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
- NCTS Number 25377-16
- Event POC: 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.

NASA HQ Cost Analysis Division, 300 E St SW, Washington, DC 20546

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/
- 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

Tuesday

TIME	Title	Author/Presentor (s)	Org	Time (mins)
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

Wednesday

TIME	Title	Author (s)	Org	Time (mins)
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

Thursday

TIME	Title	Author (s)	Org	Time (mins)
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/Presentor (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	MOCET 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

Page 1

Check Symposium Website for Current Agenda

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 17th, 2016**
- Packages Reviewed week of June 20th, 2016
- Notification to Speakers week of June 27th, 2016
- Cost Symposium Agenda will be posted on website by July 18th, 2016
  http://nasa.gov/offices/ocfo/cost_symposium

- **Turn in final Presentations by August 10th, 2016**

Provide Submissions to: Charles.dHunt@nasa.gov

Questions: Please email Mr. Charles Hunt 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

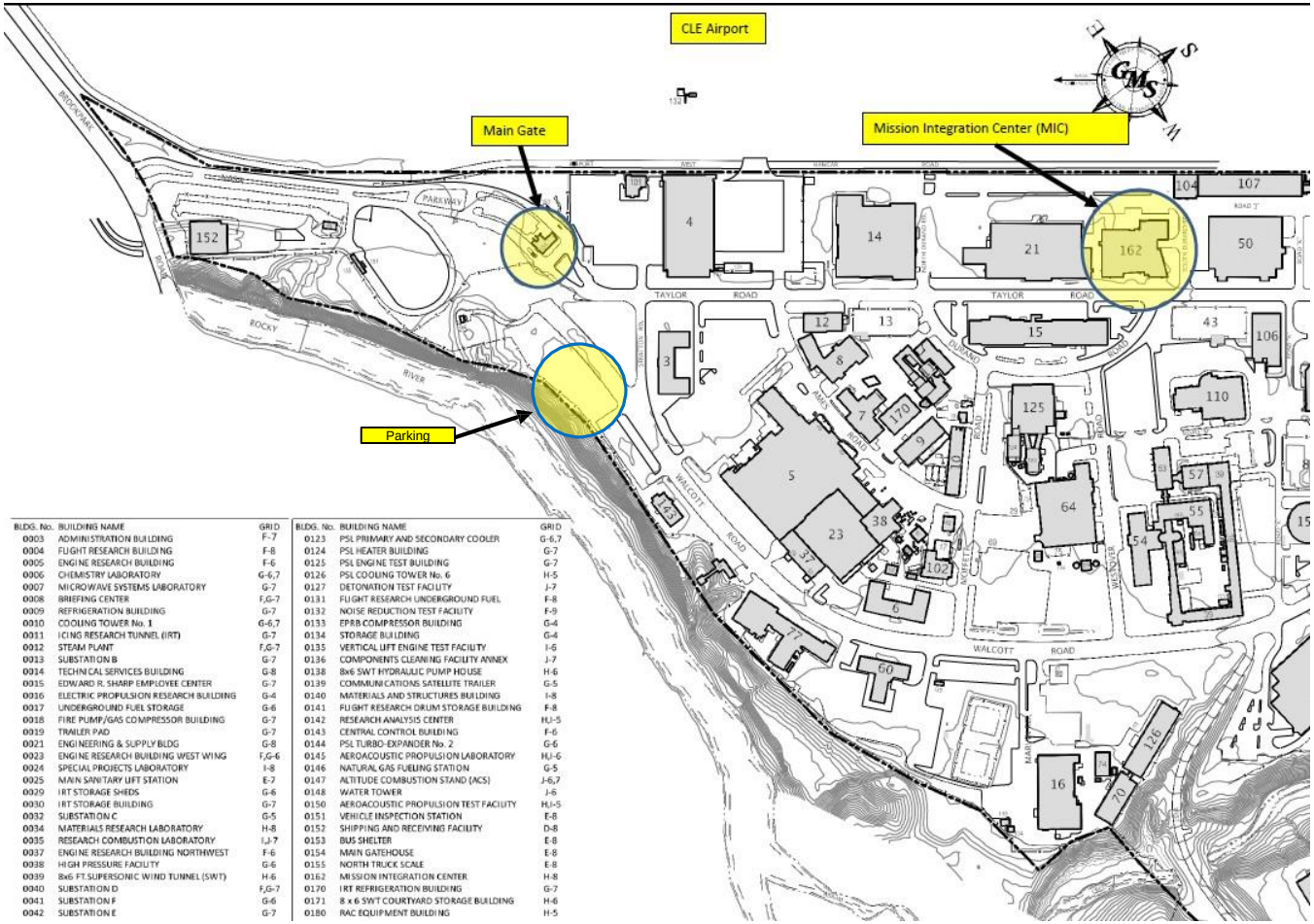
The selection process and criteria for the awards, along with the requirements and format for each award are located at http://nasa.gov/offices/ocfo/cost_symposium. Please use this information and follow the instructions contained in those documents.

