

**INSTRUCTIONS FOR MEETING NOTICE FORM**  
**(Beginning with “Event Information”)**

Please note that the ND Ethics Commission does not “approve” meetings/events but will provide guidance where the Meeting Notice clearly indicates a potential violation of ND Ethics Commission Gift Rules.

(N.D.A.C. § 115-03-01 GIFTS BETWEEN LOBBYISTS AND PUBLIC OFFICIALS)

Event Name – The name your organization has assigned to the scheduled meeting/event.

Event Date – Date the meeting/event is scheduled to take place.

Event Location – Location the meeting/event is scheduled to take place.

Sponsor(s) – List all sponsors of the scheduled meeting/event. See N.D. Ethics Commission Advisory Opinion 22-02 for more information, ([Advisory Opinion No. 22-02](#)).

Type of Event – Indicate if the event is either a “private social and educational event” or a “public social and educational event”. The defining difference is that “private social and educational event” is by invitation only. See N.D.A.C. § 115-03-01-01 for more information, [N.D.A.C. 115-03-01](#).

Educational Component of Event – Describe in detail the educational benefits to the attendees of the event, including discussion of educational content and mechanism of educational presentation. See N.D. Ethics Commission Advisory Opinion 22-02 for more information, ([Advisory Opinion No. 22-02](#)).

Number of Total Projected Attendees – Provide a projected number total of all attendees, regardless of status (e.g., public officials, lobbyists, non-public officials, and non-lobbyists). The lobbyist required to register under North Dakota Century Code Chapter 54-05.1, and public officials may not be the only state residents in attendance.

Number of Projected Attendees who are Public Officials – Provide the total projected public officials that will be attending. "Public official" for this purpose means any elected or appointed official of the state's executive or legislative branch, including members of the ethics commission, members of the governor's cabinet, and employees of the legislative branch. See N.D.C. § 54-66-01(9) for further information.

Number of Projected Attendees who are Registered Lobbyists – Total projected lobbyists attending that are registered as a lobbyist with the North Dakota Secretary of State under N.D.C.C. § 54-05.1-03.

Total Estimated Cost of Event per Attendee – Total cost of the scheduled meeting/event divided by the projected number of all attendees.

Description of Costs Associated with the Meeting/Event – Detailed list of all types of costs incurred for the scheduled meeting/event. Food and beverage for attendees must be for immediate consumption only.

Additional Comments – Optional information that may be helpful.