**15th Annual IMMIGRATION CONFERENCE**

May 16 -17, 2017  
Building 45, Natcher Conference Center

New to working with DIS? This sample schedule is for YOU!

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<tr>
<td>8:00 AM - 8:45 AM</td>
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<td>9:00 AM - 10:15 AM</td>
<td>J-1 Exchange Visitors: The Basics</td>
<td>Policy: Important Fundamentals</td>
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<td>10:30 AM - 11:45 AM</td>
<td>Badge Clearance for Foreign Nationals</td>
<td>An Immigration Expedition: A Scientist’s Journey to NIH</td>
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<td>11:45 AM - 12:45 PM</td>
<td>Lunch Break</td>
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<td>12:45 PM - 2:00 PM</td>
<td>H-1B Specialty Workers: The Basics</td>
<td>G-7 Program and Other Advanced J-1 Topics</td>
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<td>2:15 PM - 3:30 PM</td>
<td>Lost in Translation? Strategies for Effective Cross-Cultural Communication</td>
<td>Case Preparation Bootcamp</td>
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For a complete list of suggested sessions, see page 2.
Workshop Descriptions

**An Immigration Expedition: A Scientist’s Journey to NIH**  
*Presenters: Magee Barney, Katie McLaughlin, Kathlyn Newberger, and Ryan Williams*

We’ll give you your passport at the door and take you on an exciting immigration journey! This workshop will walk you through the same process our visiting scientists navigate from the time DIS finishes processing their case to their arrival at NIH. You will come away with a deeper understanding of the U.S. immigration system, including the agencies involved and the documents required at each step along the way.

**Case Preparation Bootcamp**  
*Presenters: Erin Caffrey, Anabelle Filbert, and Frannie Snediker*

Come join us for a hands-on workshop that will give you practical experience in preparing some of the most common cases submitted to DIS, including both paid and unpaid, FTE and Non-FTE requests. Ask questions to DIS staff members in real-time as you work together with other attendees to assemble a case, discovering simple errors and lesser-known issues along the way! The workshop will also include insights into the workings of DIS, as well as group discussion of frequent issues, tips, and reminders.

**Lost in Translation? Strategies for Effective Cross-Cultural Communication**  
*Presenters: Jordan Lucas and Ryan Williams*

Communication breakdowns are frustrating and can be especially confusing and difficult to avoid when you are working with people from other countries. In this workshop, experiential activities and first-hand accounts from foreign nationals will help illustrate common barriers to communication, such as language and culture. You’ll leave this workshop equipped with some simple strategies that you can start using right away to enhance your cross-cultural communication!

Session Descriptions

**Badge Clearance for Foreign Nationals**  
*Presenters: Brian Daly and Bart Dunning*

The NIH badge process is especially tricky for foreign nationals – including contractors – and the multiple offices involved. This session will clearly explain the roles of DIS, IC administrative staff, and the Division of Personnel Security and Access Control (DPSAC)/ORS throughout the badge clearance process, as well as offer tips for helping the process go as smoothly as possible. DPSAC representatives will join us to offer further insight.

**G-7 Program and Other Advanced J-1 Topics**  
*Presenter: Katie McLaughlin*

We will dispel the myth that G-7 requests are rarely approved and explain what factors to consider when requesting more than five years of time as a J-1 Research Scholar. Learn about the processing timelines, different G-7 request types, and how to prepare the G-7 request memo, Career Development Plan, and other required items. In addition, we will cover updates to the J-1 regulations, the process for obtaining approval for outside activities, and approval for extended absences abroad for NIH J-1 Exchange Visitor.

**H-1B Specialty Workers: The Basics**  
*Presenter: Anabelle Filbert*

This session will lay out all of the fundamentals of the H-1B Temporary Worker status, as well as offer guidelines on preparing H-1B case requests for DIS. Topics will include the responsibilities of the employer and the H-1B visa holder, how to complete the Form 829-1, and the process of acquiring and extending H-1B status (including portability). We will also discuss topics such as H-4 dependents, outside activities, terminations, and travel.
International Graduate Students and the GPP Perspective
Presenters: Valerie Martini and Meg Richmond

Graduate students at NIH represent the next generation of scientific leaders, embarking on their careers with great opportunities and challenges in front of them. In this session, representatives from DIS and the Office of Intramural Training & Education’s (OITE) Graduate Partnerships Program (GPP) will guide you through the requirements that are unique to international graduate students. We will explain how to successfully invite a doctoral student to your IC while avoiding common pitfalls in NIH policy and immigration regulations.

J-1 Exchange Visitors: The Basics
Presenters: Amy Kenney and Cynthia Tasaki

Get to know the U.S. Department of State’s J-1 Exchange Visitor Program! The J-1 immigration status is the most common status at NIH for foreign nationals in a non-FTE designation (Visiting Fellow, Collaborator, Guest Researcher, Special Volunteer, etc.). This session will introduce you to the advantages and limitations of J-1 status, how the J-1 program is administered at NIH, and who is eligible for J-1 status.

J-1 to H-1B
Presenter: Briana Malone

This session will equip you to navigate the complex immigration steps encountered when a scientist changes from a J-1 status to an H-1B status, typically during a conversion from a Visiting Fellow to a Full-Time Equivalent (FTE) appointment. We will walk through the circumstances requiring this change, the need and process for a J-1 waiver, the preparation and processing of an H-1B petition, travel during the transition period, impact on dependents, and other considerations. Basic knowledge of J-1 and H-1B recommended.

Policy: Important Fundamentals
Presenter: Annie Shih

Join us for an overview of common NIH policies that impact the recruitment and retention of foreign national scientists in the NIH Intramural Research Program (IRP). We will highlight how IRP policies are set and where to find them. We will also discuss the intricacies of paid and unpaid designations as well as contractors.

Click here for the complete list of sessions