

EVENT INFORMATION FORM

THIS FORM PROVIDES TSU WITH INFORMATION NEEDED TO DETERMINE THE MOST SUITABLE AND COST-EFFECTIVE LOCATION (TO INCLUDE FBI FACILITIES) FOR ALL HQ AND FIELD DIVISION MEETINGS, CONFERENCES, & TRAINING.

EVENT NAME: Counterterrorism Investigations and Operations (CTIOPS) TODAY'S DATE: 1/21/2010

PRIMARY EVENT DATES: 08/16/2010 - 08/27/2010 ALTERNATE EVENT DATES: None

TRAVEL DATES: 08/16/2010 AND 08/27/2010 (FOR PRIMARY & ALTERNATE DATES)

UNIT POC:		PHONE:		FAX	
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FUNDING PROVIDED BY: TR#	COTR:
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PROJECTED TOTAL BUDGET LIMIT: _____
(INCLUDES TRAVEL, PER DIEM, CONFERENCE ROOM RENTAL, MISCELLANEOUS COSTS, BREAK SERVICE, ETC.)

UNIT COST CODE: _____

REQUIREMENTS

# OF ATTENDEES	# OF SLEEPING ROOMS NEEDED:
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ARE A MAJORITY OF THE ATTENDEES DOJ/FBI EMPLOYEES YES NO

100% FBI

AUDIENCE TYPE: (CIRCLE ONE)

FIELDWIDE DIVISION ONLY REGIONAL

PERSONNEL TYPE: (CIRCLE ONE)

AGENT	SUPPORT	MIX	MANAGEMENT	NON-BUREAU
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20
21	21	21	21	21
22	22	22	22	22
23	23	23	23	23
24	24	24	24	24
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26	26	26	26	26
27	27	27	27	27
28	28	28	28	28
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30	30	30	30	30
31	31	31	31	31
32	32	32	32	32
33	33	33	33	33
34	34	34	34	34
35	35	35	35	35
36	36	36	36	36
37	37	37	37	37
38	38	38	38	38
39	39	39	39	39
40	40	40	40	40
41	41	41	41	41
42	42	42	42	42
43	43	43	43	43
44	44	44	44	44
45	45	45	45	45
46	46	46	46	46
47	47	47	47	47
48	48	48	48	48
49	49	49	49	49
50	50	50	50	50
51	51	51	51	51
52	52	52	52	52
53	53	53	53	53
54	54	54	54	54
55	55	55	55	55
56	56	56	56	56
57	57	57	57	57
58	58	58	58	58
59	59	59	59	59
60	60	60	60	60
61	61	61	61	61
62	62	62	62	62
63	63	63	63	63
64	64	64	64	64
65	65	65	65	65
66	66	66	66	66
67	67	67	67	67
68	68	68	68	68
69	69	69	69	69
70	70	70	70	70
71	71	71	71	71
72	72	72	72	72
73	73	73	73	73
74	74	74	74	74
75	75	75	75	75
76	76	76	76	76
77	77	77	77	77
78	78	78	78	78
79	79	79	79	79
80	80	80	80	80
81	81	81	81	81
82	82	82	82	82
83	83	83	83	83
84	84	84	84	84
85	85	85	85	85
86	86	86	86	86
87	87	87	87	

CONFERENCE ROOM REQUIRED: (CIRCLE ALL THAT APPLY)

SUN	MON	TUES	WED	THUR	FRI	SAT
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CONFERENCE ROOM HOURS: FROM: 7:00 AM TO: 5:00 PM

AUDIO VISUAL NEEDS:

LCD PROJECTOR	<u>Yes</u>	SCREEN	<u>Yes</u>	PODIUM MIC	<u>Yes</u>	WIRELESS MIC	<u> </u>
COMPUTER	<u>Yes</u>	TV/VCR	<u>DVD Player</u>	INTERNET	<u>if possible</u>	FLIP CHARTS	<u> </u>
OTHER:							

BREAK SERVICE: No			BUDGET LIMIT		
AM BREAK:	YES	NO	CONTAINS:	Light refreshments	
PM BREAK:	YES	NO	CONTAINS:	Light refreshments	

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-06-2012 BY 65179 DMH/SBS

ACLURM044324

FBI043224

CONFERENCE ROOM SET-UP:

CLASSROOM Yes THEATRE _____ HALF ROUNDS _____
 ROUNDS _____ OTHER _____

BREAK OUT ROOMS REQUIRED: YES NO HOW MANY One - if possible

BREAK OUT ROOMS REQUIRED : SUN MON TUE WED THUR SAT

HOW MANY PERSONNEL PER ROOM: Will vary (10-20)

BREAK OUT ROOM SET-UP:

CLASSROOM Yes THEATRE _____ HALF ROUNDS _____
 ROUNDS _____ OTHER _____ FY2010

AV REQUIREMENTS FOR BREAKOUTS: _____

CLASSIFIED MATERIALS: YES NO CLASSIFICATION LEVEL: Secret

TSU LOGISTICAL SUPPORT: (Priority will be given to events planned and managed by TSU staff)

ON SITE ASSISTANCE No (Events with 100 students or more & based on TSU availability)

ATTENDEE REGISTRATION No (Events with 100 students or more & based on TSU availability)

TRANSPORTATION REQUIREMENTS: (i.e. CHARTER BUSES)

Rental cars - rental car for each student and instructor

Estimated Car Rental for 11 days _____
 Estimated Car Rental for 2 days _____
 Total Estimated Car Rental _____

OTHER REQUIREMENTS:

CEPDU requests, if possible, to reserve lodging _____ Our request is based on prior
 experience with hotel, and the accommodations provided _____
 CEPDU also requests to NOT contract _____

JUSTIFICATION FOR MEETING:

The Continuing Education & Professional Development Unit will host a two week training program designed
 to develop the knowledge, skills, and abilities of the Special Agents who have been designated to the
 Counterterrorism Career Path.

SUGGESTED SITES:

1. _____
 2. _____
 3. _____

JUSTIFICATION FOR SUGGESTED SITE:

DIVISION TRAINING OFFICER: _____ (PLEASE PRINT)

SIGNATURE: _____ DATE: _____

b7E

b6
b7C

BACKORDER BOOKS -CTIOPS					
			JUNE	JULY	AUGUST
				JULY	AUGUST
			JUNE	JULY	AUGUST
				JULY	AUGUST
	(April, June, July, August)				
	July, August)				
	June, July, August)				
	(July, August)				

b7E

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