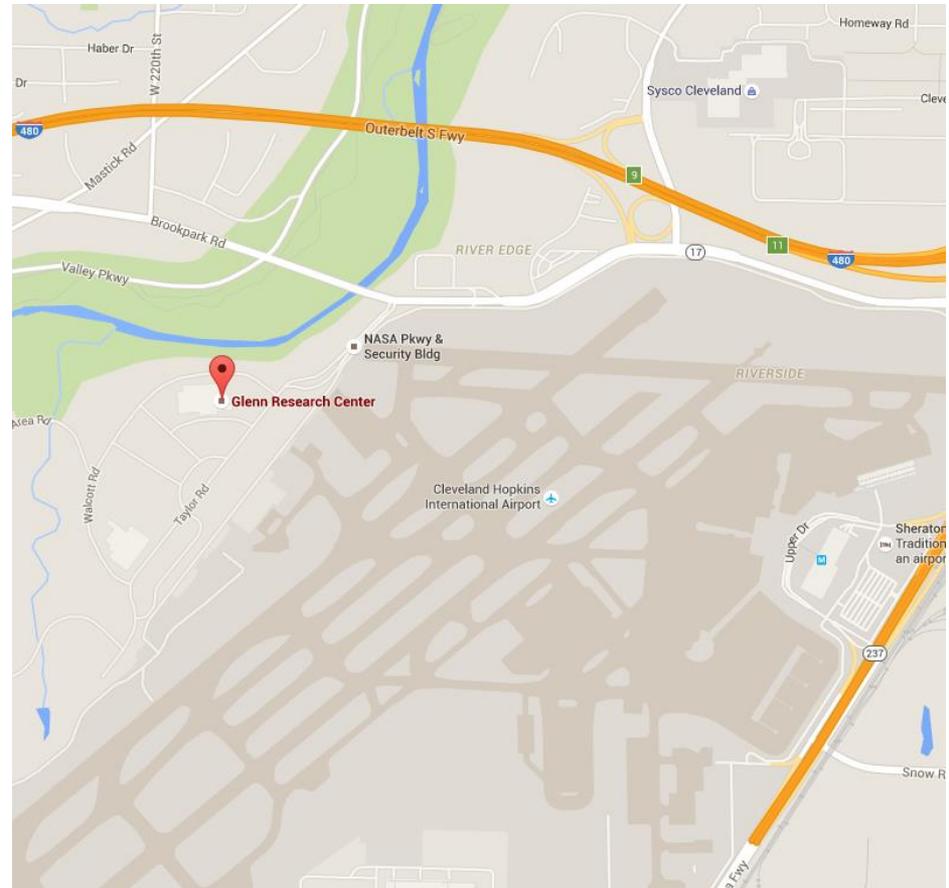
<b>NCTS Number (Conference Code)</b> <a href="#">25377-16</a>			<b>Conference Type</b> Domestic
<b>Official Conference Name</b> 2016 NASA Cost Symposium			<b>Threshold</b> 100
<b>City</b> Cleveland	<b>State/Province</b> OH	<b>Country</b> UNITED STATES	<b>Status</b> Approved
<b>Start Date</b> 08/23/2016	<b>End Date</b> 08/25/2016		
<b>Conference Sponsor Name</b> NASA Cost Analysis Division			
<b>Lead Center</b> Headquarters (HQ Office)		<b>Lead Center POC Name</b> Ted Mills	<b>Lead Center POC Email</b> ted.mills@nasa.gov
<b>NASA Sponsored?</b> Yes	<b>NF-1784 Attendees</b> 160	<b>NF-1784 Cost</b> 150,000.00	
<b>Conference Purpose</b> Project Management			
<b>Agency Mission Justification</b> Conference provides tools and techniques for continuously improving the project management of NASA programmatic activities.			
<b>Registration Fees (List All Fees)</b> 0.00			
<b>Website Link</b> <a href="https://www.nasa.gov/offices/ocfo/cost_symposium/">https://www.nasa.gov/offices/ocfo/cost_symposium/</a>			
<input type="button" value="Back"/>	<input type="button" value="Print Record"/>	<input type="button" value="Register for Event"/>	

