



# Federal Aviation Administration

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## Memorandum

Date: December 18, 2015  
From: *M. Melissa King*  
Melissa King, Director Talent Development and Chief Learning Officer, AHD-1  
To: Amy Corbett, New England Region – Regional Administrator, ANE-1  
Subject: March 10 - 12, 2016 Women in Aviation International Conference

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My staff has reviewed the attached agenda for the March 10 - 12, 2016 Women in Aviation International Conference at the Gaylord Opryland Resort & Convention Center in Nashville, Tennessee. The conference can be considered a training event since over half of the schedule consists of training activities. Course **FAA30200375 Rev 7 – FY 2016 International Women in Aviation Conference** should be used for attendees to record up to 18 hours of training in eLMS. Please note that any changes to the approved schedule must be reviewed and reevaluated by this office since changes can affect the standing of the conference as a training event.

For many employees, conferences can provide valuable opportunities for development. The appropriateness and feasibility of attending the conference must be decided on a case-by-case basis by the employee's manager who can best make those determinations. Depending on the training needs of the prospective attendee, managers may approve attendance and provide travel funding as they would for any other training activity subject to operational demands, organizational priorities, and resource availability.

The Federal Aviation Administration must comply with explicit congressional direction regarding the administration, content, delivery, and evaluation of all agency funded training. As the sponsor of the training, Women in Aviation International must ensure that attendees are informed in advance regarding training content and methodology, and that subject matter (including all handouts) and instructional techniques comply with Congressional restrictions.

I appreciate the opportunity to comment on your upcoming conference and wish you success. If you have any specific questions about the Congressional guidelines, Michael Bergan can be reached at [michael.bergan@faa.gov](mailto:michael.bergan@faa.gov) or (202) 267-3442.

Enclosure  
Women in Aviation International 2015 Conference Training Agenda