

From:	(b)(6)
To:	
Subject:	FW: Question about meeting space
Date:	2016/03/17 16:13:53
Priority:	Normal
Type:	Note

Let's book the big conference room until 2 30 and then maybe do the CT briefing afterwards. We should also book the small room off of the MVR for lunch. (b)(6) you will also need to ask about coffee etc in the big conference room. I am sure they can do that. And finally will we have video conference ability in there. Thank you both.

From: (b)(6)
Sent: Thursday, March 17, 2016 4:12 PM
To: (b)(6)
Subject: RE: Question about meeting space

Cool. That's a good room for external, big gatherings.

From: (b)(6)
Sent: Thursday, March 17, 2016 4:07 PM
To: (b)(6)
Subject: RE: Question about meeting space

Is that the big Management room? We can have it until 2 30 so can make it work.

From: (b)(6)
Sent: Thursday, March 17, 2016 4:06 PM
To: (b)(6)
Subject: RE: Question about meeting space

What about the big conference room, Room 44? I think using the MVR means no one can eat lunch there that day, so that's the issue.

From: (b)(6)
Sent: Thursday, March 17, 2016 1:51 PM
To: (b)(6)
Subject: FW: Question about meeting space

(b)(6) we are having an in person countering violent extremism subcommittee meeting on 4.14. All of the HSAC meetings are usually at the Wilson Center thanks to (b)(6) making the space available but it is booked on this partulcar date. This will be full day meeting and the subcommittee members will eat

lunch with us. I had wanted to hold it at the MVR but got the response below from (b)(6). Would you be able to help broker this for us? Also, would welcome S2 or S1 dropping by if that would be of interest.

From: (b)(6)
Sent: Thursday, March 17, 2016 1:03 PM
To: (b)(6)
Subject: Fw: Question about meeting space

From: (b)(6)
Sent: Thursday, March 17, 2016 11:33 AM
To: (b)(6)
Subject: RE: Question about meeting space

Hi, (b)(6) The Service Center (b)(7)(E) used to keep a list of all of the conference rooms on the NAC with their size and capabilities detailed. I don't know if they still do or not, but I'd check with them.

As for the MVR, we've used it before for day-long meetings, but that has been when S2 has been in attendance throughout the entirety of the day.

As for other options, without knowing how many people you're trying to host, I couldn't make a solid recommendation. However, Policy does have a conference room near Mr. (b)(5) office that could probably seat 20-24 at the table along with another 20 backbenchers. The room ain't pretty, but it is serviceable. OPA has a large-ish conference room you could look into as well. Or you could see if OPA would be willing to let you use Building 21 (a press conference building). It would require you bringing in tables and chairs, and it is pretty dark and depressing, but if you're desperate...

I'm sorry I'm not able to be of more help, and with good news. The NAC just isn't conducive to larger meetings, is it?

Good luck!

(b)(6)

From: (b)(6)
Sent: Wednesday, March 16, 2016 2:43 PM
To: (b)(6)
Subject: Question about meeting space

Hi (b)(6)

The HSAC is hosting a subcommittee meeting on April 14 and we wanted to have the group meet up at the NAC. The large conference room across the hall from MGMT is only available part of the day and we are looking for suggestions on alternate locations at the NAC. Is the MVR ever used as meeting space? I reached out to (b)(6) to see if the private dining area next to the MVR was available during lunch and Sarah suggested we try and use the MVR space for the entire day. If that space is not an option for us, are there any other conference rooms on the NAC campus that you could suggest?

Thanks and hope all is well!

(b)(6)

(b)(6)

Director, Homeland Security Advisory Council
U.S. Department of Homeland Security

(b)(6) office
(b)(6) cell

Sender:	(b)(6)	
Recipient:		
Sent Date:	2016/03/17 16:13:52	
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