

 Fermilab		Governance Management System Procedures
Procedure Number/Name Interim Laboratory Event Approval Procedure		Original Date: 5/12/2020
Written by: Melissa Ormond	Reviewed and Updated By: Hema Ramamoorthi	Date: 7/15/2020

Revision History

Author	Description of Change	Revision Date
Melissa Ormond	New Procedure	6/23/2020

PURPOSE OF THIS PROCEDURE

To detail interim procedure for approving events to be held at, or hosted by, Fermilab. This procedure will be canceled when the new Event Approval/FRF SharePoint is completed by October 31, 2020.

REFERENCES

[Policy on Access](#)

[DOE O 142.3 – Unclassified Foreign Visits and Assignments Program](#)

RESPONSIBILITIES

Event Requester is responsible for completing the Event Approval Form at least two months before the event and providing requested documentation to the FVA and/or Conference Offices.

Division Head/Chief is responsible for ensuring the event supports the Fermilab mission. All scientific events must be discussed with the Office of the Chief Research Officer or with a member from the Office of the Director.

Foreign Visits and Assignments (FVA) Office is responsible for ensuring compliance with DOE UFVA requirements.

Conference Office is responsible for the collection and tracking of information submitted on the Event Approval Form.

Office of the Director is responsible for the implementation of the Interim Event Approval Procedure.

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DETAILED PROCEDURE

1. Event Requester completes Event Approval Form at least two months before the event and secures appropriate Division Head (DH) or Chief signature.
 - a. DH or Chief must review event details and ensure event supports the Fermilab mission.
 - b. For scientific events, DH or Chief must discuss with the Office of the Chief Research Officer or with a member from the Office of the Director.
2. Event Requester sends the signed Event Approval Form to the [FVA Office](#) for approval.
 - a. FVA Office will review event details and make a determination whether the event is “public” or “non-public.”
 - b. FVA Office will sign approved form and send to the Event Requester.
 - i. If FVA Office requires additional documents, Event Requester must provide at least two weeks before the event.
 - ii. If event is not approved, FVA Office will notify Event Requester.
3. Event Requester sends signed Event Approval Form to the [Conference Office](#).
 - a. If event is to be held on-site, the Conference Office will email Event Requester instructions to complete a Facilities Request Form (FRF).