



California Energy Commission International Delegation Checklist

A minimum of 45-day advance notice of your visit is requested in order to schedule meetings with subject matter experts at the California Energy Commission (CEC). The CEC has a formal online process to schedule an international delegation. You can schedule your visit online at http://www.energy.ca.gov/commission/international_cooperation/submisssystem/delegationReq.php

The following information will be required:

1. Provide a visit date and an alternative date if your preferred date is unavailable. CEC subject matter experts are available to meet with visitors Monday through Friday, 9:00 a.m. to 4:00 p.m. Visits last about 90 – 120 minutes.
2. Approximately how many visitors will be in your group? Additional visitor details including each visitor name, title, passport identification will be requested at least one week before the scheduled visit.
3. The energy policy topics you would like to discuss. CEC subject matters experts can discuss a range of topics, but our core responsibilities are: advancing state energy policy, encouraging energy efficiency, certifying thermal power plants, investing in energy innovation, developing renewable energy, transforming transportation and preparing for energy emergencies. More information can be found here: <https://www.energy.ca.gov/about/core-responsibility-fact-sheets>
4. We are unable to provide translating services for delegations. Groups needing translation should make independent arrangements. Please inform us if translation will be part of the meeting so appropriate time accommodations can be made.
5. The size of a delegation can be a minimum of two people, but these type of visits work best when the group has no more than 10 people.
6. After a visit is confirmed, please provide:
 - The final number of visitors in your group is needed at least a week in advance. Please provide the name, title, organization affiliation, passport identification, and email address for each visitor.
 - On the day of the visit, please arrive at the CEC headquarters at least 10 minutes before the scheduled start time in order to go through the check-in process. Visitors will be provided security badges to wear during their visit. We are located at 1516 Ninth Street, Sacramento, CA 95814.
 - There is a loading zone in front of the building where bus drivers can only drop off passengers. There is paid parking lot at 1500 Tenth Street. Metered street parking may also be available in the vicinity.