

INTERIM

Foreign National Attendance – Open to the Public Event

Standard Operating Procedure

PURPOSE: To establish procedures for BNL hosting organizations to request concurrence for open to the public events as described in DOE Notice 142.1, Unclassified Foreign Visits and Assignments Program.

APPLICABILITY: This procedure applies to all BNL organizations that are officially hosting events attended by foreign nationals that meet the criteria identified as open to the public or to be considered for determination as open to the public. Foreign nationals collaborating or conducting work at BNL should have an approved BNL 473 request as described in SPI 5-09 and are therefore not covered by this procedure.

GENERAL:

- a. In accordance with DOE Notice 142.1, events that are open to the public are exempt from the requirements of the Foreign Visits and Assignments Program. BNL routinely conducts events (see list below) that are open to the public, other non-routine events require a management decision to be so designated and receive the exemption.
- b. Requests for events to be designated as open to the public will be reviewed by the Laboratory Director (or the Deputy Laboratory Director for Operations).
- c. Department Chairs or Division Managers should submit requests at least 30 days in advance of the event whenever possible.
- d. The Laboratory Director (or the Deputy Laboratory Director for Operations) will make a determination and so notify the requesting organization and the Foreign Visits and Assignments Administrator.
- e. Requesting organizations are responsible to maintain files of all such requests.

DESCRIPTION – OPEN TO THE PUBLIC:

DOE N 142.1 states, “This notice does not apply to visits or activities that are open to the public.” SPI 5-09 defines open to the public as, "activities open to the public such as meetings, tours, concerts, lectures; and when advertised as publicly open, conferences and seminars; and commercial, non-technical visits such as delivery persons." In addition, exempted visits may include those for the purpose of technical discussions, orientation, observation of projects or equipment, training, contract service work, ordinary discussions of collaboration on topics of mutual interest, *without participation in the work of the facility*, or for courtesy purposes.

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ROUTINE OPEN TO THE PUBLIC EVENTS: BNL has routine events (no hands-on work) that are conducted throughout the year which are open to the public and exempt from DOE N 142.1. They are:

- Events posted on the BNL Weekly Calendar of Events
- Summer Tours/Student Tours
- Community Relations Events

EVENT REQUIRING REVIEW: Some of the events that will require review consideration to be designated as open to the public are:

- User Meetings
- Training (Scientific and/or Technical hands-on work)
- Peer Reviews (DOE or Other)
- Hands-on Workshops (Technical or Scientific)
- Limited by Invitation Only

PROCEDURE:

- a. When an event is anticipated with foreign national attendees and will require review, the hosting organization shall submit the “Foreign Visitor Attendance Request Form (See Exhibit 1). Timeliness of submission is important to allow for full consideration of the request and the circumstances of the event.
- b. The Department Chair or Division Manager will submit the Request to the Deputy Laboratory Director of Operations for a decision.
 1. Approval provides exemption from DOE N 142.1 and no BNL 473’s for foreign nationals are required.
 2. Disapproval reasserts all requirements of DOE N 142.1 and requires BNL 473’s for all foreign national attendees.
- c. Once reviewed, signed copies of the memo will be returned to the sponsoring organization and the BNL Foreign Visits and Assignments Administrator.

EXHIBIT: 1 – Foreign Visitor Attendance Request Form

Foreign Visitor Attendance Request Form

Instructions: This document is protected to allow use of fill-in fields. When completed, use "save as" command to save your document.
Minimum lead-time to submit form for approval is 30 days prior to the event.

EVENT REQUEST INFORMATION				
Name/Type of Event				
Date of Request (mm/dd/yyyy)	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Number of Days	
Pre-Registration Required Yes/No	Registration Fee Amount \$	Projected Number of Attendees:		
Purpose of Event – i.e. conference, lecture, meeting, workshop, seminar		Will this event be open to the Media, Yes/No?		
Event Advertised Via – i.e. Web, Invitation, Publications (specify), Brochure, E-mail, etc.				
Subject(s) to be discussed				
Additional Activities – i.e. on/off site tour, hands-on workshops, banquet, housing accommodations, transportation, etc.				
Identify any specific international agreement				
TO BE COMPLETED BY BNL HOST DEPARTMENT: FACILITY INFORMATION				
Host Name (First, Last):	Host's Org:	Host's Phone	Does Host have security clearance Yes/No?	Host's Citizenship
Facility <i>Brookhaven National Laboratory Upton, New York 11973-5000</i>	Dept./Div.	Facility Code: <i>BN</i>		Security Area Type at the Facility (Limited, Non-Security, PPA)
Building and room number(s) to be accessed:	<i>Building</i> , <i>Room(s)</i>		Type:	
	<i>Building</i> , <i>Room(s)</i>		Type:	
	<i>Building</i> , <i>Room(s)</i>		Type:	
Will sensitive subjects be discussed Yes/No:	List any subject(s) to be discussed other than Open Research			
Is there to be technology transferred Yes/No?	If "yes," describe:			
Will visitors be granted computer access Yes/No?	If visitors will have computer access, list any network(s) to be accessed			
Anticipated benefits to DOE/BNL program(s)				
Host Department	Name of requesting official (Dept. Chair or higher)	Title and organization	Signature	Date signed
Local Approving Official	<input type="checkbox"/> Thomas Sheridan <input type="checkbox"/> John Marburger <input type="checkbox"/> Michael Bebon Concur: _____YES _____NO		Signature	Date signed
Comments:				