NARALO Trip Proposal 1

ⓘ *Please use the **<Edit Contents>** menu option (directly above) to complete this form. Remember to **<Save>** the page (bottom right) after making updates. Other than the two required fields immediately below, you may complete any portion of this form, save, and return later to continue where you left off.*

⚠ *Trip Proposals must be completed at least six (6) weeks before the event start date.*

Person Completing Form:	Glenn McKnight	Date:	05-Nov-2015

STAFF USE ONLY

Application Status	Assessment Due-Date	Form ID #
APPROVED	16-Apr-2016	NA01

Trip Proposal Section	**LINK:** NARALO Trip/Event Assessment 1

1) Number of Travelers: *(Note: Each traveler uses one trip of the five (5) allocated to each organization/structure).*	1

2) Traveler Contact Information and Itinerary:

Traveler	Email	From City	From Country	Depart Date	Return Date
Glenn McKnight	mcknight.glenn@gmail.com	Toronto , Ontario	San Jose, CA, USA	22-Mar-2016	26-Mar-2016

3) Special Travel Circumstances, Arrangements, Explanations, or Notations: *(Please identify each traveler, as applicable)*	Glenn McKnight, no special needs

4) Event/Conference Name, Title, or Descriptor:	NTC Non Profit Technology Conference

5) Event/Conference Dates:	Start: 23-Mar-2016 End: 25-Mar-2016

6) Event/Conference Website Link:	http://www.nten.org Registration http://www.nten.org/ntc/registration/registration-information/

7) Primary Event/Conference Location:

Street Address:	San Jose Convention Center 150 W San Carlos St, San Jose, CA 95113.		
City:	San Jose Convention Center San Jose, California	Country:	USA

8) ICANN Geographic Region:	North America

9) Activity Sponsors: *(Note: all event sponsors must be identified in order to comply with ICANN travel guidelines).*	PIR Microsoft ThinkShout AGI

10) Proposed Goals and Outcomes:	To promote NARALO to the non profits organizations as members of NTEN Outcomes -distribute NARALO brochures -Interview on Non Profit Radio -Conduct Birds of Feather on Internet Goverance -Panelists at event -Networking with membership -Outreach to potential ALS
11) Additional Information *(optional)*:	Leverage the strong relationship with the community and organizers in the Non Profit organizations Early conference registration $850 fee Hotels **Fairmont San Jose** $209/night + tax 170 S Market St, San Jose, CA 95113 (408) 998-1900 **San Jose Hilton** $159/night + tax 300 S Almaden Blvd, San Jose, CA 95110 (408) 287-2100 **San Jose Marriott** $219/night + tax 301 S Market St, San Jose, CA 95113 (408) 280-1300 **The Westin San Jose** $189/night + tax 302 S Market Street, San Jose, CA 95113 (855) 811-0227
=======================================	

Community Confirmation Section

Note: To be completed by a Pilot Program Coordinator (PPC) designated by this organization/structure.

Acknowledgements	Confirmed?	Name	Date	Notes
The participants identified in this application agree to abide by the terms and conditions of this FY16 Community Regional Outreach Pilot Program (CROPP) as outlined on the Program Elements *page.*	Yes	Glenn McKnight	16-Nov-2015	The applicant agrees.
The ICANN Organization / Structure's leadership has authorized the submission of this Trip Proposal.	Yes	Allan Skuce	16-Nov-2015	The NARALO executive authorized moving ahead with this proposal
The ICANN Stakeholder Engagement Vice-President has concurred that the Proposed Goals /Outcomes of this Trip Proposal are consistent with operational plans and/or strategies.	Yes	Allan Skuce	01-Dec-2015	Advised approval.
		===========	==========	===============================

Program Administration: STAFF USE ONLY

Approved Travel Elements:

Traveler	Approved Arrival Date	Approved Departure Date	Approved Fees
Glenn McKnight	22-Mar-2016	24-Mar-2016	Airfare Hotel/Lodging Per Diem Registration

Staff Department Notifications:

Program Requirement	Date Satisfied /Confirmed	Initials	Notes
Constituency Travel Notified	01-Dec-2015	JDL	Shared specifics of Glenn's travel with Joseph; Approved: Early conference registration $850 fee
Travel Booking Initiated with Attendees	04-Dec-2015	JDJ	Sent proposed itinerary
Travel Booking Completed /Confirmed	09-Dec-2015	JDJ	Sent flights, hotel confirmation, and hotel registration confirmation

Program Admin Transfers from Community Drafts to Approved Forms:

Trip **Proposal**	08-Dec-2015	Trip/Event **Assessment**	07-Apr-2016

CROPP Trip Proposal Template v4 (Aug 2015)