# 2015 NASA Cost Symposium

Registration & Travel Information for NASA CS and NASA Funded Attendees

# Overview

- General Symposium Information
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  - Agenda Overview (draft)
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- **Important Conference Information**
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# Event Announcement

- 2015 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***
*2015 NASA Cost Symposium:*
*NASA Ames Research Center*
*Mountain View, CA*
*August 25-27, 2015*

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: 25-27 August, 2015
- Location: NASA Research Park
  NASA Ames Research Center
  Building 152
  200 Dailey Road, Moffett Field, CA, 94035
- Event Website: http://www.nasa.gov/offices/ooe/Symposium.html
- Event POC: ted.mills@nasa.gov
- NASA Conference Tracking System No. 22692-15

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 19th, 2015. All award nominations are due July 10th. Separate announcements are available for each, with the requirements.

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

# General Information

- Date: 25-27 August 2015
  - ECASG on Monday, 24 August
- Location: Ames Research Center,
  Mountain View, CA
  - Building 152
  - 200 Dailey Road, Moffett Field, CA 94035
- Format: Traditional paper/brief with 30-45min time slots (presentation, live demo, etc.)
- Website: http://www.nasa.gov/offices/ooe/Symposium.html
- Sponsor: NASA HQ Cost Analysis 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

**Tuesday**

| TIME | Title | Presentor (s) | Author (s) | Org | Time (mins) |
|---|---|---|---|---|---|
| **8:00** - 9:00 | Doors open, Registration, Informal Meet and Greet | CAD | | HQ | 60 |
| 9:00 - 9:45 | Opening Remarks and Logsitics | | | [illegible] | [illegible] |
| 9:45 - 11:15 | Presentations | | | | 90 |
| 11:15 - 11:30 | BREAK | | | All | 15 |
| 11:30 - 13:00 | Presentations | | | | 90 |
| 13:00 - 14:30 | LUNCH | | | All | 90 |
| 14:30 - 16:00 | Presentations | | | | 90 |
| 16:00 - 16:15 | BREAK | | All | All | 15 |
| 16:15 - 17:15 | Presentations | | | | 60 |
| 17:15 - 18:30 | Evening Break | | | | 75 |
| 18:30 - 19:00 | Evening Speaker | TBD | | All | 30 |
| 19:00 - 19:00 | Transistion | | | | 0 |
| 19:00 - 20:00 | Dinner | | | | 60 |
| 20:00 - 21:00 | Awards | CAD | | All | 60 |

**Wednesday**

| TIME | Title | Presentor (s) | Author (s) | Org | Time (mins) |
|---|---|---|---|---|---|
| **9:00** - 11:00 | Presentations | | | | 120 |
| 11:00 - 11:15 | BREAK | | All | All | 15 |
| 11:15 - 12:30 | Presentations | | | | 75 |
| 12:30 - 14:00 | LUNCH | | All | All | 90 |
| 14:00 - 15:45 | Presentations | | | | 105 |
| 15:45 - 16:00 | BREAK | | All | All | 15 |
| 16:00 - 17:30 | Presentations | | | | 90 |

**Thursday**

| TIME | Title | Presentor (s) | Author (s) | Org | Time (mins) |
|---|---|---|---|---|---|
| **9:00** - 11:00 | Presentations | | | | 120 |
| 11:00 - 11:15 | BREAK | | All | All | 15 |
| 11:15 - 12:30 | Presentations | | | | 75 |
| 12:30 - 14:00 | LUNCH | | | All | 90 |
| 14:00 - 15:30 | Presentations | | | | 90 |
| 15:30 - 15:45 | BREAK | | All | All | 15 |
| 15:45 - 17:30 | Presentations | | | | 105 |

DRAFT

Check Symposium Website for Current Agenda

# Abstracts and Papers

- Abstract submission is encouraged
- **Abstracts due by 19 June**
- Download the Call for Papers at:
  - http://www.nasa.gov/offices/ooe/Symposium.html

