A red and white logo

Description automatically generated**Virtual Conference / In-Person Travel Request - Foreign Institutions or Governments**

**Applicability**

This form should be used for requests to participate in Virtual Meetings or in-person travel to foreign countries for events organized by Foreign Institutions or Governments.

**Additional information about the process**

DOE Office of Science (SC) program approval should be obtained before any invitations to participate are accepted or registration is completed.

* **Conferences:** Requests for participation in meetings sponsored/organized/hosted by foreign institutions or Governments should be submitted four weeks prior to conference registration to ensure adequate approval time. The information must be provided sufficiently in advance of such acceptance of registration dates to allow SLAC to route for SC Program Office review and approve (typically two weeks for most countries, three weeks for sensitive countries and S&T Risk Matrix countries of risk\*).
* **Travel:** Requests for Foreign Travel to sensitive countries and S&T Risk Matrix countries of risk\* should be submitted 35 days prior to anticipated departure date and travel to these countries will also receive extra scrutiny by Office of Science.

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| **Section I - Virtual Conference/In-Person Meeting Information**  Complete this section for Virtual Conference attendance or in-person participation. | |
| Name of the Meeting/Conference Title | Click or tap here to enter text. |
| Meeting Dates or Travel start and end dates | Click or tap here to enter text. |
| Event Website | Click or tap here to enter text. |
| Visiting Country | Click or tap here to enter text. |
| Organization Sponsor or Visited Institute | Click or tap here to enter text. |
| Laboratory Attendee Name | Click or tap here to enter text. |
| Nature of Participation  (e.g., invited talk, contributed talk, attendee) | Click or tap here to enter text. |
| Interaction Type (e.g., conference, visitation, meeting) | Click or tap here to enter text. |
| Who is Paying for the Travel? | Click or tap here to enter text. |
| Office of Science (SC) Program Name | Click or tap here to enter text. |
| Project Activity (P-A) # | Click or tap here to enter text. |
| Name of HQ Programmatic RPSO | Click or tap here to enter text. |
| Attendee’s Title or Role | Click or tap here to enter text. |
| Manager’s Name | Click or tap here to enter text. |
| ALD’s Name | Click or tap here to enter text. |
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| **Purpose and Justification (Including Benefits and Risks)** | |
| Brief statement of the benefit and risks of attendance to the staff member, the laboratory, and SC  Click or tap here to enter text. | |

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| **How is the Travel/Participation of Unique Value to SC** | | | |
| Brief statement explaining how this travel/participation specifically benefits SC.  Click or tap here to enter benefit | | | |
| **Sensitive Subjects, Topics subject to the S&T Risk Matrix, or Export Controlled Information** | | | | |
| Are you planning to discuss any Sensitive Subjects or [Export Controlled subjects](https://doresearch.stanford.edu/research-scholarship/export-controls) or topics subject to the S&T Risk Matrix at this event? | Yes | No | If yes, please describe below and contact Export Compliance at [exportcontrols@slac.stanford.edu](mailto:exportcontrols@slac.stanford.edu) | |
| Click or tap here to enter text. | | | | |

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| **Section II – Topic and Justification**  Complete this section only if the virtual meeting/conference is sponsored/organized/hosted by foreign institution in a country of risk or travel is to an \*[S&T Risk Matrix Countries and T-4 countries](https://internal.slac.stanford.edu/finance/sites/finance.internal.slac.stanford.edu/files/Internal-Sensitive-Countries-List-and-Matrix.pdf). | | |
| Topic area and details of technology, include Abstract (if invited to talk, contributed talk)  Click or tap here to enter topic area and details of technology if not covered in Part 1 | | |
| Is the research to be presented/discussed | Published? | Unpublished? |
| Link to where the information is published/publicly available/posted: | | |
| Click or tap here to enter text. | | |

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| **Section III – Export Compliance & S&T Risk Matrix Review**  Section to be completed by S&T Risk Matrix POC **and/or** Export Compliance Manager | | | | |
| **Export Compliance Review** | | | | |
| Restricted/Denied Party Screening Results:  Click or tap here to enter text. | | | | |
| Export Compliance additional comments:  Click or tap here to enter text. | | | | |
| **S&T Risk Matrix Review** | | | | |
| Subject to S&T Risk Matrix? | Yes | | No | |
| S&T Category | Red | Yellow | | Green |
| S&T Risk Matrix SME Name if Consulted | Click or tap here to enter text. | | | |
| S&T Category Topic | Click or tap here to enter text. | | | |
| S&T Subtopic | Click or tap here to enter text. | | | |
| Reviewed by | Click or tap here to enter text. | | | |
| Date Reviewed | Click or tap here to enter text. | | | |

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| **Section IV - Approvals** |
| **Associate Lab director (ALD)**  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Site Office Manager**  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Office of Science Program Office**  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Office of Science Deputy Director**  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Use of a VPN connection is required to access this internal link