

**BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND**

**AIR COMBAT COMMAND INSTRUCTION
90-102**



28 JANUARY 2013

Special Management

**MANAGEMENT OF AIR COMBAT
COMMAND CONFERENCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: ACC/DSC

Certified by: ACC/DS-2 (Brian T. Kelly)

Pages: 25

Supersedes: ACCI90-102, 12 March 2009

This instruction implements Air Force Policy Directive (AFPD) 90-10, *Policy Formation*, and describes the procedures for scheduling and conducting conferences and meetings in the General Bill Creech Conference Center, and Quesada Hall. This publication applies to all HQ Air Combat Command (ACC) staff and tenant agencies, Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Maintain records created as a result of prescribed processes in accordance with (IAW) AFMAN 33-363, *Management of Records*, and dispose of them IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; send AF Form 847 to the ACC Bill Creech Conference Center (ACC/DSC), 190 Dodd Boulevard Suite 200, Joint Base Langley-Eustis, Virginia 23665.

SUMMARY OF CHANGES

Updates office symbols of reorganized units; updates requirement for ACC/CV approval of all conferences either on or off base; adds requirement for SAF approval for certain conferences and references SAF policy memo; updates Attachment 9, Electronic Staff Summary Sheet Template; updates requirement for submission of final agenda and seating chart from 14 days prior to start of conference to 7 days; updates instructions for reserving group lodging; deletes requirement for conference requests to be submitted through one directorate point of contact; clarifies audiovisual support; rescinds policy prohibiting refreshments in conference and meeting rooms.

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1. General. The General Bill Creech Conference Center facilities are controlled by the Air Combat Command Director of Staff (ACC/DS) and managed by the conference center director (ACC/DSC) using an ACC/DS-approved master conference calendar.

1.1. During scheduled conferences, the conference center operating hours begin at 0730 and end at 1700. Conference start time is no earlier than 0800 with refreshments and/or registration (if desired) at 0730. The conference should conclude no later than 1700. The last refreshment break of the day should be no later than 1530 to allow wait staff time to clean and reset the break room. If requested, the conference center staff will arrive at 0630 to open the facility, and will remain after the conference concludes to clean and reset for the next day. Variations to opening, start and end times must be coordinated prior to the start of the conference.

1.2. The conference center has local area network (LAN) access at the conference tables in conference rooms one and two. There is LAN connectivity in each of the phone/computer

areas and each of the two meeting rooms. Commercial wireless internet service is available throughout the conference center.

1.3. A printer/copier and fax machine (DSN 574-4188) are available for customer use for unclassified material. However, printer/copier usage is limited and large volume printing/copying (especially color) must be accomplished in the host directorate's facility.

1.4. Secure Telephone Equipment (STE) telephones are available upon request.

1.5. ACC approved Leadership Development Program (LDP) conferences (see [Attachment 2](#)) take priority for scheduling space in the conference center. Other conferences, meetings, commander/director calls and ceremonies may be scheduled in the conference center or Quesada Hall on a space available basis.

1.6. Langley AFB has numerous facilities available to host small conferences, meetings and workshops and very few facilities available to host larger groups. A meeting facilities list (see [Attachment 3](#)) is available to assist organizations in reserving alternate meeting space. Organizations will attempt to reserve one of the Air Force facilities listed on the Conference/Meeting Facilities Listing at [Figure A3.1](#) prior to requesting use of the General Bill Creech Conference Center/Quesada Hall for smaller events (less than 30 attendees). The National Aeronautics and Space Agency (NASA) has two facilities, the H.J.E. Reid Conference Center and the Pearl Young Auditorium, that are available for large conferences and meetings. Air Force personnel who reserve the NASA facilities must provide a letter confirming their conference dates and times to the NASA-Air Force Liaison (DSN 574-4869) prior to the start of their scheduled conference or the conference may be canceled without notice.

2. General Bill Creech Conference Center Facilities. The General Bill Creech Conference Center consists of two separate facilities located in Building 587 (190 Dodd Boulevard) and Building 590 (115 Thompson Street).

2.1. The Creech Conference Center (Building 587, second floor), houses five separate meeting spaces (see facility layout at [Attachment 4](#)):

2.1.1. Conference Room 1 (see [Attachment 5](#)) seats 93 individuals with 53 at tabletops (three at head table) and 40 in perimeter seating.

2.1.2. Conference Room 2 (see [Attachment 6](#)) seats 67 individuals with 21 at tabletops (three at the head table) and 46 in perimeter seating.

2.1.3. Amphitheater (see [Attachment 7](#)) seats 40 at tabletops

2.1.4. Meeting Rooms 1 and 2, which seat 25 each with 11 at the table, and 14 perimeter seats.

2.2. Quesada Hall, Building 590, is a 194-seat auditorium which can be used for conferences, meetings, commander's/director's calls, and ceremonies. (See [Attachment 8](#) for facility layout). Please note full day conferences are not recommended for this space as restrooms and food and beverage service space are very limited.

2.3. There are seven parking spaces located just off Thompson Street which can be reserved upon request for general officers, distinguished visitors (DV) and briefers who are attending

conferences. Additional parking can be arranged in the parking lot on Dodd Boulevard, but this space is reserved for general officers and civilian equivalents only.

3. Security Requirements and Responsibilities. The conference rooms in the conference center and the auditorium in Quesada Hall can be used for classified briefings. See **Table A11.1** for classification levels of each room. Security is a primary concern when conferences include classified information or equipment; Project Officers (POs) are therefore responsible for the strict enforcement of all security requirements and procedures (see AFI 31-401_ACCSUP, *Information Security Program Management*) and for ensuring that conferees adhere to all security measures when classified material is present. Briefers will not use hand-held or lapel microphones to deliver classified briefings. Limited classified storage space is available at the conference center (Bldg 587) but there is no storage available in Quesada Hall (Bldg 590).