***CALL FOR PAPERS***
*2015 NASA Cost Symposium*
*NASA's Ames Research Center*
*Moffett Field, CA*
*August 25-27th, 2015*

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 19th, 2015**
- Packages Reviewed week of June 22nd, 2015
- Notification to Speakers week of June 29rd, 2015
- Cost Symposium Agenda will be posted on website by July 20th, 2015

  http://www.nasa.gov/offices/ooe/Symposium.html
- **Turn in final Presentations by August 10th, 2015**

**Provide Submissions to: HQ-CAD@mail.nasa.gov**

**Questions: Please email Mr. Charles Hunt Charles.d.Hunt@nasa.gov**

# Community Nominations

- Nominate outstanding colleagues to recognize their efforts

- **Nominations due by 10 July**

Greetings Colleagues,

We are pleased to announce the awards call for our upcoming 2015 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://www.nasa.gov/offices/ooe/Symposium.html. Please use this information and follow the instructions contained in those documents.

The awards will cover the period of August 1, 2013 – August 1, 2015. Nominations can be submitted by anyone in our NASA estimating community, but they must be emailed by close of business **July 10th, 2015** to the CAD mailbox: **HQ-CAD@mail.nasa.gov**.

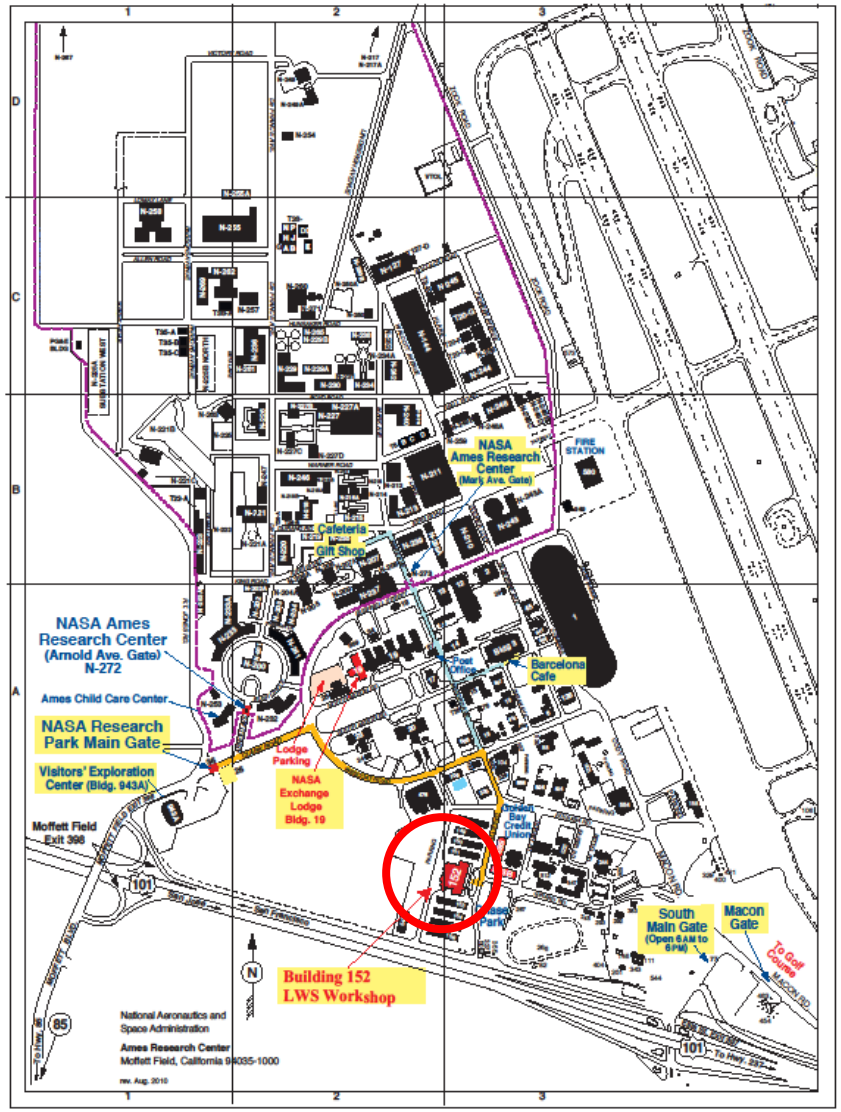
Awards will be presented to the recipients at our annual NASA Cost Symposium which will be held **August 25-27th at NASA Ames Research Center**

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!

