No emails will be sent.

OFFICE OF THE DIRECTOR

Office of the Director Scheduling Request

OMB Control #0690-0038
Expiration Date: 07/31/2026

* Indicates required field

Contact Details

Point of Contact First Name *

Point of Contact Last Name *

Point of Contact Email Address *

Point of Contact Phone Number *

Organization Name *

Organization Website

Organization Type *

- Select -

Event Details

Event Type *

- Select -

If you select Other, please provide detail in the Event Description field.

Event Title *

Event Description *

255 character(s) remaining
Do not include sensitive personally identifiable information (PII).

Desired Event Date(s) *

255 character(s) remaining
Do not include sensitive personally identifiable information (PII).

Open Press *

- Yes
- No

Please Describe the Media Coverage

255 character(s) remaining
Do not include sensitive personally identifiable information (PII).

Location

Virtual Event *

- Yes
- No

Country *

- Select -

Meeting Request Details

Meeting Requested For *

- Select -

Other Invited Attendees or Panelists and Titles

255 character(s) remaining

Other Details

Additional Information

4000 character(s) remaining
Do not include sensitive personally identifiable information (PII).

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0690-0038. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to engage@nist.gov.

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of why the U.S. Department of Commerce (the Department), National Institute of Standards and Technology (NIST) is requesting the information on this form.

AUTHORITY:

The collection of this information is authorized under the National Institute of Standards and Technology Act, as amended, 15 U.S.C. 271 et seq. (which includes Title 15 U.S.C. 272) and section 12 of the Stevenson-Wydler Technology Innovation Act of 1980.

PURPOSE:

This information collection will be utilized by the National Institute of Standards and Technology to schedule and coordinate engagements with the NIST Director.

ROUTINE USES:

The information solicited on this form may be made available as a "routine use" pursuant to 5 U.S.C. § 552a(a)(7) and (b)(3). The information may be made available to other federal agencies to assist the Department in connection with NIST's management of the purposes stated above; or for other authorized routine uses.

A complete list of the routine uses can be found in the system of records notice associated with this form, "COMMERCE/DEPT-23: Information Collected Electronically in Connection with Department of Commerce Activities, Events, and Programs;

This system of records notices can be found on the Department's website at https://www.commerce.gov/opog/privacy/SORN#Department

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:

Providing this information is voluntary. However, failure to provide the requested information may result in an inability for NIST to process, review, and/or act on such requests. In limited circumstances, NIST may authorize the submission of the requested information via paper forms pursuant to the requirements in 15 CFR 748.1(d).

CAPTCHA *

What code is in the image? *

Enter the characters shown in the image.
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit