EVENT PLANNING PROCESS

STEPS TO FOLLOW WHEN PLANNING JLAB EVENTS

INCLUDES:

- MEETINGS
- CONFERENCES
- WORKSHOPS
- COLLABORATIONS
- SYMPOSIA
- SEMINARS
- COLLOQUIA, ETC.

HOSTED ON OR OFF PREMISES AND INTENDED TO INCLUDE GUESTS (ANY NON JSA EMPLOYEE)

SECURITY ACCESS TEAM

Thursday, October 24, 2019

Jefferson Lab

U.S. DEPARTMENT OF ENERGY | Office of Science

JSA

STEP 1 – EVENT SERVICES/SECURITY ACCESS TEAM MEETING

All JLab Event Organizers must meet with Event Services/Security Access Team <u>before</u> going forth with any type of event planning or entering event information into Indico.

This initial meeting will determine whether the event is deemed "Public" or "Non-Public" therefore, establishes which Contract regulations must be met.

Contact Event Services to set up initial meeting – eventservices@jlab.org

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STEP 2 – PUBLIC/NON-PUBLIC EVENT DETERMINATION

Event Organizers must discuss event logistics with Event Services/Security Access Team to determine if event is

"Public" or "Non-Public"

PUBLIC	NON-PUBLIC
Open to everyone and exempt from UFV&A DOE Order:	**Intended for a unique community of participants falls under UFV&A Order:**
• **No registration** • **No protected information** • **Held only in General Access Area locations** • **Universal audience**	• **Registration** • **Protected Information (may or may not be)** • **JSA Employees** • **JLab User Community/Collaborators** • **Specific scientific topics geared towards limited specific audiences**

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Step 3 – EVENT MATERIALS AND COMMUNICATIONS

All Non-Public Event materials and communications must include the following information for Foreign National event guests in order to keep the Lab in compliance with Foreign National contract requirements.

- Foreign nationals must register for an event at least 7 days prior to coming onsite. Non-registered and/or non-access badged foreign national event participants may be delayed from being onsite and attending the event until all access issues have been resolved - this may take up to 7 days

- All foreign nationals must have a proper visa type to attend an event and/or be funded/receive reimbursements. Foreign nationals with the following visa classifications are <u>not</u> eligible for access approval to Jlab for a non-public event: WT, B-2, J-2 (without ead card), F-2, O-3 and H-4

- Foreign national participants must present required ID documents upon arrival at Jefferson Lab. Failure to provide the essential site ID documents will result in denial of access (see link below for ID document requirements)

https://www.jlab.org/human_resources/jris/id

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Step 4 – EARS REGISTRATION

Event Organizers are responsible to ensure all of their Foreign National and U.S.(if needed) non-public event guests are registered in the Electronic Access Registration System (EARS).

Admin. Support personnel have access to their unique guest registrations to track the status of each registration.

Email notifications are sent to the guest/host and Admin. Support upon completion of the registration approval process to communicate all is complete in JList.

Link for Admin. Support to access all their unique guest registrations:

https://misportal.jlab.org/jlist/guests/travel_coord_report

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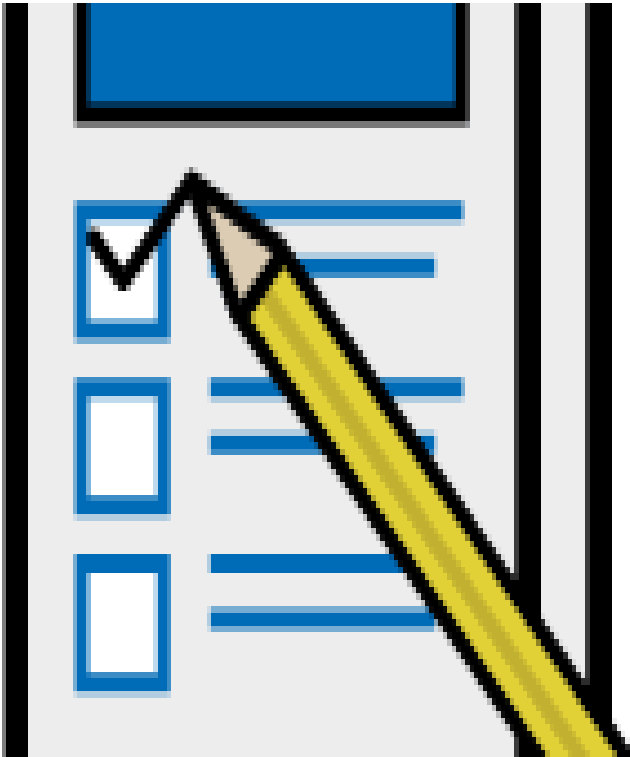# Step 4 Cont'd - Links from Event Registration to EARS