Sincerely,

Doug Comstock
Director, Cost Analysis Division
Doug.Comstock@nasa.gov

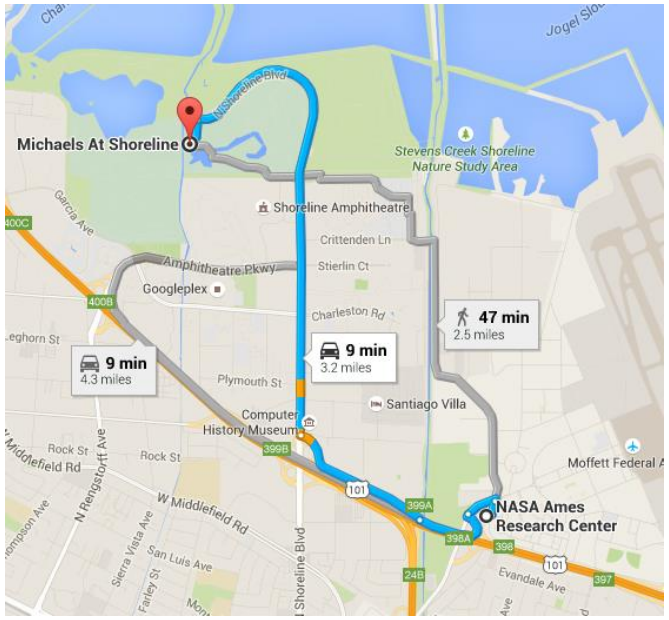
# Symposium Location




- Symposium held in bldg. 152, on the south end of the former Navy property.
- Ample parking across from the facility.

# Dinner and Awards Presentation

- Dinner and Awards Presentation the evening of 26 August.
  - 5:30-6:45pm Cash Bar and Appetizers
  - 7-10pm Dinner and Presentation of Awards
- Register for dinner with the conference registration (see slide 18) .
- Choose meal selection, cash bar. $40 per person.




**Michaels At Shoreline**
2960 N Shoreline Blvd
Mountain View, CA
94043

# Important Conference Information

- 2015 NASA Cost Symposium *IS* a Conference
  - NASA Sponsored Conference under NID 9700.1A
- Headcount Limit of **65 NASA Funded Attendees**
  - 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