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

Awards will be presented to the recipients at our annual NASA Cost Symposium which will be held **August 23-25th 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



BLDG. No.	BUILDING NAME	GRID
0003	ADMINISTRATION BUILDING	F-7
0004	FLIGHT RESEARCH BUILDING	F-8
0005	ENGINE RESEARCH BUILDING	F-6
0006	CHEMISTRY LABORATORY	G-6,7
0007	MICROWAVE SYSTEMS LABORATORY	G-7
0008	BRIEFING CENTER	F,G-7
0009	REFRIGERATION BUILDING	G-7
0010	COOLING TOWER No. 1	G-6,7
0011	ICING RESEARCH TUNNEL (IRT)	G-7
0012	STEAM PLANT	F,G-7
0013	SUBSTATION B	G-7
0014	TECHNICAL SERVICES BUILDING	G-8
0015	EDWARD R. SHARP EMPLOYEE CENTER	G-7
0016	ELECTRIC PROPULSION RESEARCH BUILDING	G-4
0017	UNDERGROUND FUEL STORAGE	G-6
0018	FIRE PUMP/GAS COMPRESSOR BUILDING	G-7
0019	TRAILER PAD	G-7
0021	ENGINEERING & SUPPLY BLDG	G-8
0023	ENGINE RESEARCH BUILDING WEST WING	F,G-6
0024	SPECIAL PROJECTS LABORATORY	I-8
0025	MAIN SANITARY LIFT STATION	E-7
0029	IRT STORAGE SHEDS	G-6
0030	IRT STORAGE BUILDING	G-7
0032	SUBSTATION C	G-5
0034	MATERIALS RESEARCH LABORATORY	H-8
0035	RESEARCH COMBUSTION LABORATORY	I,J-7
0037	ENGINE RESEARCH BUILDING NORTHWEST	F-6
0038	HIGH PRESSURE FACILITY	G-6
0039	8x6 FT. SUPERSONIC WIND TUNNEL (SWT)	H-6
0040	SUBSTATION D	F,G-7
0041	SUBSTATION F	G-6
0042	SUBSTATION E	G-7

BLDG. No.	BUILDING NAME	GRID
0123	PSL PRIMARY AND SECONDARY COOLER	G-6,7
0124	PSL HEATER BUILDING	G-7
0125	PSL ENGINE TEST BUILDING	G-7
0126	PSL COOLING TOWER No. 6	H-5
0127	DETONATION TEST FACILITY	J-7
0131	FLIGHT RESEARCH UNDERGROUND FUEL	F-8
0132	NOISE REDUCTION TEST FACILITY	F-9
0133	EPBB COMPRESSOR BUILDING	G-4
0134	STORAGE BUILDING	G-4
0135	VERTICAL LIFT ENGINE TEST FACILITY	I-6
0136	COMPONENTS CLEANING FACILITY ANNEX	J-7
0138	8x6 SWT HYDRAULIC PUMP HOUSE	H-6
0139	COMMUNICATIONS SATELLITE TRAILER	G-5
0140	MATERIALS AND STRUCTURES BUILDING	I-8
0141	FLIGHT RESEARCH DRUM STORAGE BUILDING	F-8
0142	RESEARCH ANALYSIS CENTER	HJ-5
0143	CENTRAL CONTROL BUILDING	F-6
0144	PSL TURBO-EXPANDER No. 2	G-6
0145	AEROACOUSTIC PROPULSION LABORATORY	HJ-6
0146	NATURAL GAS FUELING STATION	G-5
0147	ALTITUDE COMBUSTION STAND (ACS)	J-6,7
0148	WATER TOWER	J-6
0150	AEROACOUSTIC PROPULSION TEST FACILITY	HJ-5
0151	VEHICLE INSPECTION STATION	E-8
0152	SHIPPING AND RECEIVING FACILITY	D-8
0153	BUS SHELTER	E-8
0154	MAIN GATEHOUSE	E-8
0155	NORTH TRUCK SCALE	E-8
0162	MISSION INTEGRATION CENTER	H-8
0170	IRT REFRIGERATION BUILDING	G-7
0171	8 x 6 SWT COURTYARD STORAGE BUILDING	H-6
0180	RAC EQUIPMENT BUILDING	H-5

- 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

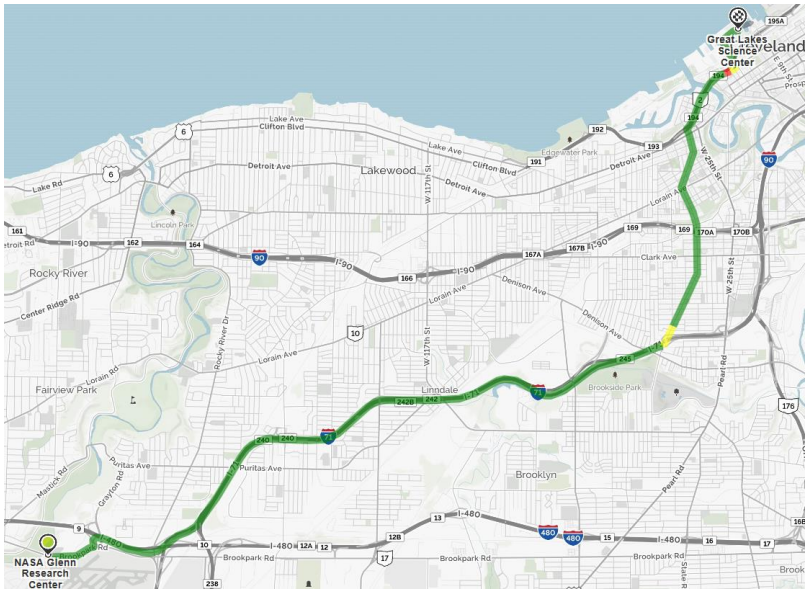
Plum Brook Station is a remote test facility for the NASA Glenn Research Center in Cleveland, Ohio. Located on 6,400 acres in the Lake Erie community of Sandusky, Plum Brook is home to three world-class test facilities, which perform complex and innovative ground tests for the international space community.

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



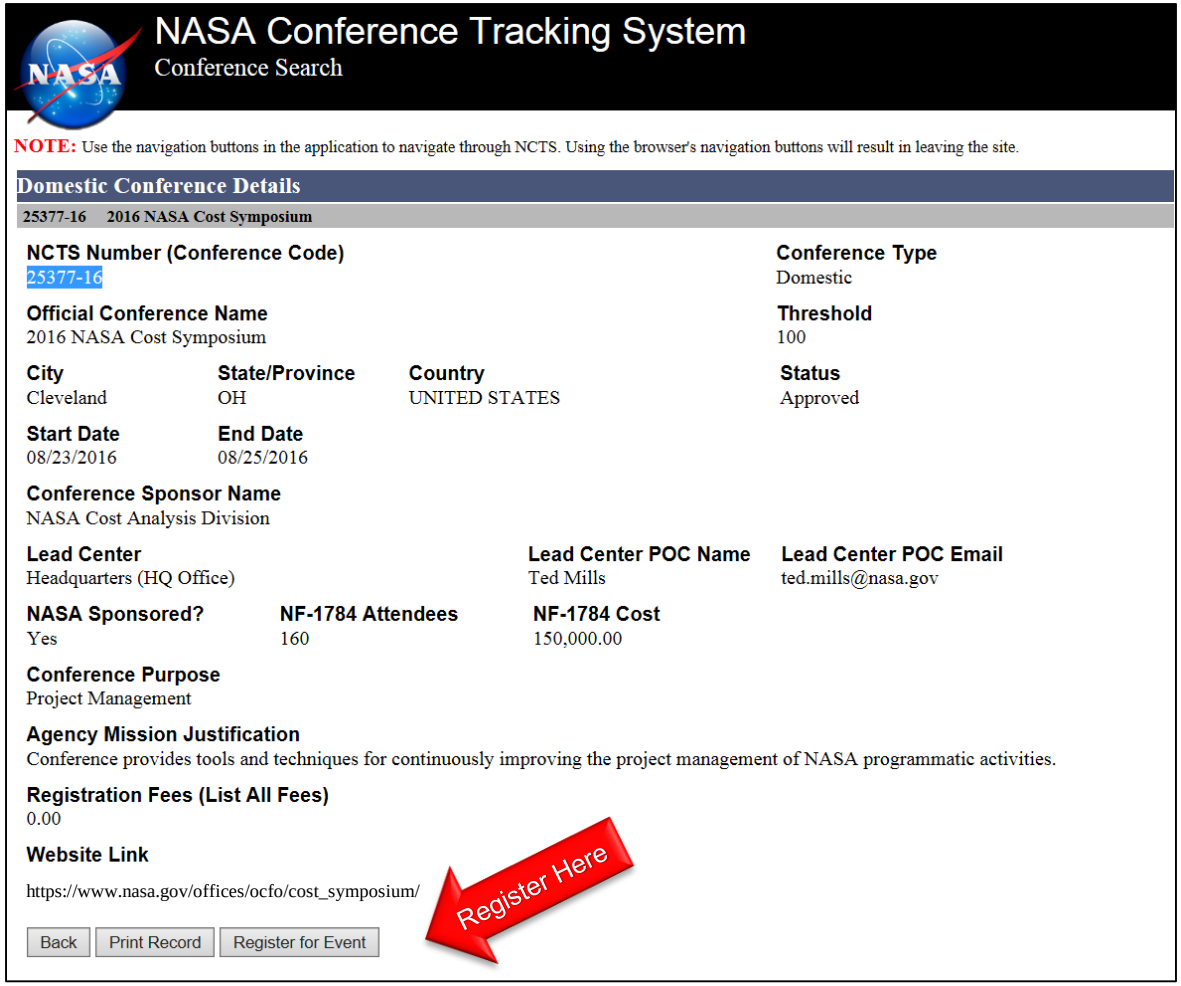
*** Limit 75 Seats ***

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

NCTS Number (Conference Code)
25377-16

Conference Type
Domestic

Official Conference Name
2016 NASA Cost Symposium

Threshold
100

City
Cleveland

State/Province
OH

Country
UNITED STATES

Status
Approved

Start Date
08/23/2016

End Date
08/25/2016

Conference Sponsor Name
NASA Cost Analysis Division

Lead Center
Headquarters (HQ Office)

Lead Center POC Name
Ted Mills

Lead Center POC Email
ted.mills@nasa.gov

NASA Sponsored?
Yes

NF-1784 Attendees
160

NF-1784 Cost
150,000.00

Conference Purpose
Project Management

Agency Mission Justification
Conference provides tools and techniques for continuously improving the project management of NASA programmatic activities.