4. Planning and Coordinating Conferences.

4.1. On base facilities should always be the first option for scheduling HQ hosted events. All off-base events, conferences, courses, workshops, etc. require ACC Vice Commander (ACC/CV) approval.

4.2. ACC/CV approval is required for all HQ hosted events which meet the criteria defining a conference (see paragraph 4.4).

4.3. All conferences which meet or exceed the maximum funds expenditures for conference related costs (including travel) requiring HHQ approval according to current SECAF policy; those involving co-sponsorship with a non-Federal entity or other Government agency (regardless of the level of expenditures); and those involving spouse travel (regardless of the level of expenditures) must be processed through SAF/AAA for approval by the Secretary of the Air Force (SECAF) or the Under Secretary of the Air Force (USECAF).

4.4. The JTR/JFTR broadly defines a “conference” as a “meeting, retreat, seminar, symposium, or event that involves travel.”

4.4.1. SECAF policy states “in recognition of the fact that a number of gatherings necessary to carry out official business might otherwise fall under the broad JTR/JFTR definition, “conference” has been interpreted not to include assemblies or gatherings convened to address business matters internal to the Air Force (or other topics with little relevance outside the Air Force) and those primarily involving day-to-day Government operations. This exception further includes events required to carry out the Air Force’s statutory and regulatory functions, such as inspections, audits, investigations, site visits, negotiations and litigation. Examples of the types of internal deliberative-type decision-making events not considered to be “conferences” are Air Force Corporate Process activities, personnel boards (e.g., promotion), and developmental teams.”

4.4.2. “Events that may otherwise fall outside the definition of a “conference” may fall within this policy and guidance, depending on the facts, if they take on indicia or characteristics of a “conference.” These include registration, a published substantive agenda, scheduled speakers or discussion panels, participation of non-Air Force personnel, etc. Organizers and approval authorities should carefully examine the factors and considerations set out herein and seek advice from their local legal advisor as appropriate. Any doubt regarding the application of these policies and guidance will be resolved in favor of seeking approval.”

4.5. ACC/FM and ACC/JA coordination will be required on all conference approval requests submitted for ACC/CV approval.

4.6. All directorates are required to maintain records pertaining to their conference planning and conference approval. These records shall include documentation on total costs in an itemized fashion. ACC/FM will be the POC for tracking requests for ACC wide conferences.

4.7. To schedule a conference at the conference center, contact ACC/DSC at DSN 574-7751 or organizational email (acc.dsc@langley.af.mil) to check available dates. After availability is coordinated, a reservation request will be provided to the requester. When the reservation request is completed and returned, the reservation will be confirmed. The conference PO should use the general conference planning checklist (see [Attachment 11](#)) to complete all required coordination actions.

4.8. Once a conference is scheduled in the conference center, the PO will coordinate the organization's needs and requirements through their designated conference center technician at DSN 574-7751, Lodging at 574-4667, Transportation at 574-5711, and ACC/DSP at 574-5044, early in the conference planning process to ensure there are no conflicts with previously scheduled activities. The PO should contact Transient Maintenance at 574-4517/2539 when planning a conference that requires aircraft parking. Coordination with ACC/DSP is required when general officers, foreign officials or other DVs are expected.

4.9. When a conflict exists with proposed conference dates and the availability of base facilities, the conference center director will suggest alternate dates or work with the PO to schedule another date/location for the proposed conference.

4.10. Comply with ACCI 90-110 if DVs will attend the conference or associated social functions. Contact ACC/DSP for additional details. ACC/DSP will schedule lodging requests for each O6 and above and their civilian equivalents, based on availability of DV quarters.

4.11. Review the General Conference Planning Checklist (see [Attachment 10](#)) for further information on conference coordination and planning. The checklist ([Table A10.1](#)) is provided for overall planning and is not all inclusive.

5. Planning and Coordinating Leadership Development Program (LDP) Conferences.

5.1. Refer to paragraph **4.** for information applicable to all conferences.

5.2. The General Bill Creech Conference Center supports the LDP requirements for the Commander, Air Combat Command (COMACC) Vice Commander (CV) and ACC headquarters directorates and those conferences take priority in scheduling.

5.3. In August of each year the Director, General Creech Conference Center (ACC/DSC) sends a request for command directorate inputs for placement of their LDP conferences on the calendar for the coming new year. Once all directorate inputs are received and de-conflicted, a tentative calendar is produced and forwarded to ACC/DS for review and final approval. Once the calendar is approved, ACC/DSC will schedule additional requests during open timeframes.

