

## Request for Commercial Conference Space Frequently Asked Questions

1. What is the purpose of the 827-1 form?

The 827-1 form is also known as the Acquisition of Temporary Commercial Conference Space Form. The form is used to gain approval to hold NIH mission related meetings at commercially available conference facilities that are not under the control of an IC, NIH OD Office, NIH Events Management or another Federal Government organization.

2. Who can enter an 827-1 request?

Only NIH employees or contactors with an NIH PIV card or NIH login credentials can access the link. We have a copy of the questions which are found on the electronic form located here [https://www.ors.od.nih.gov/pes/emb/services/Documents/NH827\\_1%20EMB-worksheet.pdf](https://www.ors.od.nih.gov/pes/emb/services/Documents/NH827_1%20EMB-worksheet.pdf). We suggest that you share them with any contract staff who you task with responsibility of completing this form. They can use it as a tool to gather the required information and then send it to the appropriate IC staff person to enter into the electronic request database.

3. Where can I find the form?

The form is electronic and can be obtained by visiting the NIH Events Management webpage at <http://www.ors.od.nih.gov/pes/dma/events/Pages/index.aspx>. Once you are on the main page select "Conference Services" on the left hand tool bar and then "Event Approval". You can also submit your 827 request for conference space by going directly to <https://spapps.od.nih.gov/sites/EMBOCS/SitePages/Home.aspx> and clicking of "Create New Commercial Conference Space Request".

4. What are the procedures for the 827-1 request?

You should follow the steps below before submitting an 827-1 request.

- a. Efforts should be taken by the conference sponsor to secure IC/NIH or OD Office conference space.
- b. If this is not possible, the conference sponsor should contact NIH Events Management Services on (301) 435-2208 or via email at [nihevntsmgt@ors.od.nih.gov](mailto:nihevntsmgt@ors.od.nih.gov) to ascertain the availability of NIH conference space. You can find the procedure on how to make a meeting reservation by reading the Manual Chapter Issuance 1363 NIH Events Management Services (<https://oma1.od.nih.gov/manualchapters/management/1363/>)

- c. If space is not available in any of the NIH Events Management conference facilities, an Events Management Conference Coordinator will send you an email notifying you that space is not available.
- d. Finally the requestor is also required to check the availability of any other non-NIH Federal government conference facility. One source for this information is the GSA Schedule. You can obtain the GSA Schedule by visiting: <http://www.gsa.gov/portal/content/104886>.
- e. Once the requestor has followed the procedures and no appropriate space can be found, then an 827-1 request may be submitted.

5. What supporting documentation should be uploaded into the system?

The requestor is required to upload the email they receive from NIH Events Management that states no NIH EMB conference space is available, and any other documentation the IC's AO requires. You are also required to note in your justification what sources were checked to secure other Federal government conference space.

6. What if another organization is providing the meeting space; do I still need to submit an 827?

Yes. If the space is sponsored by an outside organization, and an Institute/Center is hosting the meeting, the 827-1 Request for Temporary Commercial Space must be completed. The justification should include the justification for requesting commercial space, but the request still needs to be submitted.

7. If the meeting space is provided by another organization, do we still need to complete the cost comparison portion of the form?

No. You can leave that part blank.

8. What is the typical turnaround time once the request has reached the Events Management queue?

Two business days.

9. Who approves the 827-1 request?

The 827-1 has two required approving officials: the IC's Executive Officer and the Events Management Official.

10. Who do I contact if I do not receive a response to my request?

If you have not heard about your request within two business days, feel free to email "NIH Event Approval" ([niheventapproval@mail.nih.gov](mailto:niheventapproval@mail.nih.gov)), and we can research where it is in the process.

11. What should I do if there are functionality problems with the form and the database?

For any functionality issues, please call the NIH help desk on 301-496-4357, and they can create a ticket stating that you need assistance with the NIH Events Management Share Point 827 database. Have the help desk technician assign the ticket to the OD/ORS/ITB.

## References

NIH Policy 26101-17-1 Acquisition of Temporary Commercial Conference Space  
<https://oma1.od.nih.gov/manualchapters/acquisitions/26101-17-1/>

Additional questions can be emailed to:  
NIH Event Approval  
[niheventapproval@mail.nih.gov](mailto:niheventapproval@mail.nih.gov)