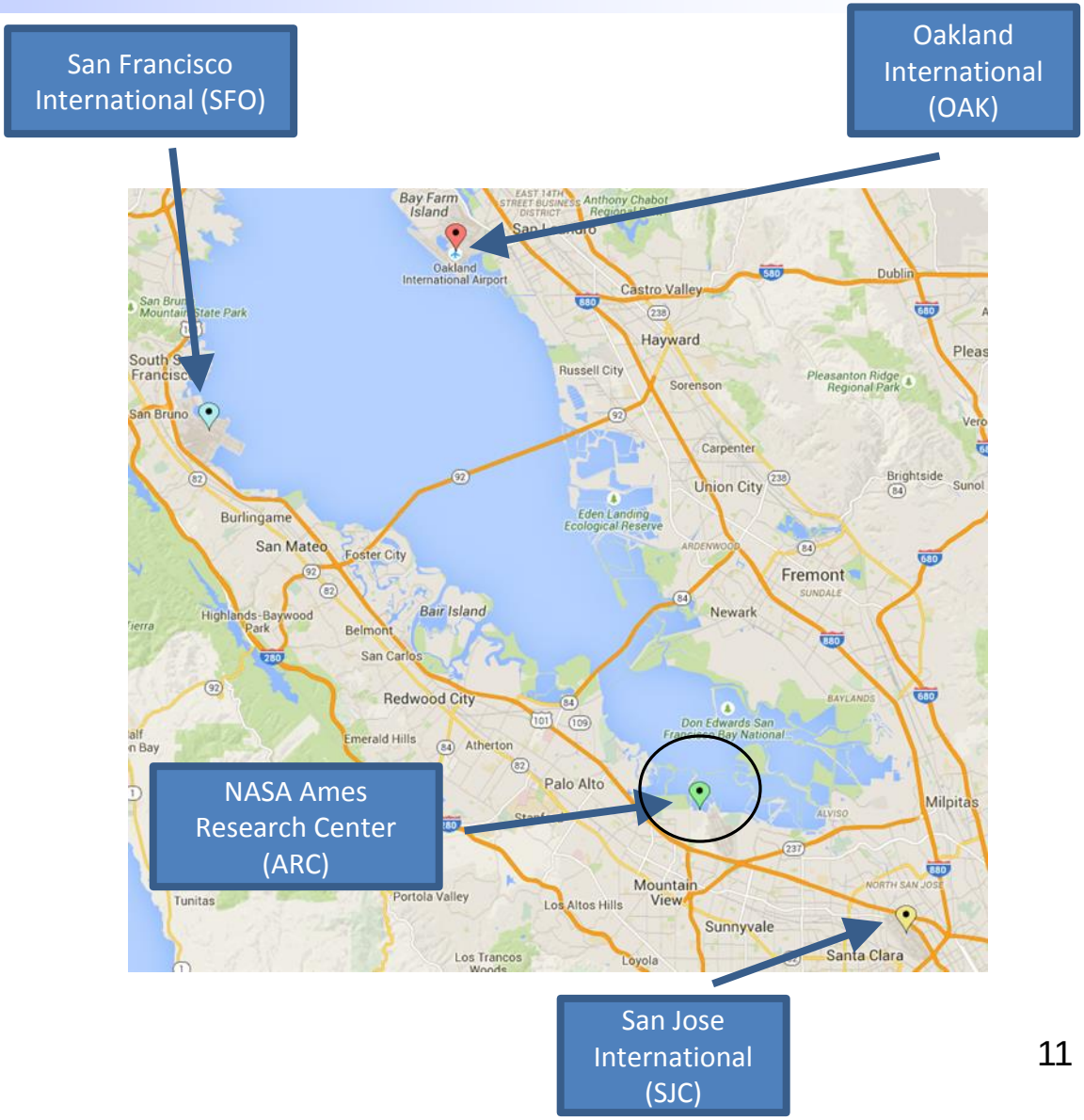
# Airfare Information

- 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

**San Francisco Int. (SFO)**
- 25 miles to ARC (~27 minutes)

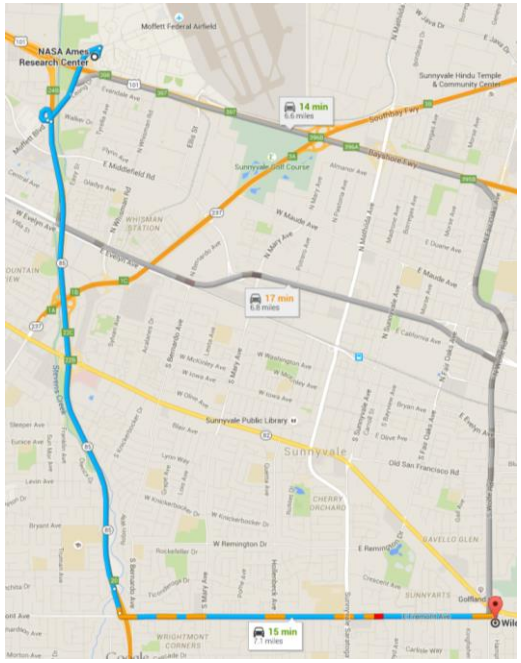
**Oakland Int. (OAK)**
- 38 miles to ARC (~42 minutes)