6. Responsibilities.

6.1. The PO is responsible for:

- 6.1.1. Ensuring the conference request (at [Attachment 9](#)) is signed by a General Officer or Senior Executive Service Employee.
- 6.1.2. Ensuring adequate records are maintained to reflect the total costs for the conference in an itemized fashion.
- 6.1.3. Coordinating all audiovisual requirements and conference planning support with the conference and audiovisual technicians.
- 6.1.4. Ensuring compliance with ACCI 90-110 when applicable.
- 6.1.5. Obtaining all briefing materials from briefers, consolidating all briefings in order according to agenda, and delivering the briefings along with any audio and/or video files to the audiovisual technician no later than one day prior to the start of the conference.
- 6.1.6. Ensuring all briefing materials are compatible with available projection equipment and classification levels as noted in the audiovisual equipment chart ([Table A11.1](#) at [Attachment 11](#)).
- 6.1.7. Providing any equipment not available in the facility but required for the conference attendees' use. This is especially important if utilizing meeting rooms 1 and 2 where audiovisual equipment is limited.
- 6.1.8. Providing the conference technician with a final version of the conference agenda no later than 7 duty days prior to the conference start date. The PO must coordinate any changes made to the agenda prior to and during the conference with the conference and audiovisual technicians. If there is any Command Section involvement, the PO must forward a copy of the agenda and attendee list to their front office and the respective front office will forward to COMACC, CV, DS, and ACC Commanders Action Group (ACC/CCX) at least one duty day prior to their scheduled event.
- 6.1.9. Providing the conference technician a final version of the seating chart at least 7 duty days prior to conference start date. Conference room specific seating charts will be provided to the PO well in advance of the conference start date. POs may use their own seating chart format if preferred. The conference technician will post the final seating chart outside the conference room door. The DSC staff will prepare seat tags when requested.
- 6.1.10. Making proper arrangements for refreshments. The PO must contract the Langley Club (766-1361) wait staff if refreshments are provided for conferences, briefings and workshops held in the conference center or Quesada Hall. Organizations may provide their own food/drinks or supplement the Club menu, but Club wait staff must be contracted to prepare/serve the refreshments and set up/break down the break rooms. The only exception is promotion and retirement ceremonies in Quesada Hall; ceremonies may be catered by the organization or individual(s) sponsoring those events. The organization or individual(s) will be responsible for all setup and clean up of the kitchen and foyer areas. Alcoholic beverages and all tobacco products are prohibited in all of the conference center facilities.
- 6.1.11. Collecting conference fees, if applicable. A reception area can be designated for collecting fees and/or registration upon request.

- 6.1.12. Adhering to security requirements for classified conferences (see AFI 31-401_ACCSUP).
- 6.1.13. Monitoring admission to the facility during classified presentations. POs must thoroughly check the facility after each session and at the end of each day to ensure that all classified material and equipment is adequately safeguarded or secured.
- 6.2. The General Bill Creech Conference Center conference technician is responsible for:
 - 6.2.1. Arranging an initial meeting with the organizational PO at the conference center or Quesada Hall, 60-90 days prior to conference start date to brief them on the proper facility use and operation.
 - 6.2.2. Providing guidance, instruction and assistance with proper conference planning and execution to include registration, protocol, catering, transportation, etc.
 - 6.2.3. The physical preparation of the facility such as conference room setup, seat tags, protocol support, and designating parking for DVs.
 - 6.2.4. Maintaining the facilities and operating related equipment.
 - 6.2.5. Assisting the PO in coordinating audiovisual requirements and briefing support.
 - 6.2.6. Instructing Club employees on proper procedures for set up and cleaning of the conference center break rooms and foyer areas in Quesada Hall. Instructing the catering employees on cleaning the kitchen and appliances and ensuring that they are returned to the condition in which they were found.
 - 6.2.7. Ensuring compliance with ACCI 90-110 when applicable.
 - 6.2.8. Receiving incoming calls and taking messages for conferees. Setup and cleaning of the reception areas, telephone booths and additional meeting rooms in the center.
 - 6.2.9. Opening and securing facilities.
 - 6.2.10. Ensuring that telephone and computer rooms are stocked with required supplies (note pads, phone books, pens, pencils, etc.) before and during each conference.
- 6.3. The General Bill Creech Conference Center audiovisual technician is responsible for:
 - 6.3.1. Maintaining the audiovisual booths and operating related equipment.
 - 6.3.2. Assisting the PO in all audiovisual requirements and associated support.
 - 6.3.3. Remaining on duty during the conference (with the exception of conference breaks and lunch hour) to operate equipment, load briefings and answer questions pertaining to briefing execution.
 - 6.3.4. Opening and securing the AV booths.
 - 6.3.5. Troubleshooting problem areas in each of the audiovisual areas.
 - 6.3.6. Adhering to security requirements for classified briefings.
- 6.4. Catering personnel are required to accomplish the following duties:
 - 6.4.1. Setup and cleaning break rooms and foyer areas in conference center and Quesada Hall.

6.4.2. Providing refreshments to conferees.

6.4.3. Replenishing coffee cups, glasses, napkins, and tableware and changing linens when soiled during the conferences and at the end of each conference.

6.4.4. Cleaning all areas used. The kitchen and appliances will be returned to the condition in which they were found. Once cleaning is complete, catering staff will coordinate their departure with the PO or conference center staff before being relieved of assigned duties at the conference center/Quesada Hall.

6.4.5. Coordinating arrangements for leftover refreshments with PO.

7. Audiovisual Support.

7.1. ACC/DSC will provide audiovisual support for all LDP functions. Conference center staff are the only personnel permitted to operate the audiovisual equipment. No one is permitted to enter the AV booth without the presence of a member of the conference center staff or without express prior approval. Occasionally, when non-LDP functions are scheduled audiovisual support will not be available. During those times, the event can be scheduled; however, the briefing(s) must be provided in one consolidated presentation. The briefing file will be loaded to the computer system and a slide advancer ("clicker") will be provided to the PO for briefers to advance their own slides.

MICHAEL J. JORDAN, Colonel, USAF
Director of Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI31-401_ACC SUP 1, *Information Security Program Management*, 7 April 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 90-1, *Policy Formation*, 6 October 2010

ACCI 90-110, *Distinguished Visitors*, 16 October 2007

Prescribed Forms

This instruction does not prescribe any forms.

Adopted Forms

This instruction does not contain any adopted forms.

