

Is My Event a Conference?

(under the new DOE definitions)

Today's Date

The DOE conference rules (effective for PPPL starting October 01, 2015) require that all event activities (hosting, funding, and attending) paid for with DOE funds be reported to DOE unless you can prove that the event/activity falls under the definition of "operational." This tool helps you determine if your event meets the definition of "operational."

If you are attending the event and are not charging any costs to DOE, your travel is not subject to the new rules. If you are funding or hosting the event, and can guarantee that none of the event or travel costs will be paid for with DOE funds, your event is not subject to the new rules.

HOWEVER, you still need to determine whether the event is a conference because all conference activities are subject to existing PPPL requirements.

If you have questions, please contact Travel and Conference Service at 609 243 2648 or travel@pppl.gov.

Event Title

Event Dates

Event Location

Contact Name/Phone

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

Meetings necessary to carry out statutory oversight functions related to PPPL operations and/or programs. This exemption would include activities such as investigations, inspections, audits or non-conference planning site visits.

Travel Type: Operational - Oversight

Meetings to consider DOE internal agency business matters held in federal or contractor facilities, that are related to the Laboratory's or the agency's regular business. This exemption would include activities such as meetings that take place as part of an organization's regular course of business, do not exhibit indicia of a formal conference as outlined above and take place in a Federal facility.

Travel Type: Operational - DOE Program/Business

Meetings under Bi-lateral and Multi-lateral international cooperation engagement that do not exhibit indicia of a formal conference.

Travel Type: Operational - DOE Program/Business

Formal classroom training which does not exhibit indicia of a formal conference

Travel Type: Operational - Training

Meetings Such as Advisory Committee and Federal Advisory Committee meetings, Solicitation/Funding Opportunity Announcement Review Board Meetings, peer review/objective review panel meetings, evaluation panel/board meetings, and program kick-off and review meetings (including those for grants and contracts).

If you answered Yes to any of the attributes:

The event is likely not subject to the DOE conference rules; however, you must still follow all PPPL Travel guidelines (e.g., travel approval, FTMS etc.). When you process your travel approval form, please use the travel type listed below with the applicable attribute and attach this form into your travel approval form and reimbursement request. If you have questions, contact Travel and Conference Services at travel@pppl.gov.

If you answered NO to all attributes:

Your event is subject to the DOE conference guidance, in addition to all PPPL procedures. If you are attending a conference, please follow the PPPL Conference Attendance Policy. If you are hosting or funding the event, please review the Conference Sponsorship Policy and contact Travel and Conference Services at travel@pppl.gov.

Click [here](#) to go to the Conference tab on the Travel webpage.

If you disagree with the results, document your reasons below and send the form to the Travel and Conference Services at travel@pppl.gov.