**San Jose Int. (SJC)**
- 10 miles to ARC (~15 minutes)



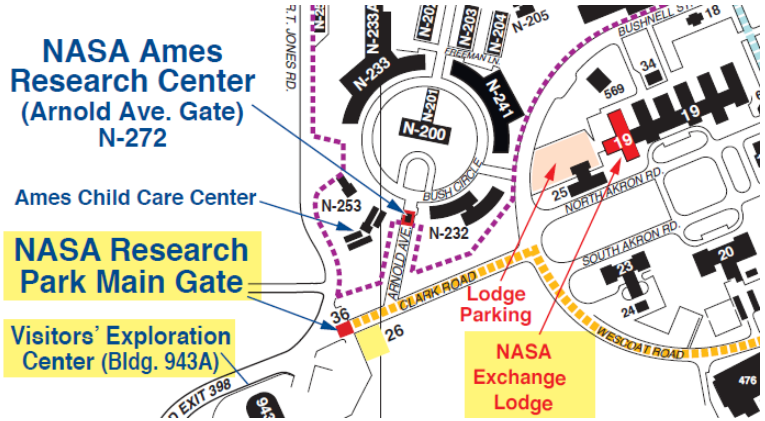
# Hotel Information

- NASA Travelers are encouraged to use Low Cost Hotels
- Hotel Per Diem is $162/night
- Courtesy room block at The Wild Palms Hotel. Government rates are only available until July 27th
- Rooms are available at the NASA Exchange Lodge at a reduced rate. A block of rooms is reserved for government sponsored symposium attendees




WILD PALMS HOTEL

910 East Fremont Avenue,
Sunnyvale, CA 94087
Front Desk: 408.738.0500
Reservations: 800.538.1600




**NASA Exchange Lodge (NEL)**
**Located in Building 19, within the NASA Research Park (opposite side of building 19 from the post office)**
**(650) 603-7100 Front Desk & Manager**

**Note: The NASA Exchange Lodge may not be in the Concur Travel system, and may need to be reserved separately and added to itinerary.**

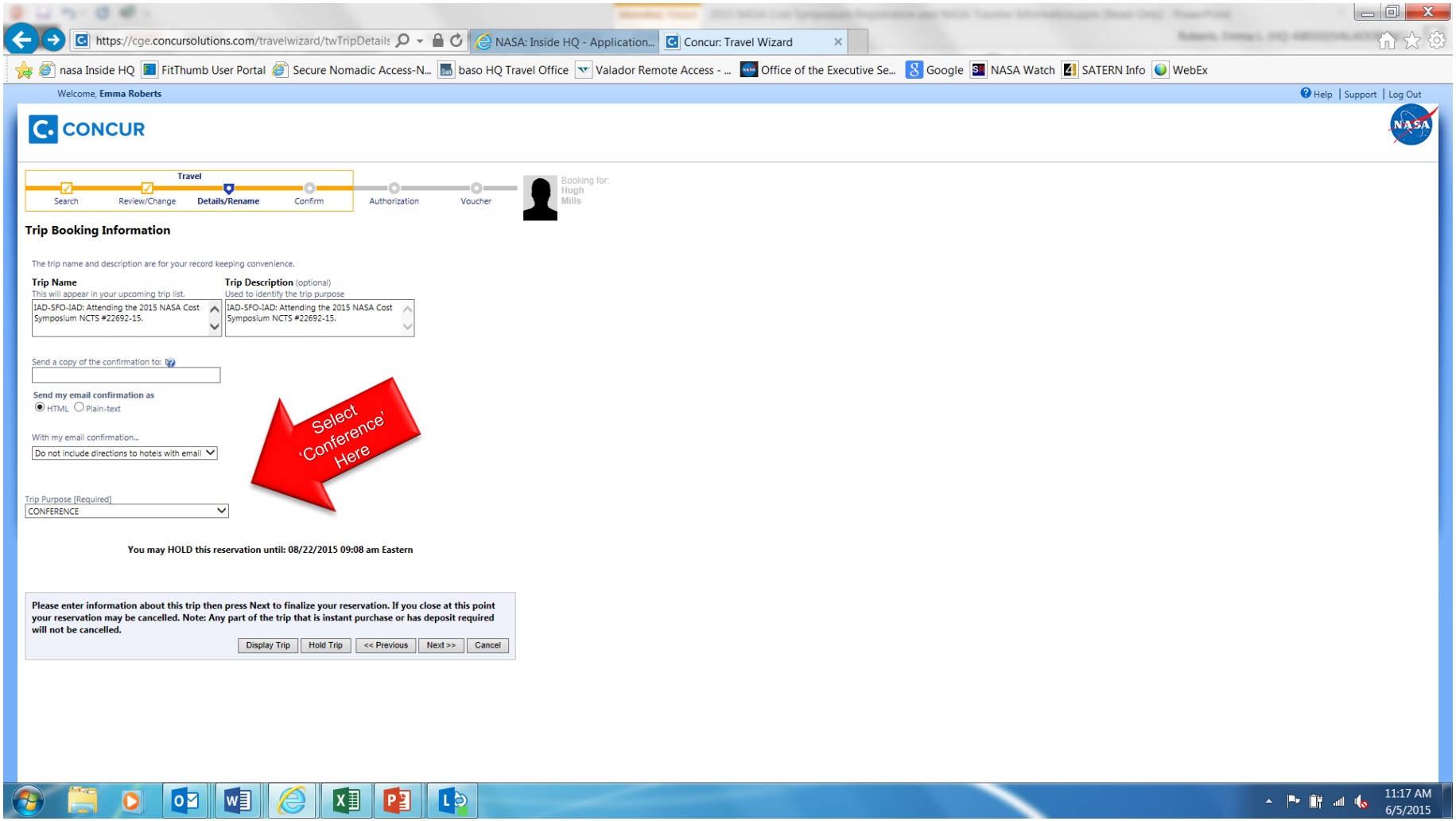
# Travel Information (CGE)

