

ATTACHMENT 2

CRITERIA FOR CONFERENCE APPROVAL

The following areas should be reviewed and considered prior to approval of a DOE-sponsored conference.

Program Mission:

How is the conference related to the mission and goals of the organization? (Specifically, how essential is the conference to those goals and mission?)

Purpose and Objectives:

What is the purpose of the proposed conference?

Are alternative means available for achieving the same expected results?

Are other conferences planned or scheduled with the same objectives? Could this conference be combined with another?

If the conference is recurring, is the need for this one justified at this time?

Location:

Is the conference location the most cost-effective?

Is there a basis for criticism?

Have cost comparisons of other locations been considered?

Is the location necessary to accomplish the conference goal (e.g. site visit to demonstrate research and development activity)?

Is the conference site reasonably central to the majority of participants to lessen travel costs?

Is the location the best suited for the conference considering the cost, attendance, and conference purpose?

Number of DOE/Contractor Employees:

Is the total number of DOE and DOE contractor conference attendees necessary to achieve the purpose for which attendance at the conference is being approved?

Is there any basis for criticism from external entities (e.g., Congress, General Accounting Office, or the Inspector General)?

What is the cost per participant?

Who will attend and what role will each proposed attendee play (e.g., speaker, chairperson, expert in a complex subject that requires experts in several subareas, etc.)?

Can attendance be reduced without adversely affecting the objective?

Expected Benefits:

What benefits will be derived from conducting this conference?

Support Contractor Performance:

What assignments will the contractor perform?

Do the contractor's responsibilities include any government functions (e.g., exercising discretionary authority or making final value judgements that affect the day-to-day or long-term development, execution, and evaluation of Government programs)?

Estimated Support Costs:

Are support costs (printing, mailing, graphics, travel expenses, conference facilities, honorariums, etc.) reasonable and necessary?