

Is My Event A Conference?

Part 1. Is your event specifically excuded from DOE Order O 110.3A Conference Management? For each attribute, answer "Yes" if it applies and "No" if it does not.

Attribute	Does this attribute apply?
The event costs (whether travel costs for an attended event or conference site costs for a sponsored event) are being paid for entirely with NON-DOE funds and, for sponsored events, the funds are not specifically designated for the management of a DOE conference.	
The event requires only local travel (i.e., 50 miles or less from the DOE employees' or DOE contractor employees' official duty station)	
The purpose of the event is for DOE or other parties to review the status/quality of work being performed on DOE's behalf	
The purpose of the event is educational or instructional, and the event has specific objectives identified to improve knowledge, skills, and abilities to improve the performance of the attendees' organizations and/or their employees.	
The event is a Federal Advisory Committee meeting held under the Federal Advisory Committee Act to advise Congress.	
The event is part of, or associated with, a contract pre-proposal, bid opening and similar activities, including negotiations.	
The event is part of, or associated with, a public hearing or briefings about a specific public hearing.	
The event is part of, or associated with, audits, inspections, and investigations.	
The event is being sponsored/co-sponsored by [insert your DOE site name] and the total DOE expenditure is less than \$10,000, including (1) any conference costs being paid by other DOE sites, and (2) the estimated travel costs and registration fees that will be paid by DOE employees and DOE contractor employees attending the event.	

Your event may be subject to DOE Order O 110.3A. Please answer the questions in Part 2.

Part 2. For each attribute, answer "Yes" if it applies and "No" if it does not.

Attribute	Does this attribute apply?	Total Points
The event is open to the general public or specific groups of people (e.g., all members of the American Physical Society, anyone interested in isotope chemistry)		0
The agenda is published on an open forum (e.g., [insert your DOE site name] external website, scientific magazine, website available only to members of the Society for Industrial and Applied Mathematics)		0
The event topic(s) are of interest to multiple agencies and/or nongovernmental participants		0

Attribute	Does this attribute apply?	Total Points
A registration fee is charged to attend the event		0
The agenda includes speakers or discussion panels		0
Attendees are required to register for the event, whether in advance or at the door		0
The event's purpose is to share research progress/findings with NON -DOE organizations and determine what projects the participating organizations might collaborate on, or decide the next steps for a particular project		0
The event's purpose is to share research progress/findings with DOE organizations and determine what projects the participating organizations might collaborate on, or decide the next steps for a particular project		0
The agenda includes a poster session		0
The event's purpose is to share practices that increase productivity (e.g., demo of a new travel system that automates most of the expense validation process)		0
		0