

Office of Science Requirements

Supplementing DOE O 550.1 Chg 1 (LtdChg), Official Travel, Contractor Requirements Document

Participation in Virtual Meetings Organized by Foreign Entities

March 2021

The Office of Science (SC) recognizes that there are an increasing number of opportunities for researchers to participate in virtual scientific conferences, workshops, seminars, and similar activities. Some of these events will be organized by individuals or institutions in foreign countries. The requirements below must be met before laboratory employees participate in these types of virtual international meetings that are sponsored/organized by foreign entities (e.g., foreign institutions or governments).

- 1) Attendance at these types of virtual meetings sponsored/organized by foreign entities will have approvals that parallel those for official foreign travel.
 - a. The laboratory must receive approval from the relevant SC program office for staff to participate in these types of virtual meetings.
 - b. Normal, programmatic meetings that are part of official collaborations under formal DOE HQ or other U.S. government international agreements are excluded from the approval requirement.
 - c. The approval requirement applies only to laboratory research staff supported by SC and does NOT replace other required approvals by other sponsors who support the research being presented or approvals required by other authorities.
 - d. Approval by the relevant SC program office is not needed for laboratory staff participation in domestic sponsored/organized meetings.

- 2) For virtual meetings sponsored/organized by foreign entities, the relevant laboratory manager (who would normally provide laboratory-level approval of foreign travel) must send the following information to the appropriate SC program office lead (likely either a SC Associate Director or Division Director) with a copy to the DOE site office manager:
 - a. Name, dates, and webpage of the meeting
 - b. Organization/country sponsoring/organizing the meeting
 - c. Laboratory attendee(s)
 - d. Nature of participation (e.g. invited talk, contributed talk, attendee)
 - e. Justification: Brief statement of the benefit of attendance to the staff member, the laboratory, and SC

SC program office approval should be obtained before any invitations to participate are accepted or registration is completed. The information above must be provided 14 business days in advance of such acceptance or registration dates to allow the SC program office to consider the request.

- 3) The SC program office will apply the same assessments that would be used for official foreign travel requests – typically participation in these types of virtual meetings will be limited to individuals with invited presentations. However, for virtual formats, the SC program office may approve additional participation for other laboratory staff without invited talks for personal development and strategic reasons. Requests for participation in meetings sponsored/organized by institutions in sensitive countries will receive extra scrutiny and will require more time for a decision.