

Year

Conference/Event Request



INSTRUCTIONS: Use this form when requesting approval for conference attendance on behalf of Princeton Plasma Physics Laboratory. **REQUEST MUST BE SUBMITTED AT LEAST 90 DAYS IN ADVANCE.**

TODAY'S DATE

NAME		EMAIL ADDRESS	
BUSINESS PHONE		ORGANIZATION	
SPONSORING ORGANIZATION			
CO-SPONSORING ORGANIZATION(IF APPLICABLE)			

Conference/Event Information			
ORGANIZER NAME		BUSINESS PHONE	
TITLE			
CONFERENCE NAME			CONFERENCE DATE
LOCATION		MEETING VENUE	
PURPOSE & OBJECTIVE			
BENEFIT TO DOE FOR PPPL ATTENDANCE			
IMPACT TO DOE IF PPPL DOES NOT ATTEND			

Please indicate if any of the following apply:

Registration

Registration fees

Amount

Early Registration Cut-off Date

A published substantive agenda

Scheduled speakers/discussion panels.

Meeting conducted in a commercial facility or other non-government facilities

Please attach all documentation for the items checked above.

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PPPL Participants Requesting Approval

Name	Title	Activity Level (Presenter/Participant/Attendee)

Please provide justification to support your specific activity level at the event (i.e. presenter, participant or attendee) and how your attendance will advance DOE's mission.

NOTE: Please include event link if available.