

# **Social Security Administration**

## **Conference Information Report**

### **Fiscal Year 2012**

#### **Overview**

Our conference events are mission-critical with the goal to improve business practices, adopt new technology, or train our employees on implementing the complex policies and procedures of the Social Security Act to better serve the public. We have a strong review and approval process in place for all conferences we sponsor and for employee attendance at non-agency sponsored events. In 2009, we reviewed our conference planning and acquisition processes and identified ways to strengthen and improve those processes. Our strong internal conference planning policies ensure we minimize costs for all agency conference activities. Cost cutting initiatives include hosting events as close as possible to employee duty stations to minimize travel, maximizing use of free Federal space, and clarifying policies restricting meals and light refreshments. Agency components must also research alternatives to hosting events, such as video conferencing and Interactive Video Teletraining. We monitor and review our spending for all agency-sponsored conferences and for employee attendance at non-agency sponsored events. Our processes ensure that we use Federal funds efficiently and in compliance with applicable laws and regulations.

Most of our conference expenses for FY 2012 were for training and associated travel costs. In addition to training (technical, programmatic, non-programmatic, etc.), our conference expenses also included costs for:

- Tuitions;
- Speakers and presenters;
- Symposiums;
- Forums; and
- Associated travel costs.

#### **Conferences where expenses associated with the conference exceeded \$500,000**

For FY 2012, we did not sponsor any individual conference event where the expenses for the agency exceeded \$500,000.

## **Conferences where expenses associated with the conference exceeded \$100,000**

The [Fiscal Year 2012 Conference Information Table](#) lists all of our agency-sponsored conferences where the expenses exceeded \$100,000. We include the following information in the table for each conference:

- Name of the conference;
- Total conference expenses incurred by the agency;
- Location;
- Date(s);
- Total number of attendees whose travel expenses or other conference expenses were paid by the agency; and
- Brief explanation of how the conference advanced the mission of our agency.