Social Security Administration
Conference Information Report
Fiscal Year 2018

Overview
Our conference events are mission critical and support our goal of better serving the public by improving our business practices, adopting new technology, or training our employees on the complex policies and procedures of the Social Security Act. We have a strong review and approval process in place for all our sponsored conferences and for employee attendance at other federally sponsored and federally hosted conferences. Our internal conference planning policies ensure that we reduce costs for our agency activities. We continue to use cost-cutting initiatives, including hosting events as close as possible to employee duty stations to minimize travel, maximize our use of free Federal space, and adhere to policies restricting meals and light refreshments. In addition, we require agency components to research alternatives to hosting events, such as video conferencing and interactive video teletraining. We oversee, monitor, and review our spending for all agency-sponsored conferences and employee attendance at other federally sponsored and federally hosted conferences to ensure that we use Federal funds efficiently and comply with all applicable laws and regulations.

Most of our conference expenses for fiscal year (FY) 2018 were for training (technical, programmatic, and non-programmatic) and associated travel costs. Besides training and associated travel costs, our conference expenses included costs for speakers and presenters, supplies, facilities, and other miscellaneous conference costs.

Conferences where expenses associated with the conference exceeded $500,000
For FY 2018, we sponsored one conference where the expenses exceeded $500,000 for a single event. In accordance with Office of Management and Budget Memorandum M-17-08, we obtained written approval from the Acting Commissioner for spending in excess of the $500,000 limit based on the mission-critical nature of the event. We listed this event within our Fiscal Year 2018 Conference Information Table (Table), beginning on page 3.

Conferences where expenses associated with the conference exceeded $100,000
The FY 2018 Table lists all our agency-sponsored conferences, in date order, where the expenses exceeded $100,000. For FY 2018, the Table includes three agency-sponsored conferences totaling $844,305. We did not incur expenses exceeding $100,000 for employee attendance at other federally sponsored and federally hosted conferences.
Our Office of the Inspector General (OIG) has its own conference review and approval process, and OIG confirmed it did not hold any events over $100,000 in FY 2018.

For each conference, we include the following information in the Table:

- 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.
### Social Security Administration

#### Fiscal Year 2018 Conference Information Table

<table>
<thead>
<tr>
<th>SSA-Sponsored Conferences</th>
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<tbody>
<tr>
<td><strong>Conference</strong></td>
</tr>
<tr>
<td>New Administrative Law Judge Training – Phase 2</td>
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<tr>
<td>Conference</td>
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<tr>
<td>Supplemental Administrative Law Judge Training</td>
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<td>New Decision Writer Training</td>
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