DATA ITEM DESCRIPTION

Title: CONFERENCE AGENDA

Number: DI-ADMN-81249B Approved Date: 20160524

AMSC Number: F9658 Limitation:

DTIC Applicable: GIDEP Applicable:

Preparing Activity: 11 (AFLCMC/EZSC) Project Number: ADMN-2015-002

Applicable Forms: None

Use/Relationship: The Conference Agenda provides information concerning purpose, location, and schedule of conferences required to manage the acquisition of systems equipment, related items, and services.

- a. This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.
- b. This DID supersedes DI-ADMN-81249A.

Requirements:

- 1. Reference documents. None.
- Format. Contractor format is acceptable.
- 3. Content. The agenda shall include the following, where applicable:
- a. The purpose and objective of the conference.
- b. The conference location, date, and duration.
- c. A daily chronological listing of each major topic or subtopic to be discussed and the time to be devoted to each topic.
- d. A list of activities to be represented and identification of their responsibilities.
- e. A list of subcommittees to be established during the conference and the proposed activity representation for each subcommittee.
- f. Reference to and brief description of the results of previous meetings, when relevant.
- g. Location, schedule, and purpose or subject area to be covered by each subcommittee, when applicable.
- h. Names of the conference chairperson, co-chair, and subcommittee chairs, when applicable.
- i. Information on billeting, messing, transportation, and administrative services available to conference attendees.
- j. Complete list of all documentation to be available for review.

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- k. Brief description of progress on actions or problems identified at previous meetings, when applicable.
- I. Other pertinent information such as Forms to be used, identification of any deviations or waivers, security classification, and clearance requirements.

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