

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: MPA [] PHONE: [] FAX: []

FUNDING PROVIDED BY: TR# COTR: []

PROJECTED TOTAL BUDGET LIMIT: []
(INCLUDES TRAVEL, PER DIEM, CONFERENCE ROOM RENTAL, MISCELLANEOUS COSTS, BREAK SERVICE, ETC.)

UNIT COST CODE: []

b6
b7C
b7E

REQUIREMENTS

OF ATTENDEES [] # OF SLEEPING ROOMS NEEDED: []

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

CONFERENCE ROOM REQUIRED: (CIRCLE ALL THAT APPLY)

SUN MON TUES WED THUR FRI SAT

CONFERENCE ROOM HOURS: FROM: 8:00 AM TO: 5:00 PM

AUDIO VISUAL NEEDS:

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

BREAK SERVICE: No

BUDGET LIMIT

AM BREAK: YES NO

CONTAINS: Light refreshments

PM BREAK: YES NO

CONTAINS: Light refreshments

CONFERENCE ROOM SET-UP:

CLASSROOM Yes
ROUNDS []

THEATRE
OTHER []

HALF ROUNDS []

BREAK OUT ROOMS REQUIRED: YES NO HOW MANY []

BREAK OUT ROOMS REQUIRED: SUN MON TUE WED THUR SAT

HOW MANY PERSONNEL PER ROOM: N/A

BREAK OUT ROOM SET-UP:

CLASSROOM []
ROUNDS []

THEATRE
OTHER []

HALF ROUNDS []

AV REQUIREMENTS FOR BREAKOUTS: []

CLASSIFIED MATERIALS: YES NO

CLASSIFICATION LEVEL: _____

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

OTHER REQUIREMENTS:

JUSTIFICATION FOR MEETING:

SUGGESTED SITES:

JUSTIFICATION FOR SUGGESTED SITE:

No cost, federal training facility; can accommodate the estimated group size.

DIVISION TRAINING OFFICER: _____ (PLEASE PRINT)

SIGNATURE: _____ DATE: _____

b7E

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