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 2015 NASA Cost Symposium NCTS #22692-15.
(Please see example on next page.)

# Adding Trip Field

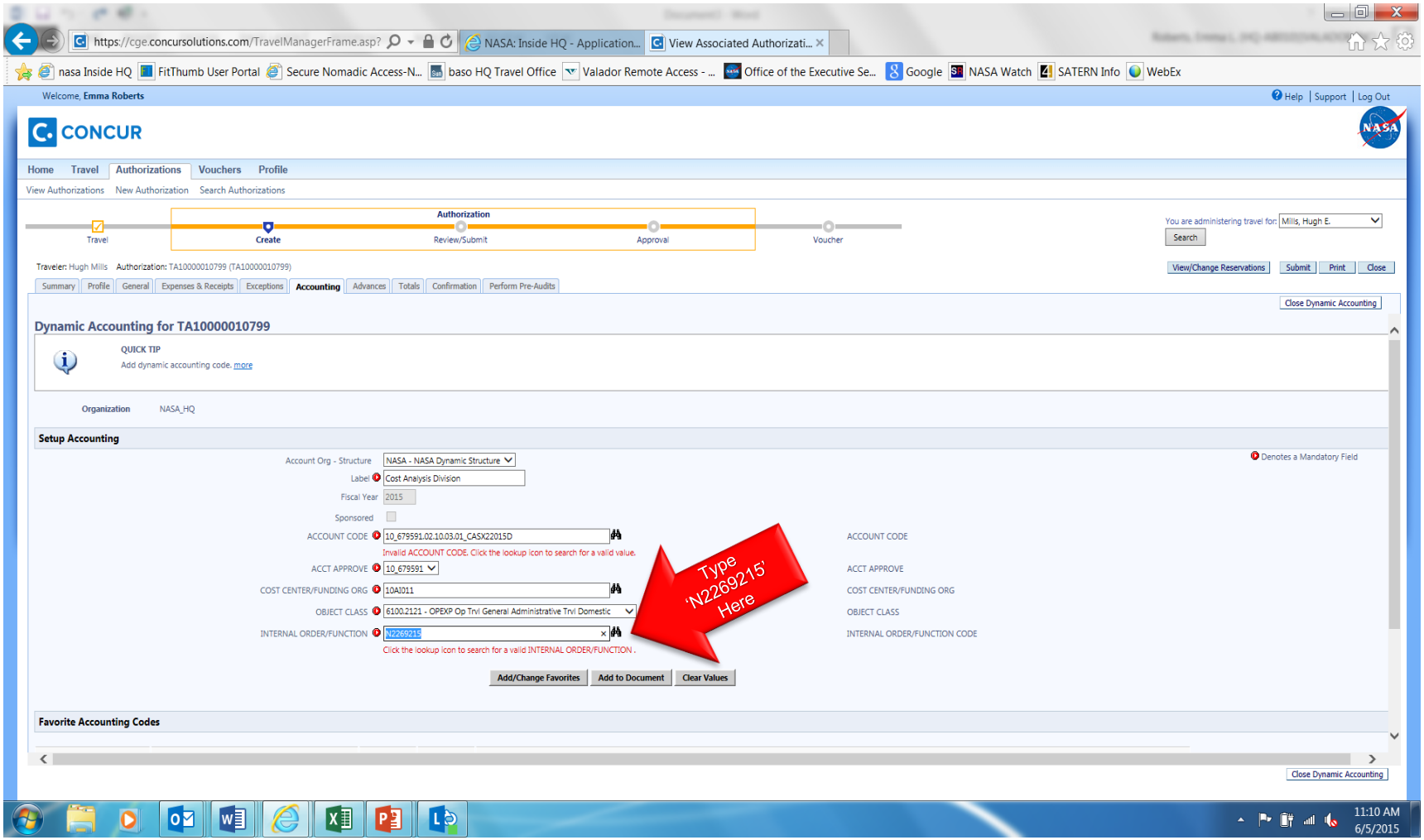


# Concur Information

- 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
