

Event Determination Template

****Attach an agenda when submitting this request.****

1. Name of Event:

2. Dates of Event:

Start

End

If dates are unknown or TBD, indicate unknown or TBD below (e.g. unknown, Spring TBD, May 2014, TBD) and leave the Start and End dates blank above.

3. Location of Event (e.g. city, state, venue):

4. Does this event involve topical matters of interest to, and the participation of, multiple agencies and/or nongovernmental participations?

5. Describe who will be attending the event:

6. Does this event include any of the following? (check all that apply)

- a. Registration
- b. Registration fees
- c. Published substantive agenda
- d. Scheduled speakers
- e. Discussion panels

7. Is a DOE organization hosting or co-hosting this event?

If so, list the DOE organization(s):

8. DOE organization(s) affected by this event:

9. What exemption do you think this event fits? (check all that apply)
- a. Meetings necessary to carry out statutory oversight functions. This exemption would include activities such as investigations, inspections, audits, or non-conference planning site visits.
 - b. Meetings to consider internal agency business matters held in Federal facilities. 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.
 - c. Bi-lateral and multi-lateral international cooperation engagements that do not exhibit indicia of a formal conference as outlined above that are focused on diplomatic relations.
 - d. Formal classroom training which does not exhibit indicia of a formal conference as outlined above.
 - e. 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).

10. Justification for why this event fits the exemption(s) selected above: