

- Registration instructions.
- Registration deadline date.
- Detailed area map and driving instructions.
- Information on traffic patterns to avoid rush hour delays.
- Promotional brochures from the facility.
- Layout of facility including telephone numbers.
- Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- Agenda with a list of speakers and topics.
- Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).
- Provide a sample travel voucher.
- Notice that conference lodging allowance applies if applicable.

#### Confirmations

- You should:
- Decide on the speaker(s) and the message you wish to be conveyed and obtain early commitment(s) in writing.
  - Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.
  - Conduct a final planning committee meeting to confirm all plans.
  - Confirm photographer's schedule.
  - Confirm hotel plans at least one day in advance.

#### Facility Process

##### Check-In and -Out

- Streamline the process:
- Will the facility need additional personnel?
  - Is electronic one-stop processing available?
  - Is luggage storage and shuttle service available?
  - Arrange parking for any special guests.
  - Provide signage.

#### Registration Process

- Registration is generally the attendees' introduction to the conference. Give it special attention by:
- Using directional signs.
  - Placing especially attractive or important exhibits nearby.
  - Planning for late arrivals.
  - Using state-of-the-art processing.
  - Checking out the registration capabilities of using GSA's electronic SmartPay System.
  - Providing for handicapped attendees.

#### Conference Information Package

Each registrant should be given a conference information package. Used regularly during the conference, the conference information package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. You should finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program will be widely used, so you may want to print twice as many copies of the program as you have

expected attendees. The information package, for example, may contain:

- A list of everything in the package.
- A "welcome" letter.
- A schedule.
- Workshop agendas.
- Discussion of exhibits.
- Panelists' information.
- Photos and biographies of speakers/special guests.
- Facility layout and list of services available.
- Identify designated smoking areas.
- Special events.
- Message center information.
- Area map.
- Other pertinent material.

**Note:** Use of agency seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgement of agency officials.

#### Miscellaneous

##### Suggested Room Coordination

- Plan ahead to setup:
- Staff room to handle core of activities;
  - Meal functions;
  - Exhibit rooms, and
  - Meeting rooms—

Theatre or auditorium for lectures;  
Facing speaker when note taking is important;

Square or U-shaped style for discussion/interaction; and  
Banquet or roundtable for discussion.

##### Keeping in Touch

- Plan for:
- A message center to be set up in a central location for special announcements and telephone messages.
  - How to reach whomever at all times—use beepers and walkie-talkies.
  - Clear identification of conference staff.
  - Accommodation of physically impaired attendees with sign language or other special needs.

##### Mementos

Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate agency officials to make final determinations.

#### Resources

- The following resources may be of assistance in planning a conference:
- An agency contracting officer;
  - Travel Management Centers;
  - Interagency Travel Management Committee (a forum of agency travel policy managers);
  - State chambers of Commerce or Visitors Bureaus;
  - Local chapters of the Society of Government Meeting Professionals; and
  - Private industry conference planners.

#### Conclusion

##### Process

- Questionnaires, which may provide invaluable feedback about the success of your conference.
- Training certificates.
- Thank you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.
- Summary to acknowledge the accomplishments, and to convey the information discussed to a wider audience, may be an excellent promotional tool.

**Note to Appendix E:** Use of pronouns "we", "you", and their variants throughout this appendix refers to the agency.

Dated: September 9, 1999.

#### Becky Rhodes,

*Deputy Associate Administrator for Transportation and Personal Property.*

[FR Doc. 99-23967 Filed 9-14-99; 8:45 am]

BILLING CODE 6820-34-P

## FEDERAL COMMUNICATIONS COMMISSION

### 47 CFR Part 73

[MM Docket No. 99-277, RM-9666]

### Digital Television Broadcast Service; Corpus Christi, TX

**AGENCY:** Federal Communications Commission.

**ACTION:** Proposed rule.

**SUMMARY:** The Commission requests comments on a petition filed by Channel 3 of Corpus Christi, Inc., licensee of station KIII, NTSC Channel 3, Corpus Christi, Texas, proposing the substitution of DTV Channel 8 for station KIII's assigned DTV Channel 47. DTV Channel 8 can be substituted and allotted to Corpus Christi, Texas, as proposed, in compliance with the principle community coverage requirements of Section 73.625(a) at reference coordinates 27-39-30 N. and 97-36-04 W. However, since the community of Corpus Christi is located within 275 kilometers of the U.S.-Mexican border, concurrence by the Mexican government must be obtained for this allotment. As requested, we also propose to modify KIII's authorization to specify operation on the alternate DTV Channel 8 at Corpus Christi, Texas, with a power of 160 (kW) and a height above average terrain (HAAT) of 289 meters.

**DATES:** Comments must be filed on or before November 1, 1999, and reply comments on or before November 16, 1999.

**ADDRESSES:** Federal Communications Commission, 445 12th Street, S.W., Room TW-A325, Washington, DC

20554. In addition to filing comments with the FCC, interested parties should serve the petitioner, or its counsel or consultant, as follows: Robert B. Jacobi, Esq., Cohn and Marks, 1920 N Street, NW, Suite 300, Washington DC 20036 (Counsel for petitioner).

**FOR FURTHER INFORMATION CONTACT:** Pam Blumenthal, Mass Media Bureau, (202) 418-1600.

**SUPPLEMENTARY INFORMATION:** This is a synopsis of the Commission's Notice of Proposed Rule Making, MM Docket No. 99-277, adopted September 3, 1999, and released September 8, 1999. The full text of this Commission decision is available for inspection and copying

during normal business hours in the FCC Reference Center 445 12th Street, S.W., Washington, DC. The complete text of this decision may also be purchased from the Commission's copy contractor, International Transcription Services, Inc., (202) 857-3800, 1231 20th Street, NW, Washington, DC 20036.

Provisions of the Regulatory Flexibility Act of 1980 do not apply to this proceeding.

Members of the public should note that from the time a Notice of Proposed Rule Making is issued until the matter is no longer subject to Commission consideration or court review, all *ex parte* contacts are prohibited in

Commission proceedings, such as this one, which involve channel allotments. See 47 CFR 1.1204(b) for rules governing permissible *ex parte* contacts.

For information regarding proper filing procedures for comments, see 47 CFR 1.415 and 1.420.

#### **List of Subjects in 47 CFR Part 73**

Digital Television Broadcasting.  
Federal Communications Commission.

**Barbara A. Kreisman,**

*Chief, Video Services Division, Mass Media Bureau.*

[FR Doc. 99-23685 Filed 9-14-99; 8:45 am]

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