

Memorandum

Date: November 16, 2021

To: All CDFW Employees

From: Valerie Termini
Chief Deputy Director

Subject: GUIDANCE FOR VIRTUAL CONFERENCE ATTENDANCE

Travel restrictions based on Executive Order B-06-11 and internal guidance issued February 19, 2020 regarding in-state science focused conference attendance remain in effect for the California Department of Fish and Wildlife (CDFW). This document provides additional guidance for virtual conference attendance (including but not limited to professional association annual meetings) to ensure participation is directly connected to mission critical purposes and management discretion for expenditures. The approval of one conference per year is delegated to the scientist's program manager while any additional conferences or exceptions to attendance criteria will require additional review and approval by the Regional Manager or Branch Chief. CDFW's Science Symposium does not count toward the one conference per year.

The delegation of approval to Program Managers for virtual conference participation (both for those that are free and for those that charge a fee) is based on the following criteria:

- The supervisor/manager for staff attending must concur on the topic areas and specific conference days in the context of the work the scientist is supporting and other staff that plan to attend; and
- The supervisor/manager must concur on available funds and appropriate use of the fund source for costs for virtual conference attendance, and for some programs/funds, fund manager concurrence may be necessary; and
- If attendees wish to submit abstracts for oral presentation or poster, the abstracts must first be approved by the Regional Manager or Branch Chief (or designee) consistent with the CDFW Scientific Integrity Policy prior to submission. Presentation is not required for virtual conference attendance approval.