Abbreviations and Acronyms

633 FSS/FSVL—Langley Lodging

ACC—Air Combat Command

AV—Audiovisual

COMACC—Commander Air Combat Command

ACC/CCQ—Air Combat Command Orderly Room

ACC/CCX—ACC Commanders Action Group

ACC/CV—Vice Commander Air Combat Command

ACC/DS—ACC Director of Staff

ACC/DSC—General Bill Creech Conference Center

ACC/DSP—ACC Executive Support

DOR—Date of Rank

DV—Distinguished Visitor

LDP—Leadership Development Program

NASA—National Aeronautics and Space Administration

PO—Project Officer

SSS—Staff Summary Sheet

TDY—Temporary Duty

VTC—Video Teleconference

Terms

Conference/Course/Meeting—Includes a gathering of individuals during which presentations are given to inform or brief. A meeting held to reach a mutual agreement or resolve mutual problems. A meeting held to complete a specific task or project.

Project Officer (PO)—A person assigned to an organization conducting or sponsoring a conference that is responsible for all items outlined in paragraph 7.1 who works closely with the conference and audio technicians in planning, coordinating, and monitoring the progress of a conference.

Approved ACC Leadership Development Program Conferences and Courses—See attachment 2) A program that includes a group of courses, seminars, workshops, and conferences that emphasize ACC's philosophy and organizational principles that have been approved by COMACC or the Vice Commander. Paragraph 4 outlines how these conferences and courses are placed on the conference center annual calendar before all other conference and course requests.

Other Conferences, Courses, and Meetings—Any conference, course or meeting not listed or defined under the ACC Leadership Development Program. Paragraph 5 outlines how these conferences, courses, and meetings are placed on the conference center calendar on a space available basis, and only after all LDP conferences and courses are placed on the conference center calendar.

Attachment 2

ACC LEADERSHIP DEVELOPMENT PROGRAM CONFERENCES/AND COURSES

Table A2.1. Leadership development program listing.

CC	CAF Commanders Conference (Fall) CAF/MAF Commanders Conference (Spring) Fall ACC Commanders & Spouses Conference Spring ACC Commanders Conference Adjutant Generals Conference
CV	CAF Airpower Symposium
CCC	12 Outstanding Airmen of the Year Conference ACC Command Chief Master Sergeants Conference
CR	ACC Mobilization Assistant (MA) Conference
FM	ACC Comptrollers and Superintendents Conference
HC	ACC Wing Chaplain and NCOIC Conference
HO	ACC Historian's Workshop
JA	ACC Staff Judge Advocate/Law Office Managers Conference
PA	ACC Commanders Group Conference ACC Public Affairs Conference ACC Sponsored Civic Outreach Tours
SE	ACC Combined Safety Conference
SG	ACC Medical Leadership Conference
A1	ACC Civilian Personnel Officers' Conference ACC Airman and Family Services Flight Leadership/Management Conference ACC Manpower and Organization (MO) Chiefs' Conference ACC Force Support Squadron Commanders Conference ACC Squadron Commanders and Spouses Orientation Course ACC Intern Conference
A2	C-NAF Intelligence Conference ACC Unit Intelligence Leadership/Management Course ACC Unit-Level Intelligence Conference (ULIC)
A3	ACC Airfield Operations Conference ACC Flying/OSS Squadron Commanders Conference ACC Operations Group Commanders Conference ACC Weather Conference Realistic Training Review Board (RTRB) (Spring/Fall) Total Force Personnel Recovery Conference
A4	ACC Logistics Readiness Squadron Commanders Conference ACC Maintenance Group Commanders Conference ACC Senior Leaders Maintenance Course ACC Maintenance Group Superintendents Conference
A6	ACC/A6 Commanders Conference
A7	ACC Civil Engineer Commanders Conference ACC Civil Engineering Operations Conference ACC Contracting Conference ACC Security Forces Conference ACC Mission Support Group Commanders Conference

