



LBL Meeting/Conference Procedures

Due to the complex nature of LBNL and the different divisions, this memo provides some procedural guidance for parking and security planning for meetings/conferences.

Here are some of the factors you will need to consider when planning a meeting:



Transportation

The number of visitors and how they access the Lab are important considerations. As part of your meeting preparations, please consider utilizing some of the following options:

- **Off-site LBNL shuttle system**
- **Carpooling**
- **Off-site tour buses, or LBNL shuttle buses**, for large groups staying in local hotels. For LBNL shuttle services, Bus Passes should be filled out for the day of the meeting and sent to attendees with other meeting material.



Parking

Two options are available for meetings requiring reserved parking:

- **Reserved spaces:** At locations where drop-down signs are available.
- **Barricaded spaces:** There is a charge for these, and an account number will be required before the barricades are placed.

Note: Lab employees attending meetings are not authorized to park in reserved/barricaded spaces. These spaces are for “Visitor” use only.

Consider these parking concerns when planning your meeting:

- **Reserved spaces** must be kept to a minimum.
- **In/Out meetings:** Meetings where people are coming and going throughout the day.
 - Indicate the meeting name—not individual names—when requesting reserved signs for such meetings. This reduces the number of spaces required.

- **Regular meeting with a fixed start time:** Reserve spaces can be requested by the name of the event or individual on the reserved sign.
 - If you have 20 reserved spaces for a meeting starting at 8:00 AM and there are still 8 empty spaces at 9:30 AM, we would like to open these spaces for regular parking.
 - Please make prior arrangements with the Site Access office (x4551) to remove excess signs.

- **Large Meetings:** Site Access Office (x4551) can prepare gate passes in advance to prevent long delays.

- **Security Requirements:** We are currently required by DOE to track all visitors. The following information will be requested from each visitor:
 - Drivers license or other official photo ID
 - Declared citizenship of all visitors:
 - **Visitors who drive on-site** will be asked for this information when they enter the gates.
 - If you have **visitors arriving by bus**, please contact the Site Access Office (x4551) to discuss procedures for obtaining this information.

With advance planning and coordination, we can assure a pleasant experience for all our visitors.



LBL Meeting/Conference Notification Form

- Please complete the attached ***LBL Meeting/Conference Notification form*** as soon as the meeting is scheduled to insure that all your needs can be met.
- We cannot provide more than ten (10) spaces unless **advanced notice** is given.
- **Advance notice** allows us time to distribute flyers, notifying regular parkers about upcoming parking constraints.

Note: The posting of Reserved Signs without approval of the Site Access Office is not permitted. We will not provide parking enforcement for unauthorized reserved spaces, and the signs will be removed.

For further information and assistance, please contact:
Site Access Office, x4551



Meeting/Conference Notification Form

This form **must** be completed and faxed to 495-2700 if any of the following conditions exist:

- ▣ Meeting/Conference will have in excess of 10 off-site visitors
- ▣ Meeting/Conference will require more than five reserved or barricade spaces
- ▣ Meeting/Conference duration is longer than one day
- ▣ Any special requests/requirements are necessary

Date(s) of proposed meeting: _____

Location(s) of meeting: _____

Estimated meeting times: _____

Name of meeting: _____

Number of expected off-site visitors: _____

Type of parking needed: _____

Estimated number of parking spaces to be requested: _____

Requester: _____

Requester Phone/Email: _____

Comments:

For questions or concerns please contact Site Access Office x4551.