Registration Fees (List All Fees)
0.00

Website Link
https://www.nasa.gov/offices/ocfo/cost_symposium/

Back | Print Record | Register for Event

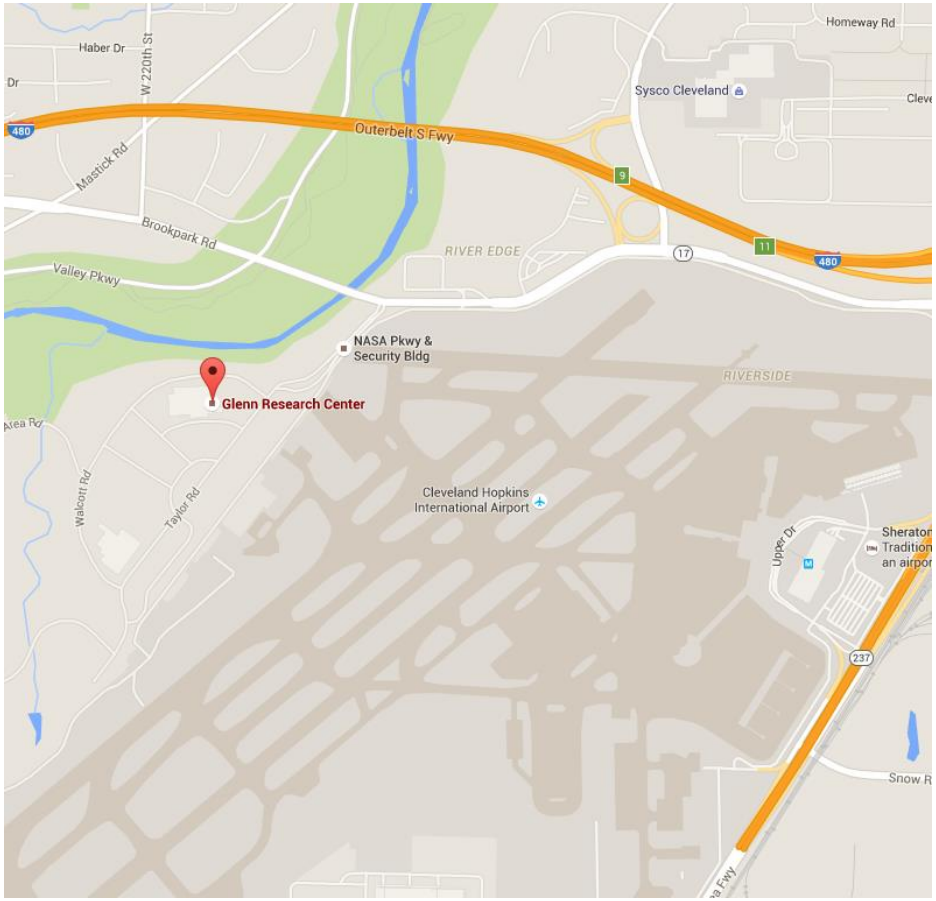
Register Here

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

Airfare Information

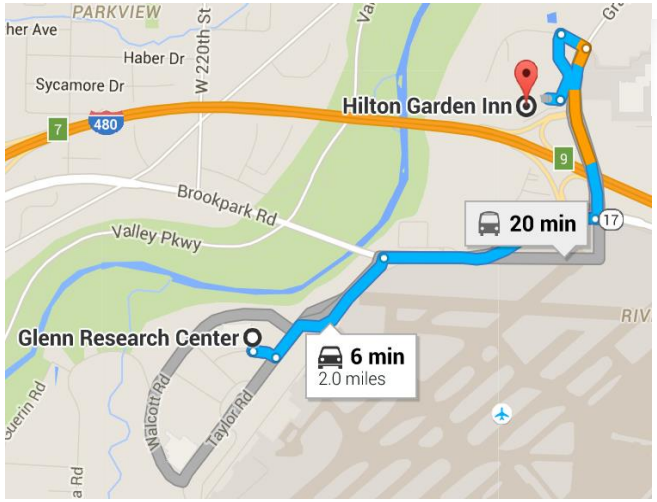
- NASA CS and NASA Funded Attendees are encouraged to **<u>utilize the lowest available fares</u>**
  - Research low cost options using [GSA City Pairs]
  - Make your reservations via Concur Travel
  - Contract your local Travel Office with questions

- Glenn Research Center is co-located with Cleveland Hopkins International Airport



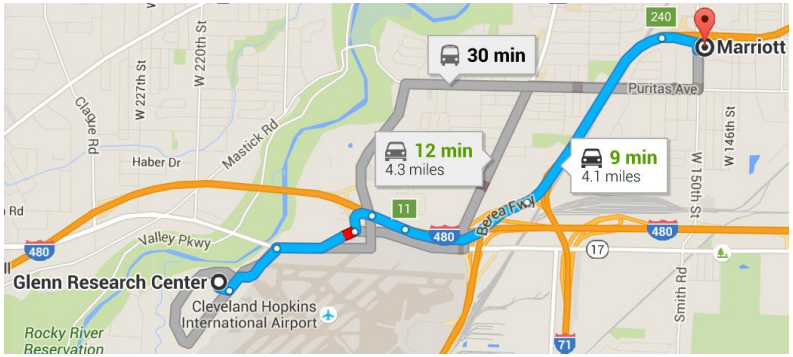
Hotel Information

- 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 27th
- Additional rooms are blocked at the Cleveland Airport Marriott at a government rate. Government rates are only available until August 8th