Attachment 3

CONFERENCE/MEETING FACILITIES

Figure A3.1. Conference/Meeting Facilities Listing

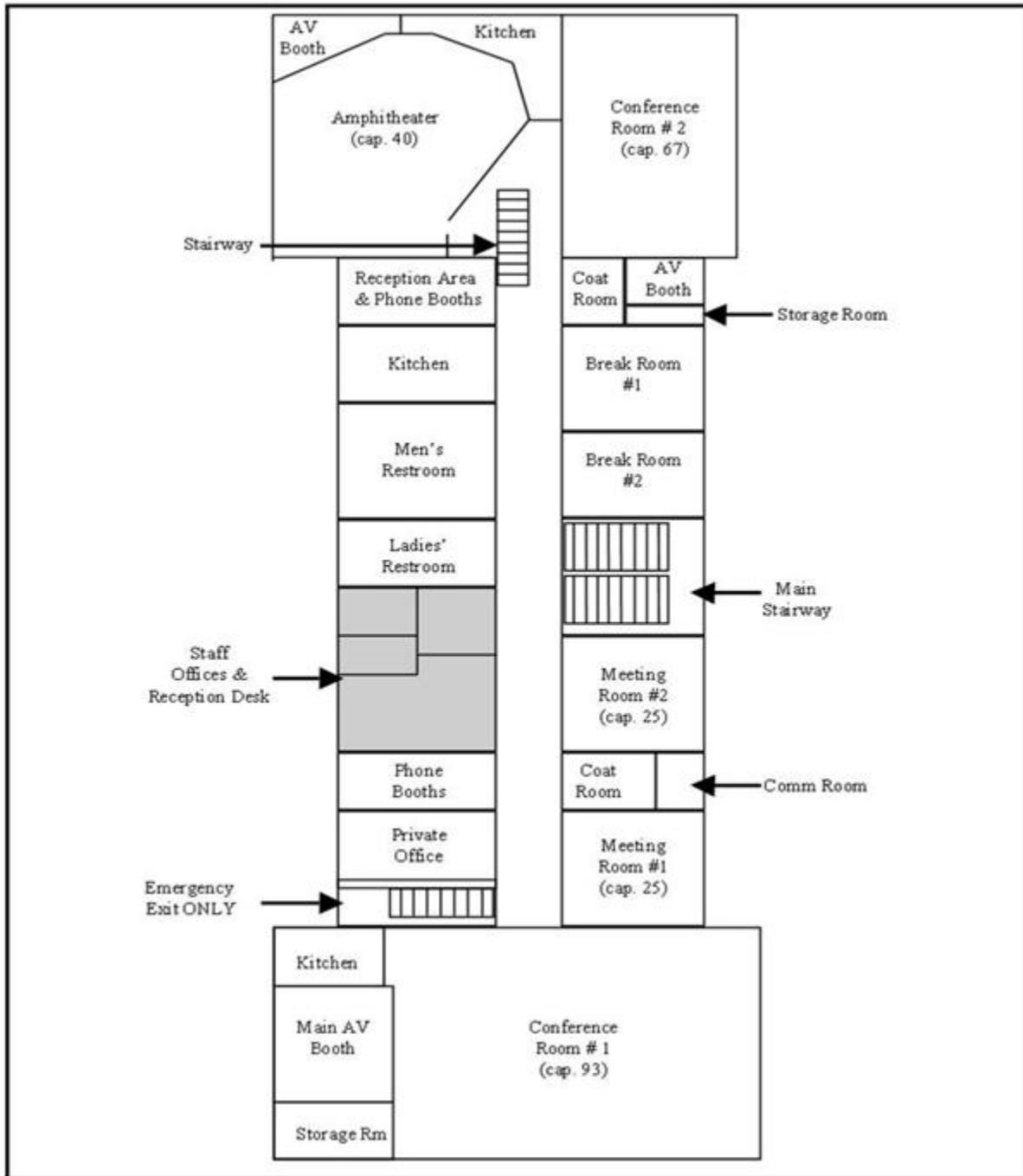
ACC Campus			
Name	Address	Phone #	Room Capacity
A3T Conf Room	204 Dodd Blvd /Rm 120	4-7070	20
A1 Conf Room	114 Douglas St, Rm 213	4-2753	25
A3A Conf Room	114 Thompson St, Rm 211	4-4661	14
A3 Conf Room	205 Dodd Blvd, Rm 106	4-3203	35
A5 Conf Room 2	204 Dodd, Rm 323	4-2323	35
A3I Conf Rm	205 Dodd, Rm 224	4-2734	37
A7 Conf Room	129 Andrews St, Rm 100	4-2001	40/29
A4 Conf Room 1	130 Douglas St, Rm B207	4-7677	37
A4 Conf Room 2	130 Douglas St, Rm B310	4-7677	33
Gen Bill Creech Conf Ctr	190 Dodd Blvd, Amphitheater	4-7751	40
A6 Conf Room	180 Benedict, Rm 210	4-3210	35
Suntrust Bank Bldg	11817 Canon Blvd Rm 301	4-9493	30
CC Conf Room	205 Dodd Blvd (2nd Floor)	4-3204	41
FM Conf Room	216 Sweeney Rd, Rm 302	4-4854	45
SE Conf Room	220 Sweeney Blvd Bldg 669, RM 304	4-8800	27
A5 Conf Room 1	204 Dodd, Rm 203	4-2323	50
A8 Conf Room 2	204 Dodd Blvd, Rm 110	4-3518	57
Gen Bill Creech Conf Ctr	190 Dodd Blvd, Rm 2	4-7751	67
Gen Bill Creech Conf Ctr	190 Dodd Blvd, Rm 1	4-7751	92
Quesada Hall	115 Thompson Street	4-7751	194
VTC Facility	187 Thornell Bldg 187, 1st Floor	4-8009	25/21
STARS Classroom	190 Dodd Blvd, Rm 105	4-7795	20
FW			
Name	Address	Phone #	Room Capacity
27th	190 East Flightline Rd, Bldg 789	4-7391	25-45
149th	180 East Flightline Rd, Bldg 790	4-3500	25-45
94th	170 East Flightline Rd, Bldg 791	4-2620	40
1 FW Conf Room	159 Sweeney Rd, Rm 200	4-5321	30
ABW			
Name	Address	Phone #	Room Capacity
633 ABW conf rm	125 Mabry Ave	5-6330	42
633 MDG conf rm	77 Nealy Ave/ Command Section	4-6787	25
633 Dental conf rm	76 Nealy Ave	4-7525	20-25
633 FSS Conf Room	45 Nealy Ave Rm 221	4-2991	15
633 MSG Conf Room	45 Nealy Ave, Rm 205	4-7995	25
633 CPTS Conf Room	45 Nealy Ave, Rm 237	4-2273	25
Bateman Library	42 Ash Avenue	4-2906	50
633 FSS Auditorium	45 Nealy Ave / Rm 203	4-2418	99
Eaglewood Golf Course	630 Weyland Rd, Bldg 1316	4-4547	100
Community Center	62 Walnut Ave	4-2983/4	200
Base Theater	Nealy Ave, Bldg 246	4-7881	396
Static Display Hangar	Hangar #371 TSgt Pelayo	4-2983	400
Langley Club	128 Benedict Ave	766-1361	300/75/35
Chapel Annex	180 Dodd Blvd	4-7847	70/37/33/31
DSF	190 Dodd Blvd, Rm 108	4-7111	20
Others			
Name	Address	Phone #	Room Capacity
735 Supply Chain OG.	445 Weyland Rd. (Tng Rm)/23 Sweeney	5-0777	60/25
Pearl Young Auditorium	14 Langley Blvd, Bldg 1202	864-6362/6361	200
H.J.E. Reid Conf Center	14 Langley Blvd	864-6362/6361	400/125
Ryan Center	22 Rickenbacker Rd	5-8589	65/10
Roy Mills Auditorium	34 Elm Street	5-4444/0984	50

Attachment 4

GENERAL BILL CREECH CONFERENCE CENTER LAYOUT

A4.1. Layout of General Bill Creech Conference Center. The current layout of the General Bill Creech Conference Center is contained in Figure A4.1.

