



EVENT SUBMISSION FORM

If requesting Event Services or CST Help Desk support, this form must be submitted at least two weeks in advance of the event. If this is an urgent request, please email at eventservices@jlab.org with the subject line: Urgent Meeting Request.

Type of Event

On-site

Off-site

Virtual

Hybrid

Location and/or Virtual Platform

*** Please note: submission of this form does not reserve the desired location. Upon review of your needs, a recommendation will be made for the best conference room(s) and a reservation will need to be entered in the O365 calendar system. ADD LINK TO INSTRUCTIONS*

Event Title

Event Chairperson

Chairperson Phone Number
(with area code or country code)

Chairperson Email

Co-Chair (optional)

Co-Chair Phone Number (optional)
(with area code or country code)

Co-Chair Email

Event Moderator

Host Organization

Co-Host Organization



Start Date

End Date

Start Time

End Time

Meeting Room Set-up Options (Choose One)

Estimated Total Number of Physical Attendees

Estimated number of JLab attendees from the total

Estimated Number of Virtual Attendees

Description of the Event (this is how your event will be promoted in the community)



Description of the technological needs for the event (A/V, network, wifi, etc.)

We would like this event promoted on Jefferson Lab's social media. ☐

This event requires a conference website. ☐

This event requires a Jefferson Lab registration page. ☐

Financial Information

Direct support for funds is needed. ☐

A registration fee be charged. ☐

This event will have sponsorship funds. ☐

Estimated registration fee

Estimated cost to Discretionary Funds covering JSA employees for reception attendance and other unallowable charges.

Catering is needed. ☐

Catering Needs Description (breaks, lunch, evening events, etc.):



Discretionary Charge for unallowable charges

Code # PROJ ORG

Approving AD

Security Information

The information to be presented or discussed is protected by statute, regulation, DOE policy OR determined by the organizer not to be releasable to the general public, i.e. pre-publication restrictions of JSA/DOE Intellectual Property.

** Examples: certain technologies identified in the S&T Risk Matrix, Export Controlled information, personal information governed by the privacy act, privileged business and financial information, and proprietary information entrusted to Jefferson Lab by our partners.*

The Division AD or their authorized designee certified in writing the information to be presented or discussed is not restricted by the DOE Sensitive Technology Risk Matrix.

Administration (this section is for ES and CST use only)

This event utilizes Indico. ☐

If yes, enter the link:

Admin Comments

iPortal Number/Exemption