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

Travel Information (CGE)

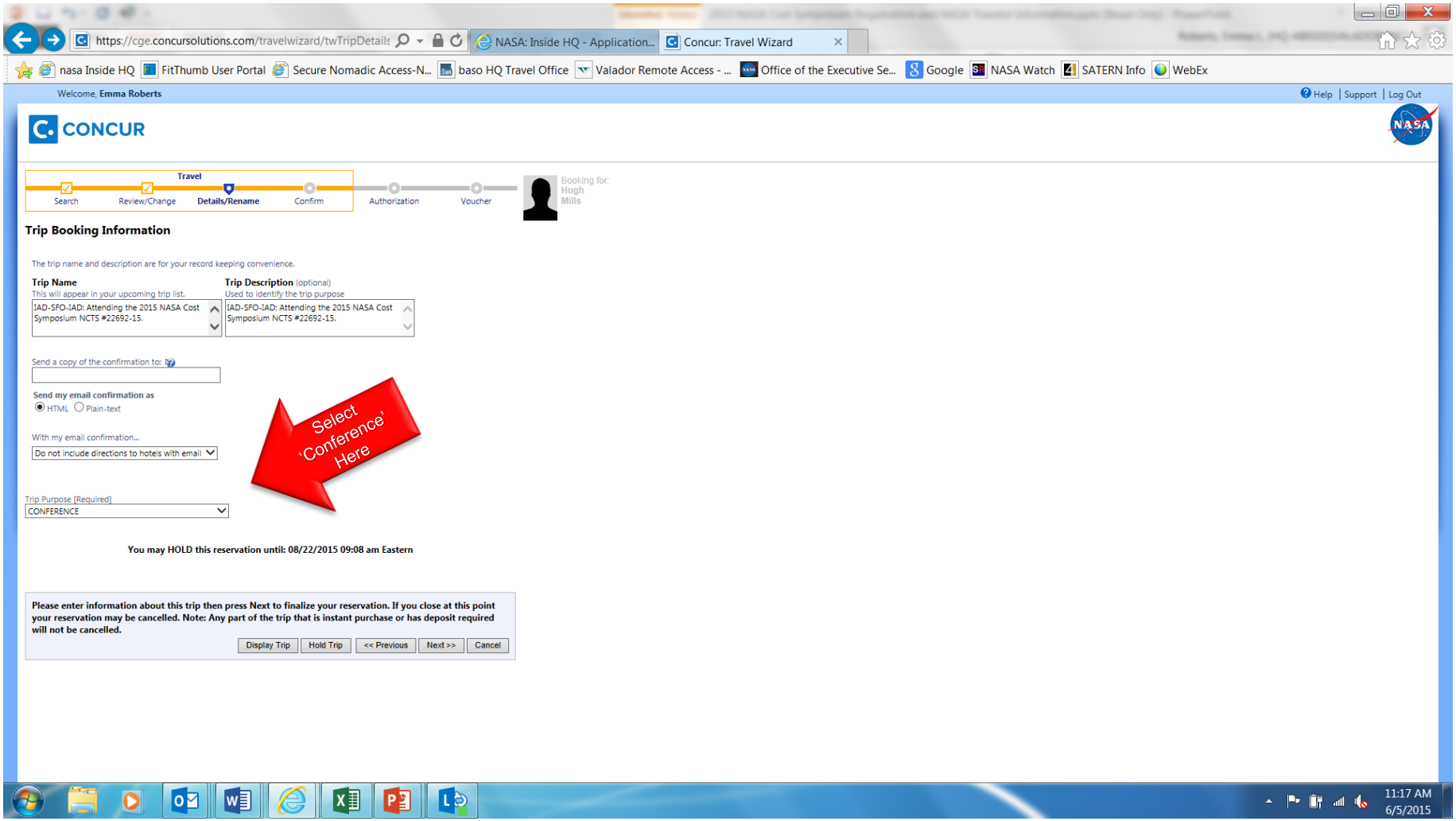
Please book your travel through Concur

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

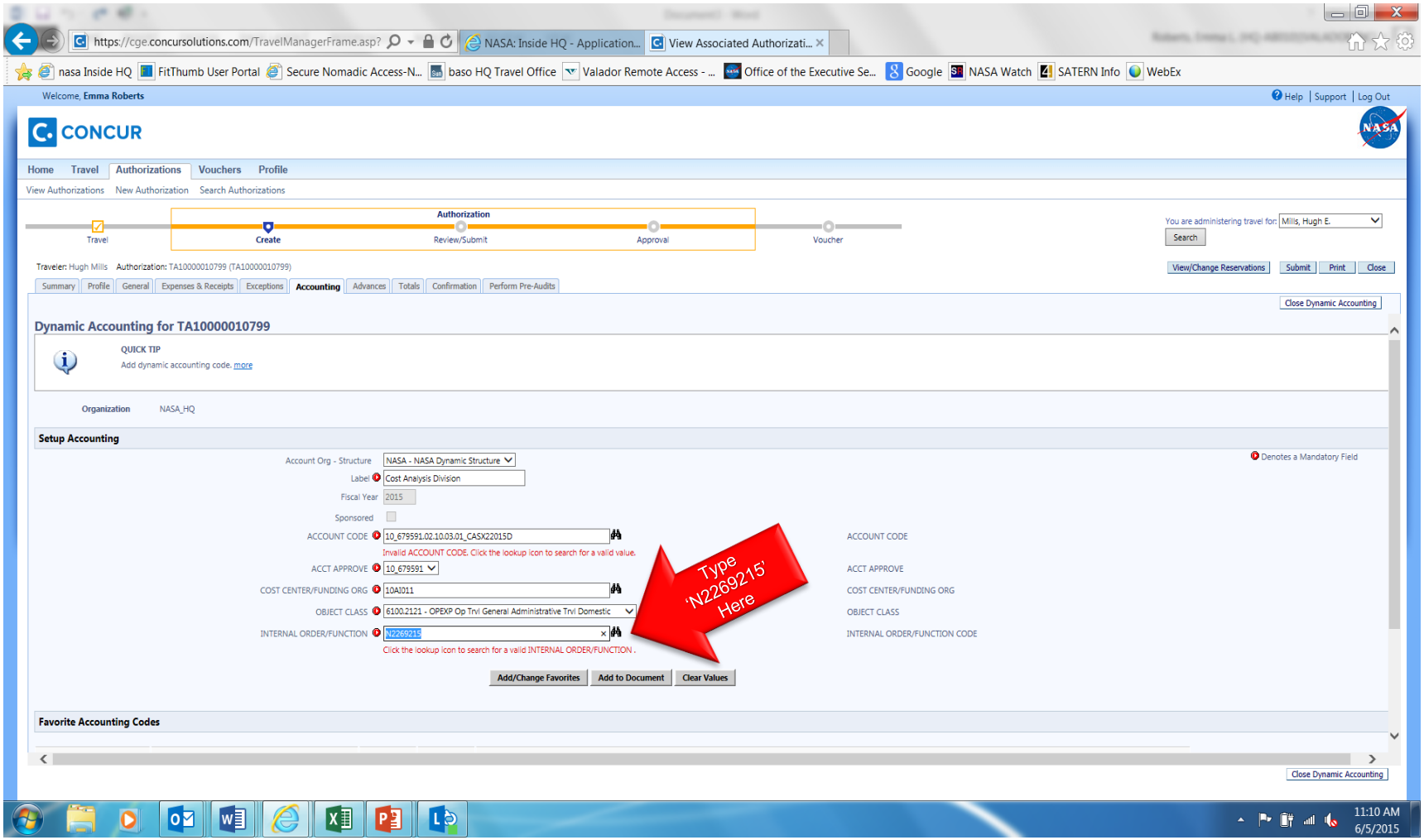


Concur Information

- 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: N2269215.**

(Please see example on next page.)

Concur – Adding Conference Code



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

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 N2269215

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 ***