Figure A4.1. Layout of General Bill Creech Conference Center.

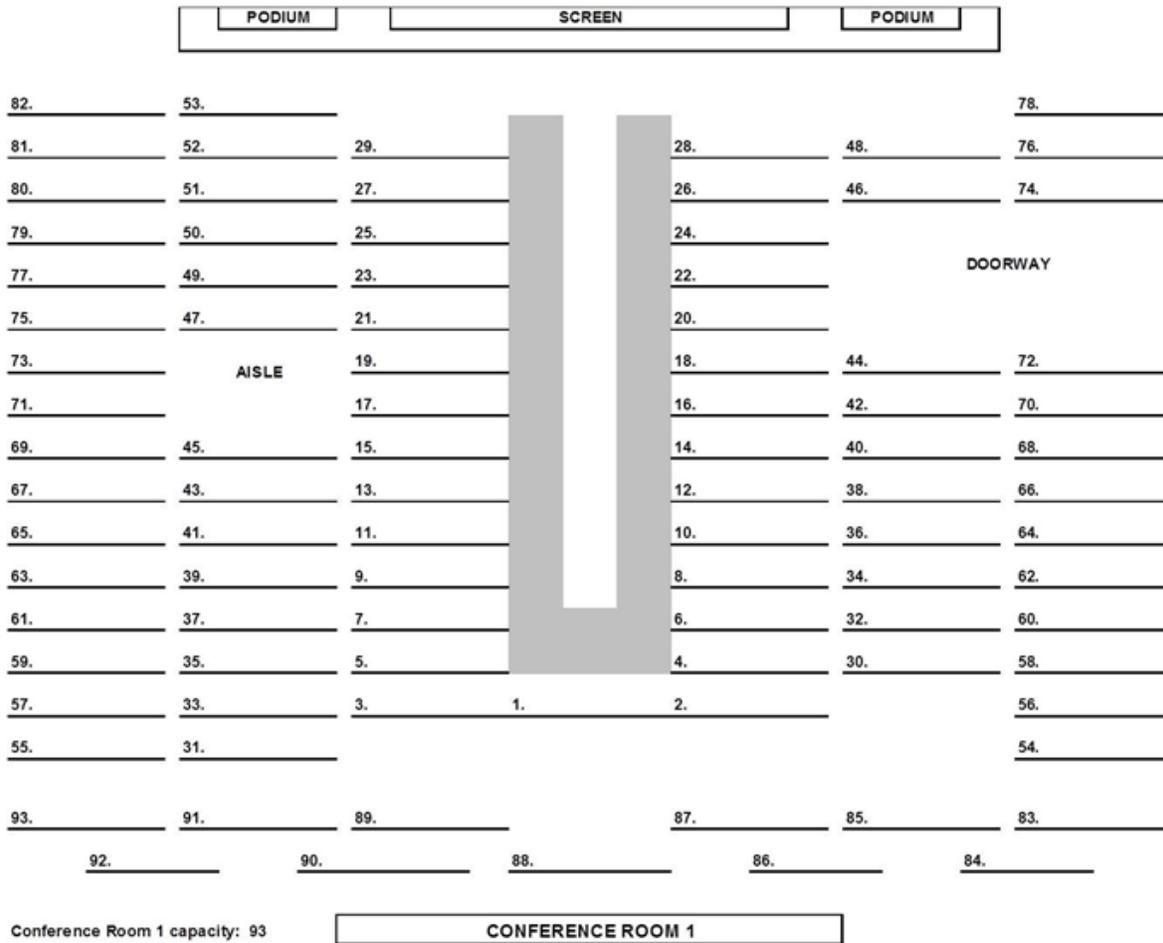


Attachment 5

CONFERENCE ROOM 1 SEATING CHART

A5.1. Seating chart for Conference Room 1. The current seating chart for Conference Room 1 is at [Figure A6.1](#)

Figure A5.1. Conference Room 1 Seating Chart.