\*\*\* Note: NCTS is down for maintenance from 7 to 18 July \*\*\*



# Airfare Information

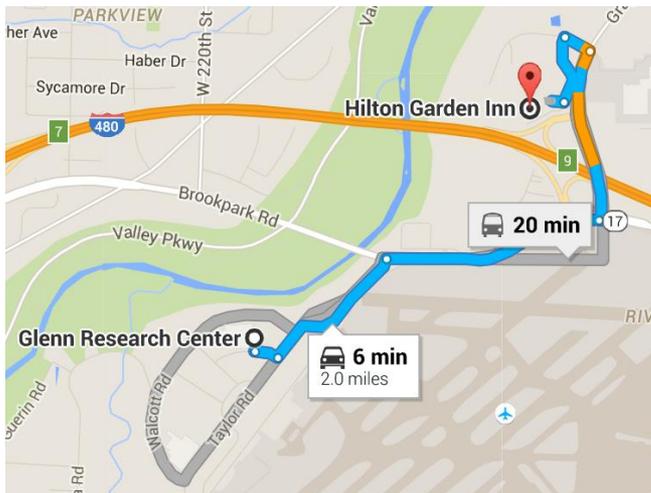
- NASA CS and NASA Funded Attendees are encouraged to **utilize the lowest available fares**
  - Research low cost options using [GSA City Pairs](#)
  - Make your reservations via Concur Travel
  - Contract your local Travel Office with questions
- Glenn Research Center is co-located with Cleveland Hopkins International Airport





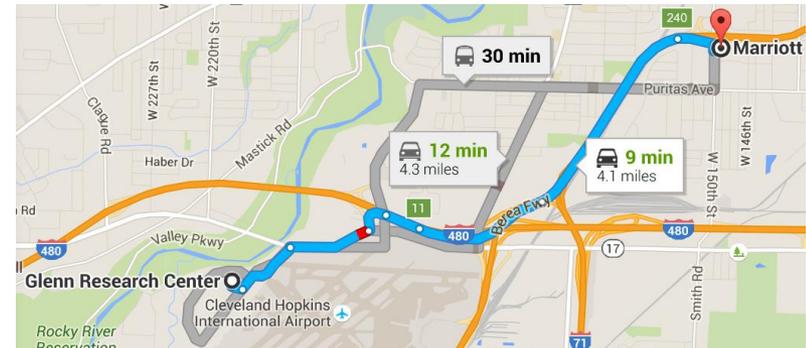
# Hotel Information

- NASA Travelers are encouraged to use Low Cost Hotels
- Hotel Per Diem is \$125.00/night
- Courtesy 50 room block at The Hilton Garden Inn. Government rates are only available until **July 27<sup>th</sup>**
- Additional rooms are blocked at the Cleveland Airport Marriott at a government rate. Government rates are only available until **August 8<sup>th</sup>**



Hilton Garden Inn Cleveland Airport  
4900 Emerald Court S.W.,  
Cleveland, Ohio, 44135

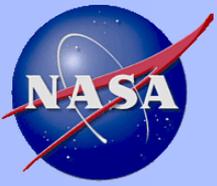
**Front Desk: 1-216-  
898-1898**



**Marriott group rate for NASA Symposium**



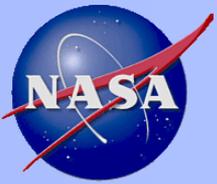
Cleveland Airport Marriott  
4277 West 150th Street  
Cleveland, Ohio 44135  
Front Desk: 1-216-252-5333



# Hotel Information

## Other hotels available:

- Hampton Inn & Suites  
3034 Engle Rd, Middleburg Heights
- Radisson Hotel Cleveland Airport (offers a bargain rate to NASA guests)  
25070 Country Club Blvd, North Olmsted
- Crown Plaza Hotel – Cleveland Airport  
7230 Engle Rd, Middleburg Heights
- Hampton Inn  
29690 Detroit Rd, Westlake
- Sheraton Cleveland Airport  
5300 Riverside Dr, Cleveland
- Hyatt Regency Cleveland at the Airport  
420 Superior Ave East, Cleveland
- Courtyard by Marriott  
24901 Country Club Blvd, North Olmstead
- La Quinta Inns and Suites  
25105 Country Club Blvd, North Olmstead 15



# Travel Information (CGE)

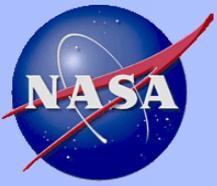
Please book your travel through Concur

Select **“CONFERENCE”** in Concur Trip Purpose Field

Provide a description in the comment field - include the NCTS Number in your comment i.e. Attending the 2016 NASA Cost Symposium NCTS #25377-16.

(Please see example on next page.)

