**Standard Operating Procedures**

**Events at the National Institutes of Health (NIH) Involving Outside Organizations**

**Purpose:**

This document provides guidance for NIH staff who want to reserve NIH centrally managed conference space for an activity which significantly involves a non-NIH group (e.g., private company or other federal agency co-sponsoring an activity or showcasing their products or services). This guidance is intended to ensure that all events supported and/or organized by a non-NIH group have the approval and support of an NIH Institute/Center (IC). It is also important that activities occurring in NIH space are mutually created by NIH and the outside party as well as, NIH remaining fair and equal on access to our facilities.

**Responsibilities:**

**NIH Staff Person Reserving Conference Space:** In the event that an NIH office would like an outside group to support, plan, or implement an event at the NIH; it is the responsibility of the NIH staff person to 1) reserve the space and 2) ensure the procedures are followed and the event is approved by the appropriate NIH approving official.

**NIH Approving Official:** It is the responsibility of the approving official to consider and decide requests concerning those which want to utilize outside groups to support, plan and/or implement an event. Senior-level review of these requests is important.

The appropriate approving official will be the IC’s Executive Officer.

NIH interest groups with a CAN may also sponsor events involving non-NIH groups. If an NIH interest group plans to sponsor an event, then the leader of the group would need to be the approver.

**NIH Events Management Staff:** It is the responsibility of the NIH Events Management staff to ensure all NIH centrally managed conference space is booked by NIH employees only. Events management staff will not accept a reservation from an individual from a non-NIH group. If an Events Management staff member thinks a non-NIH group will be involved in an event, he or she should relay this policy and procedures to the NIH staff person attempting to request conference space.

**Procedure:**

1. If an NIH IC would like to sponsor an event with a non-NIH group in NIH space, the following questions should be addressed and submitted to the Events Management staff before booking the space. The NIH IC, and not the non-NIH group, should answer these questions.
   1. Is your conference/meeting co-sponsored by an entity outside of the NIH (private companies or other federal agencies)? If so, has this request been reviewed previously by the IC approving official?
   2. What is the purpose of your meeting?
   3. Is your conference/meeting showcasing outside companies and their services or products? If so, do you have a co-sponsorship agreement approved by the appropriate NIH and IC officials? Please review this document to see what a partnership agreement may look like. Please note this dates from 2002 and the food provisions are no longer valid, but the content will assist you in developing an agreement. Please see the bottom of this webpage: <https://ethics.od.nih.gov/procedures.htm>
   4. Do you have an agenda (even a draft one) that can be reviewed?
2. Once the answers are obtained, the NIH employee should provide the request and information to the appropriate IC approving official for consideration.
3. If the IC official approves the request, the NIH employee may work with Events Management to reserve the conference space.