

REPORT OF FUTURE PROCUREMENT OUTREACH CONFERENCE				REPORT NUMBER	DATE OF SUBMISSION
INSTRUCTIONS: This form should be submitted to this Headquarters, ATTN: DDAS, immediately upon notification of an upcoming procurement conference, trade fair, exposition, or any type of outreach event. The initial submission should be numbered "Report No. 1" and, as other pertinent information is obtained, subsequent reports should be submitted and numbered sequentially.					
TO: Defense Logistics Agency ATTN: DDAS 8725 John J. Kingman Road, Suite 2533 Fort Belvoir, VA 22060-6221				FROM:	
PROPOSED DATE OF CONFERENCE		PLACE OF CONFERENCE			
TYPE OF CONFERENCE					
SPONSORED BY					
POINT OF CONTACT				TELEPHONE NUMBER	
DOD COORDINATOR					
PARTICIPATION REQUESTED					
DOD COMPONENTS	YES	NO	OTHER	YES	NO
Army			Federal Agencies		
Navy			Prime Contractors		
Air Force			"How To" Seminar		
Defense Logistics Agency			DLA Display		
Other					
IDENTIFY SPECIALIZED SPEAKERS/ORIENTATION					
REMARKS					
SUBMITTED BY				TELEPHONE NUMBER	
				DSN	