

## **Conference Exemptions**

These activity types listed are not considered to be conferences, even if it meets the general definition of a conference as defined under "What is a Conference".

Exemptions for this guidance should be used sparingly and only when the event clearly meets the definition and intent of the criteria below:

### **Exemptions (exclusions):**

- a. Meetings necessary to carry out statutory oversight functions. This exemption would include activities such as investigations, inspections, audits, nonconference planning 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 multilateral international cooperation's engagements that do not exhibit indicia of a formal conference as outlined
- d. Formal classroom training held at Federal facilities, which does not exhibit indicia of a formal conference as outlined above. The exception would include activities such as regular courses of instructions or training seminars at the National Center and the HAMMER training facility at Hanford, and regular courses of instruction or training seminars conducted by the office of Management for Acquisitions, workforce related to the core activities of the department.
- e. Classroom training available through federal and commercial sources required as part of a certification program required for the performance of an employee's position which does not exhibit indicia of a formal conference as outlined above.
- f. 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).