  - CAD uses for NF1785 Post Conference Approval form
- **Supply the correct Function Code string for the 2015 Cost Symposium: N2269215.**

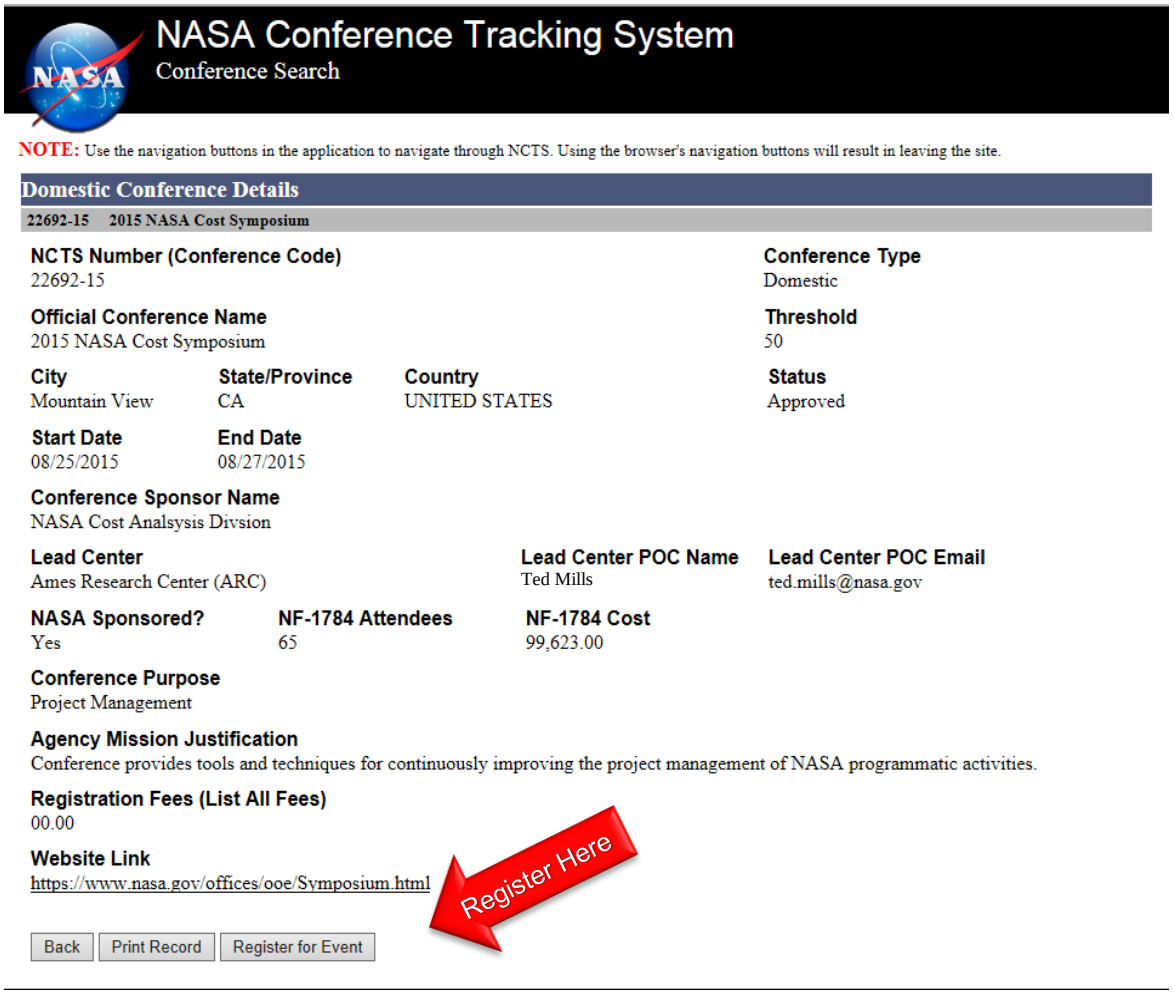
(Please see example on next page.)

