



United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

July 25, 2003  
DT-03-013

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman  
Associate Director for Education

SUBJECT: San Francisco Regional Ethics Symposium

The U.S. Office of Government Ethics (OGE) is offering a three-day ethics symposium in San Francisco, CA, September 16-18, 2003. This symposium is being offered to ethics officials in the west coast area. The symposium consists of plenary sessions, training courses and roundtable discussions. Attached is the symposium agenda.

The symposium takes place at the following location:

General Services Administration  
Philip Burton Federal Building  
California Room (2nd Floor)  
450 Golden Gate Avenue  
San Francisco, CA 94102  
TEL: 415.436.7940

If you are interested in attending the three-day symposium, please send your registration request via e-mail to Gwen Cannon-Jenkins at [gcannon@oge.gov](mailto:gcannon@oge.gov). Please provide Gwen with the following information:

- name
- agency name
- e-mail address
- phone number
- fax number

You will receive a return response confirming your registration or noting that the symposium is full. Thank you for your interest in this program.

We look forward to seeing you in San Francisco!

Attachment

San Francisco Regional Symposium

September 16, 2003  
Day 1

8:00 - 8:30	Welcome and Introduction to OGE	
8:30 - 8:35		
8:35 - 9:45	Contractors in the Workplace	
9:45 - 10:00	Break	
	Session A	Session B
10:00 - 12:00	Conflicts, Part I	Seeking Employment
12:00 - 1:00	Lunch (on your own)	
1:00 - 3:00	Conflicts, Part II	Post-Employment
3:00 - 3:15	Break	
3:15 - 4:00	Audit Procedures and Best Practices	

September 17, 2003  
Day 2

	Session A	Session B
8:00 - 10:00	Gifts, Part I	Financial Disclosure, Part I
10:00 - 10:15	Break	
10:15 - 12:00	Gifts, Part II	Financial Disclosure, Part II
12:00 - 1:00	Lunch (on your own)	
1:00 - 1:30	Misuse Roundtable	Fundraising Roundtable
1:35 - 2:05	Endorsements Roundtable	WAG Roundtable
2:10 - 3:45	Travel	

September 18, 2003  
Day 3

8:00 - 9:30		
9:30 - 9:45	Break	
	Session A	Session B
9:45 - 11:45	Financial Disclosure, Part I	Training Tips
11:45 - 1:00	Lunch (on your own)	
1:00 - 2:00	Financial Disclosure, Part II	A-76 Inherently Governmental Roundtable
2:00 - 2:30		Impartiality Roundtable
2:30 - 3:00		Teaching, Speaking, Writing Roundtable
3:00 - 3:30	Wrap Up and Concluding Remarks	