Under Secretary for Science
Washington, DC 20585

February 7, 2007

MEMORANDUM FOR DISTRIBUTION

FROM: RAYMOND L. ORBACH
UNDER SECRETARY FOR SCIENCE
OFFICE OF SCIENCE

SUBJECT: DOE Order 110.3A; Conference Management

On January 25, 2007, the Department of Energy issued a new order regarding conference management. This order will rescind the guidance issued on September 12, 2006.

The new order gives final approval responsibilities for conference requests to the Heads of Element. For the Office of Science Laboratories, this will be the Site Office Manager.

The Site Offices will assume oversight of and develop guidelines for ensuring that the conference approval process functions in an efficient and responsible manner.

I recommend that the following principles help guide the conference management approval process:

1. Consideration of comments made by the Associate Director and/or the Program Officer.
2. The conference be a legitimate function contributing to the mission of the laboratory and the Department of Energy.
3. Choice of conference location, number of attendees and topics must be appropriate and prudent.

Conference sponsorship requests must be submitted through the Site Office to the Associate Directors for their review. The laboratories should not, in general, function as funding agencies, i.e., by providing support or sponsorship to national or international conferences, symposia, or parts thereof.

I encourage you to review the requirements and responsibilities outlined in the DOE Order on Conference Management (DOE O 110.3A) and associated Contractor Requirements Document to ensure that contractors are in compliance; particularly, in how the exclusions are determined.

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If there are any questions or further assistance is needed, please contact Mitch Johns, Advisor, Office of the Under Secretary for Science (S-4).

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DOE Order 110.3A

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