

# POC Document Instructions

## Point of Contact List and Additional Tech Scout Information

### Directions

**Saving this File:**

- Save as a Microsoft Word file (NOT a PDF like all the other documents)
- Rename this template file with the following naming convention

**PC1KS0920 ACME Co Example**

PC	Point of Contact document
1	Version number. 1=Draft <b>(Increment as updated)</b>
KS0920	Event for KS, September 2020
Co Name	Company Name <b>(Same as your other submitted docs)</b>

**1. List company and technology information**

Your Company Name Your Name Your Title Your Company Street Your Company City, State Zip Code Your Primary Phone Number Your Company Email Address	Title of technology (Same as conference title)  BLUF
Your Company Website (do not make as hyperlink, Government email will omit it.)	(Optional)

\*\*\* To add rows, click on the far right box and then the bottom row and hit Return

**2. List Points of Contact in order of priority (as preferred by Tech Scouts):**

- 1) Any SBIR/STTR Award
- 2) Any Contract
  - a. Government
  - b. Commercial
- 3) Any other significant contact

**For all of the above, include:**

LEFT SIDE	RIGHT SIDE
<ul style="list-style-type: none"> <li>• Organization name first</li> <li>• Name of Program Executive Officer or Program Manager</li> <li>• Contact information of PEO/PM</li> <li>• All in the organization you have been communicating with</li> <li>• Names, phone, email, snail mail etc</li> </ul>	<ul style="list-style-type: none"> <li>• Descriptive comments about the nature of your communication, including:                             <ul style="list-style-type: none"> <li>○ SBIR/STTR Award (Solicitation Name/Number) or</li> <li>○ Contract Name / Number (Contract/Grant Information)</li> <li>○ Date of Award or Contract</li> </ul> </li> </ul>

List as many as you can. This helps the Tech Scouts know how and where to socialize your technology. Remember, this is your choice as to how much you share. The more you share, the easier it is for the Tech Scout or the PEO/PM.

**EXAMPLE**

<b>Air Force</b> <b>Lucy Van Pelt, PEO</b> <b>123 Charlies Way</b> <b>St. Paul, MN 99214</b> <b>Snoopy Brown, TPOC</b> <b>(316) 294-9434</b>	<b>Agency: DoD</b> <b>Branch: AF</b> <b>SBIR: 20.3. Convertible Flying Doghouse</b> <b>Phase 1</b> <b>Contract: FA9123-45-P-7890</b> <b>Agency Tracking: F123-001-4455</b> <b>Award Start Date 2020-09-04</b>
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**Points of Contact List**

Begin placing Contacts here.	
2 <sup>nd</sup> Contact	

\*\*\* To add rows, click on the far right box and then the bottom row and hit Return