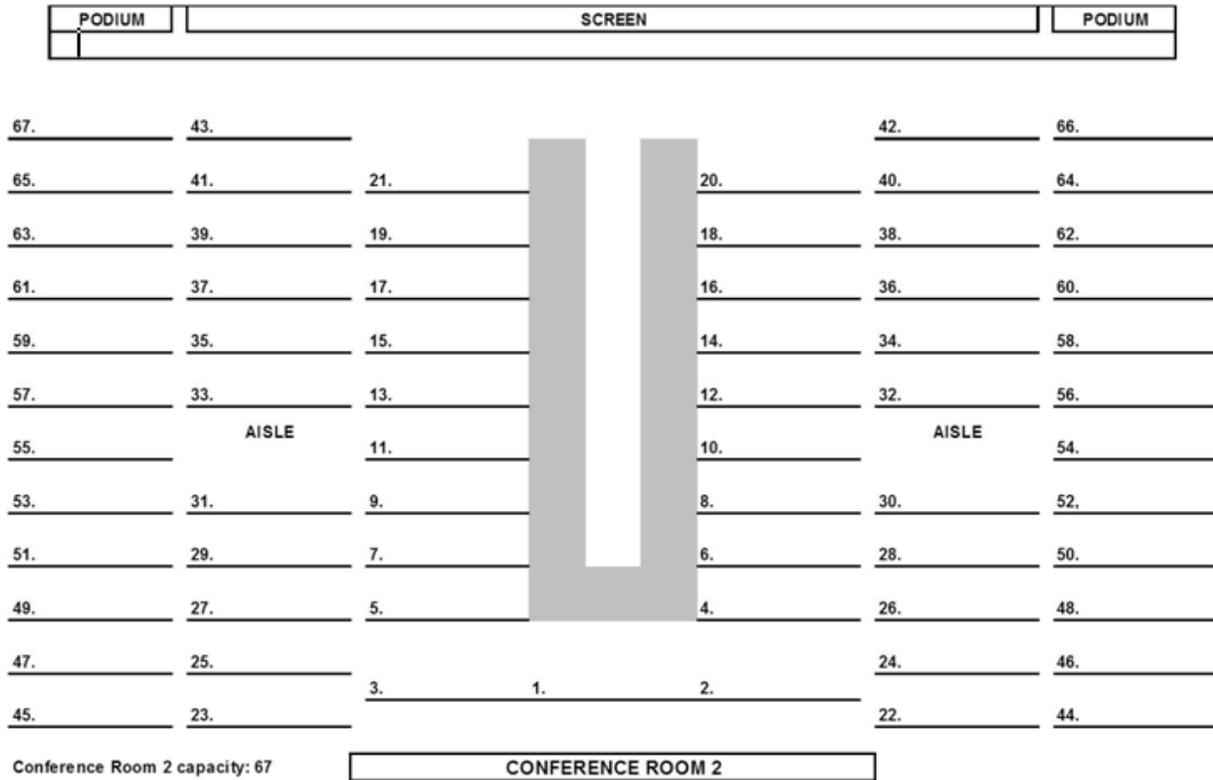
Attachment 6

CONFERENCE ROOM 2 SEATING CHART

A6.1. Seating chart for Conference Room 2. The current seating layout for Conference Room 2 is at [Figure A7.1](#)

Figure A6.1. Conference Room 2 Seating

Chart.

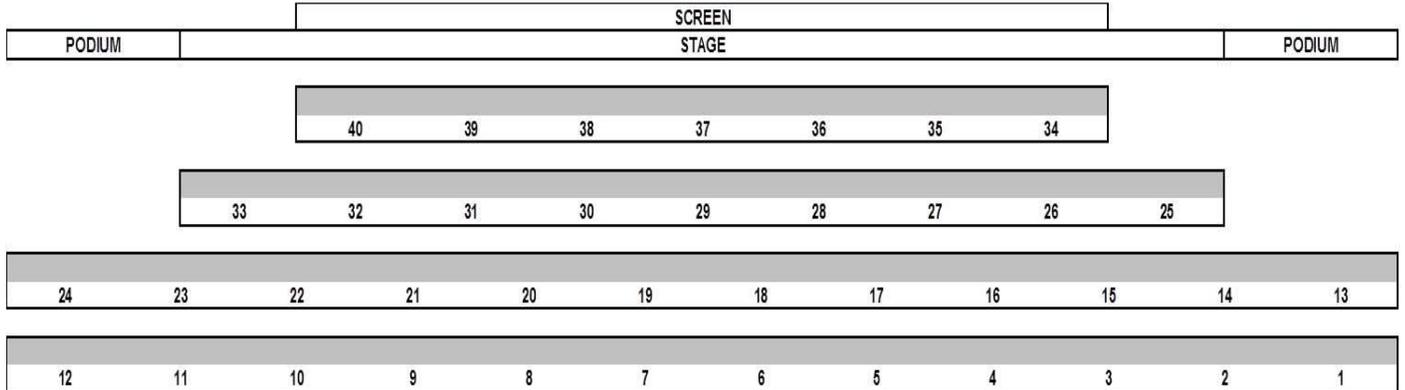


Attachment 7

AMPHITHEATER SEATING CHART

A7.1. Seating chart for Amphitheater. The current seating layout for Amphitheater is at [Figure A8.1](#)

Figure A7.1. Amphitheater Seating Chart.



