HANFORD TECHNICAL EXCHANGE PROGRAM
GUIDELINES FOR BATTELLE SESSION TEAM REPRESENTATIVES

Funding

Battelle will fund participation in individual sessions as follows:

- Up to 2 man-days for Session Team participation.
- Up to 2 man-days for up to 4 persons to prepare and make presentations.

The session representative should contact Betty Culverhouse (375-2552) for a work order number to charge to.

No special funding will be provided for general attendance at the session.

Clearances for Battelle Presentations

Special attention to high quality Battelle presentations is important. Although presentations may occasionally cover publications or papers that have been cleared for other purposes, formal clearance procedures will not be required for these sessions since they are not open to the public. However, presenters are expected to review presentation plans with their management. If a presentation covers material known to be sensitive to DOE-RL whether or not it has been previously cleared, the presentation plan needs to be discussed with the appropriate DOE-RL personnel. Presenters should also, if appropriate, caution the audience about any sensitivities of the material they will cover.

Finally, during the opening remarks for the session, the audience should be reminded that the meeting is designed as a "working session" with a desire for frank and open exchange and that the information and discussions need to be treated with appropriate confidentiality.

9/27/83