# Concur – Adding Conference Code



# NCTS Information

- NASA Conference Tracking System (NCTS) **must be used by all NASA CS** attending the conference
  - https://ncts.nasa.gov
- Search for the 2015 Cost Symposium via name, or the **NCTS # 22692-15**
- 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**

**22692-15 2015 NASA Cost Symposium**

**NCTS Number (Conference Code)**
22692-15

**Conference Type**
Domestic

**Official Conference Name**
2015 NASA Cost Symposium

**Threshold**
50

**City**
Mountain View

**State/Province**
CA

**Country**
UNITED STATES

**Status**
Approved

**Start Date**
08/25/2015

**End Date**
08/27/2015

**Conference Sponsor Name**
NASA Cost Analsysis Divsion

**Lead Center**
Ames Research Center (ARC)

**Lead Center POC Name**
Ted Mills

**Lead Center POC Email**
ted.mills@nasa.gov

**NASA Sponsored?**
Yes

**NF-1784 Attendees**
65

**NF-1784 Cost**
99,623.00

**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)**
00.00

**Website Link**
https://www.nasa.gov/offices/ooe/Symposium.html

Register Here

Back | Print Record | Register for Event

# 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

- 2015 NASA Cost Symposium is on 25-27 August at Ames Research Center at Moffett Field, CA
  - It is officially approved and listed in NCTS #22692-15
  - It is a reportable conference under NID 9700.1
- NASA CS should register via NCTS **and** the Symposium Registration Website
  - Complete your travel authorization using CGE Concur Travel
- All attendees should register via the Symposium Registration Website
- Abstracts due on 19 June
- Award Nominations due on 10 July
- Final Paper/Brief due on 10 August
- Mail to: HQ-CAD@mail.nasa.gov

# Sequential Preparation Checklist

- ❑ Submit an Abstract by 19 June (optional)
- ❑ Submit any Award Nominations by 10 July (optional)
- ❑ Complete the CGE Concur travel authorization
  - ❑ Select airfare
  - ❑ Select hotel
  - ❑ Use the Function Code accounting string N1983714
- ❑ Complete the NCTS registration (NASA CS only)
  - Visit https://ncts.nasa.gov and register for #22692-15
- ❑ 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