There are guidelines\links throughout the registration process taking the Foreign National guest from the Event Registration to EARS

Emails are sent out along the registration path to let the guest know they have not completed the event & access registration

A final email is sent when all is complete and approved

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Step 4 Cont'd - U.S. CITIZEN EVENT GUESTS

U.S. citizen event guests register in the event registration as usual

They will not automatically be directed to EARS

They must present a valid, government issued photo ID upon arrival to the event.

If any U.S. citizen event guest plans on being onsite at JLab before or after event dates and/or is receiving funding/reimbursements – then that U.S. citizen guest MUST also register in EARS as a visitor

Link to EARS registration for U.S. event guests – if needed:

https://misportal.jlab.org/jlabAccess/

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Step 5 EARS TECHNICAL PROBLEMS

JLab Registration and International Services Team is always available to help with any Electronic Access Registration System (EARS) Technical Problems that an event guest encounters during their registration process.

For all Technical Problems, send the email from the guest detailing the problem and the JRIS team will resolve within 24 hours and email back with the resolution.

For all EARS Technical Problems contact:

jris@jlab.org

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Step 6 – REQUIRED ACCESS ID DOCUMENTS

Link to see the JLab Access Required ID Documents:

https://www.jlab.org/human_resources/jris/id

Event Organizers are responsible to communicate to their U.S. and Foreign National non-public event guests the required JLab Access ID Documents that must be presented upon arrival onsite for the event.

All documents must be original and valid.

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Step 6 – Check-In First Day of Event

Event Organizers are responsible:

• to set-up a check-in area for all event guests in order for their required access ID Documents to be validated by Security

• to monitor a guest sign-in sheet for non-registered participants arriving into the event meeting room

• to communicate to all event guests – "if they do not have a valid JLab photo access badge, they must comply with all directions provided on posted signs, and remain within designated General Access Areas when not escorted by a JSA staff host"

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SUMMARY FOR ALL NON-PUBLIC EVENTS

- INITIAL MEETING WITH EVENT SERVICES/SECURITY ACCESS TEAMS

- PUBLIC/NON-PUBLIC EVENT DETERMINATION

- ADDITIONAL REQUIRED INFORMATION FOR FOREIGN NATIONALS MUST BE INCLUDED IN ALL EVENT MATERIALS AND COMMUNCIATIONS

- <u>ALL</u> EVENT GUESTS (U.S. AND FOREIGN NATIONAL) MUST REGISTER (AS APPLICABLE) FOR THE EVENT AND EVENT ORGANIZERS ARE RESPONSIBLE FOR MONITORING
  - U.S. IF ELIGIBLE (NO EXTENDED STAY, NO FUNDING/REIMBURSEMENT) – ONLY IN EVENT REGISTRATION
  - U.S. WITH EXTENDED STAY, FUNDING/REIMBURSEMENT – IN BOTH EVENT REGISTRATION AND EARS
  - ALL FOREIGN NATIONALS – EVENT REGISTRATION LINKED WITH EARS

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SUMMARY FOR ALL NON-PUBLIC EVENTS - CONT'D

- JRIS AVAILABLE FOR ALL EARS TECHNICAL PROBLEMS

- COMMUNICATE REQUIRED ACCESS ID DOCUMENTS TO EVENT GUESTS

- MONITOR CHECK-IN AREA AND SIGN-IN SHEETS FOR EVENT

- COMMUNICATE AREA RESTRICTIONS TO EVENT GUESTS

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POSSIBLE CONSEQUENCES

- If an event guest (U.S. or Foreign National) is not properly registered and/or approved through EARS – they will not be allowed to attend the event until all issues are resolved and approved – may take up to 7 days

- If an event guest (U.S. or Foreign National) does not have all required valid ID Documents – they will not be allowed to attend the event until all issues are resolved and approved

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QUESTIONS

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