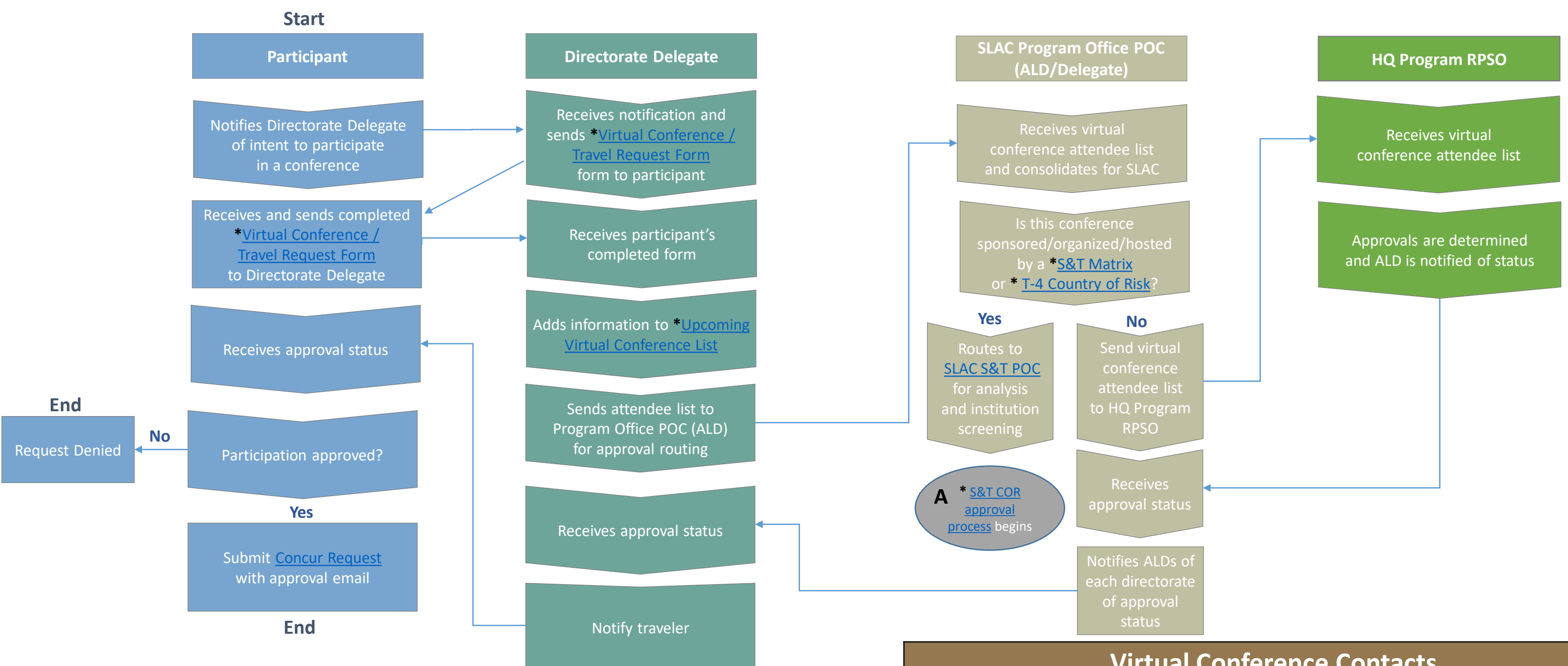


SLAC Foreign Virtual Conference Approval Process

The Office of Science (SC) guidance below addresses steps that must be taken before laboratory employees participate in virtual scientific conferences, workshops, seminars, and similar activities that are sponsored/organized/hosted by foreign entities (e.g., foreign institutions or governments).



Virtual Conference Contacts				
BNR List of BNR Codes Updated 03/5/20	SC Program	HQ Programmatic RPSO	SLAC Program Office POC (ALD/Delegate)	SLAC Business Manager / Ops Manager per ALD
KA	HEP - High Energy	John Kogut	JoAnne Hewett	Christine Soldahl
KC02*	BES Basic Energy Sciences	Andrew Schwartz	Tony Heinz	Michelle Young
KC03	BES - Basic Energy Sciences	Bruce Garrett	Kelly Gaffney	Michelle Young
KC04	BES - Basic Energy Sciences	Linda Horton (Until Further Notice)	Mike Dunne (LCLS); Paul McIntyre (SSRL)	Gail Fong (LCLS); Stephanie Carlson (SSRL)
KP	BER - Biological and Environmental Research	Mike Riches	Paul McIntyre	Stephanie Carlson
FES	FES - Fusion Energy Sciences	Gene Nardella	JoAnne Hewett (HEDS); Mike Dunne (MEC)	Christine Soldahl (FPD - HEDS); Gail Fong (LCLS - MEC)
KB01	Office of Nuclear Physics	Timothy Hallman	JoAnne Hewett	Christine Soldahl
VT12, ED27 ED28, SL01 SL02, SL03 SL05, TE11 TE12, TE14 BM01, HT02	EERE Solar Energy Technologies Office	Steven Chalk	Tony Heinz	Stephanie Carlson

* VPN connection is needed to access the internal links

Directorate	Directorate Delegate (ALD)	Directorate Delegate Business Manager
AD Accelerator	Andrew Burrill	Connie Morimoto-Yu
ESD Energy Sciences	Tony Heinz	Michelle Young
FPD Fundamental Physics	JoAnne Hewett	Christine Soldahl
LCLS Linac Coherent Light Source	Mike Dunne	Gail Fong
LCLS-II Linac Coherent Light Source II Project	Andrew Burrill	Jacki Cardoso
LCLS-II HE Linac Coherent Light Source II High Energy Project	Greg Hays	Jacki Cardoso
SSRL Stanford Synchrotron Radiation Lightsource	Paul McIntyre	Stephanie Carlson
TID Technology Innovation	Mike Pivovarov	Mike Gonzalez
Mission Support Business & Technology Services	George Clark	Analisa Tan
Mission Support Communications	Melinda Lee	Analisa Tan
Mission Support Director's Office	Brian Sherin	Analisa Tan
Mission Support Environment, Safety, & Health	Carole Fried	Analisa Tan
Mission Support Facilities & Operations	Machelle Vieux	Analisa Tan
Mission Support Human Resources	Carolyn Nelson	Analisa Tan
Mission Support Information Technology	Jonathan Russel	Analisa Tan

- Helpful Links:**
[Travel@SLAC Website](#)
[COVID-19 Travel Checklist](#)
[Travel@SLACK Channel](#)
[Foreign Travel Guidance](#)
[Foreign Travel Security Requirements](#)

Acronyms

- | | |
|------------------------------|--|
| BM – Business Manager | SC – Office of Science |
| HQ – Headquarters | POC – Point of Contact |
| ALD – Associate Lab Director | RSPO – Responsible Program Secretarial Manager |
| DOE – Department of Energy | S&T – Science and Technology |
| COR – Countries of risk | |