\*\*\* Note: NCTS is down for maintenance from 7 to 18 July \*\*\*



# Adding Trip Field

https://cge.concursolutions.com/travelwizard/twTripDetails

Welcome, Emma Roberts

CONCUR

Travel

Search Review/Change **Details/Rename** Confirm Authorization Voucher

Booking for: Hugh Mills

### Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name	Trip Description (optional)
<small>This will appear in your upcoming trip list.</small> IAD-SFO-IAD: Attending the 2015 NASA Cost Symposium NCTS #22692-15	<small>Used to identify the trip purpose.</small> IAD-SFO-IAD: Attending the 2015 NASA Cost Symposium NCTS #22692-15

Send a copy of the confirmation to:

Send my email confirmation as  
 HTML  Plain-text

With my email confirmation...

Trip Purpose [Required]

You may HOLD this reservation until: 08/22/2015 09:08 am Eastern

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip Hold Trip << Previous Next >> Cancel



# Concur Information

- At the end of your Travel Authorization is the final step of providing Accounting Strings.
- These strings are for reporting and CFO purposes.
- They are **EXTREMELY** important
  - NASA Conference Reporting Requirements
  - Financial reporting by CFO
  - SID uses for NF1785 Post Conference Approval form
- **Supply the correct Function Code string for the 2016 Cost Symposium: N2537716.**

(Please see example on next page.)

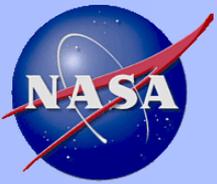


# Concur – Adding Conference Code

The screenshot shows the Concur web application interface. The browser address bar displays <https://cge.concursolutions.com/TravelManagerFrame.asp?>. The user is logged in as Emma Roberts. The main navigation menu includes Home, Travel, Authorizations, Vouchers, and Profile. The current page is titled "Dynamic Accounting for TA10000010799" and is part of the "Accounting" tab. The "Setup Accounting" section contains the following fields:

- Account Org - Structure: NASA - NASA Dynamic Structure
- Label: Cost Analysis Division
- Fiscal Year: 2015
- Sponsored:
- ACCOUNT CODE: 10\_679591.02.10.03.01\_CASX22015D (Invalid ACCOUNT CODE. Click the lookup icon to search for a valid value.)
- ACCT APPROVE: 10\_679591
- COST CENTER/FUNDING ORG: 10A0011
- OBJECT CLASS: 6100.2121 - OPEXP Op Trvl General Administrative Trvl Domestic
- INTERNAL ORDER/FUNCTION: N2269215 (Click the lookup icon to search for a valid INTERNAL ORDER/FUNCTION.)

A red arrow points to the "INTERNAL ORDER/FUNCTION" field with the text "Type 'N2269215' Here". The "Favorite Accounting Codes" section is empty. The bottom of the screen shows the Windows taskbar with the time 11:10 AM on 6/5/2015.



# Symposium Registration Website

- **All attendees must register via the Symposium Registration Website:**
  - <http://www.nasacostsymposium.info>
- Online Registration will be made available via this website
  - There is no fee or cost for registration. There is a cost for catered meals.
- Select your food & beverage options during registration
  - Food & Beverage can NOT be paid for by NASA therefore NASA CS or others that select to include food will be asked to pay
  - Food & Beverage will be linked to the GSA per diem amount to ensure a net \$0 cost to government travelers and those on per diem
- Website is maintained by third party support contractor
  - Secure online credit card processing via Authorize.net
  - Follow instructions for technical support if needed
- Payment for food & beverage using website via credit card or follow instructions to mail a check



# Summary

- 2016 NASA Cost Symposium is on 23-25 August at Glenn Research Center, Cleveland, OH
  - It is officially approved and listed in NCTS #25377-16
  - It is a reportable conference under NID 9700.1
- **NASA CS should register via NCTS and the Symposium Registration Website**
  - <https://www.nasacostsymposium.info>
- Complete your travel authorization using CGE Concur Travel
- Abstracts due on 17 June
- Award Nominations due on 15 July
- Final Paper/Brief due on 10 August
- Email to: [HQ-CAD@mail.nasa.gov](mailto:HQ-CAD@mail.nasa.gov)



# Sequential Preparation Checklist

- Submit any Award Nominations by 15 July (optional)
- Complete the NCTS registration (NASA CS only)
  - Visit <https://ncts.nasa.gov> and register for #25377-16
- Complete the CGE Concur travel authorization
  - Select airfare
  - Select hotel
  - Use the Function Code accounting string N2537716
- Complete the Symposium Website Registration
  - Visit <https://www.nasacostsymposium.info> and register
  - Select your food & beverage options
  - Pay via credit card or mail in a check

\*\*\* Note: NCTS is down for maintenance from 7 to 18 July \*\*\*