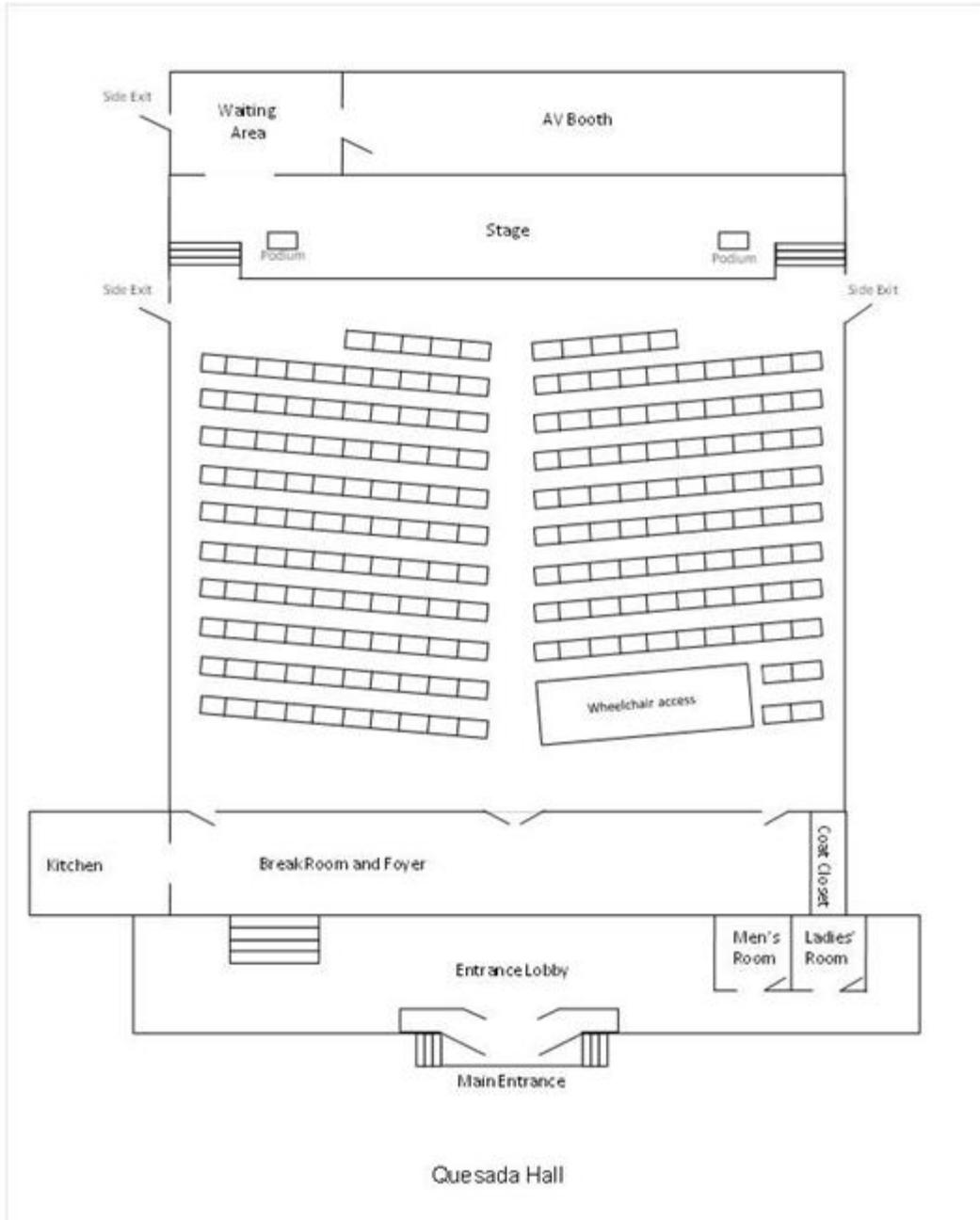
- | | | | |
|-----------|-----------|-----------|-----------|
| 1. _____ | 11. _____ | 21. _____ | 31. _____ |
| 2. _____ | 12. _____ | 22. _____ | 32. _____ |
| 3. _____ | 13. _____ | 23. _____ | 33. _____ |
| 4. _____ | 14. _____ | 24. _____ | 34. _____ |
| 5. _____ | 15. _____ | 25. _____ | 35. _____ |
| 6. _____ | 16. _____ | 26. _____ | 36. _____ |
| 7. _____ | 17. _____ | 27. _____ | 37. _____ |
| 8. _____ | 18. _____ | 28. _____ | 38. _____ |
| 9. _____ | 19. _____ | 29. _____ | 39. _____ |
| 10. _____ | 20. _____ | 30. _____ | 40. _____ |

Amphitheater capacity: 40

Attachment 8
QUESADA HALL FLOOR PLAN

A8.1. Quesada Hall Floor Plan. The current Quesada Hall seating floor plan is at [Figure A5.1](#)

Figure A8.1. Quesada Hall Floor Plan.



Attachment 9

ELECTRONIC STAFF SUMMARY SHEET TEMPLATE**A9.1. Electronic Staff Summary Sheet Template: DS: Coord**

CV: Apprv

Action Officer: Lt Col David K. Smith, A1, 4-6565

Tasking Number and Suspense Date: N/A

Coordination: 633 ABW/CC, ACC/DSC, ACC/DSP

1. Purpose: Obtain CV approval to hold a XXXXXX conference at _____ (location)
 _____(dates).

2. Background:

- a. Requesting command/organization:
- b. Co-sponsoring entity:
- c. Conference title:
- d. Proposed dates:
- e. Conference mission purpose/justification: (be specific, cite tangible benefits)
- f. What alternatives to a conference were considered and why was each found not acceptable from a mission perspective?
- g. Proposed location (city/state):
- h. Why is proposed location preferred: (What alternatives were considered? What factors were considered?)
- i. Proposed venue (commercial) (government) (Be as specific as possible):
- j. How has the "local first" policy on government travel and conference-related spending been considered/implemented?
- k. If proposed venue is not a government owned or provided location, what steps were taken to secure such a location? If none are available, why?
- l. Why is proposed venue preferred? (What alternatives were considered? What factors were considered?)
- m. What has been done to identify and assess potential security or force protection concerns? What actions will be taken to address these concerns?
- n. Proposed participants (Indicate range of grades of participants and numbers expected/invited):
 - Military attendees:
 - General officers:
 - DoD civilian attendees:
 - Political appointees:
 - SES:
 - DoD contractor attendees:
 - Non-DoD attendees:
 - Other invitees:

- o. How large a support staff (Air Force and contractor) will be involved? How much has been spent on preliminary planning?
- p. What steps have been taken to minimize the number of attendees, invitees and support staff?
- q. How many attendees and/or support staff will be in a temporary duty status and how many will be from the local area?
- r. Is spouse travel funded at government expense being requested?
Are separate spouse sessions planned? (Provide agenda)
Number of spouses to attend:
Justification for spouse travel/participation:
- s. Will conference be held in conjunction with or be co-sponsored by a non-federal entity or other government organization?
Has co-sponsoring organization been appropriately certified? (If yes, attach copy)
Provide details of proposed co-sponsorship arrangement or agreement (Delineate expected contributions/responsibilities of parties)
- t. Will funding for a portion of the conference be provided by an outside source? (If yes, describe source and uses of these funds)
- u. What is the agenda? (Attach a copy with as much specificity as possible, include “break out sessions,” social events, collateral activities)
What are the proposed travel dates for attendees?
Will the agenda include any classified information ? (If so, what steps will be taken to safeguard this information?)
- v. Has a conference planner or coordinator or similar commercial source of support been engaged? (Describe expected duties and projected costs)
- w. Anticipated total costs:
Attendee travel:
Support staff travel:
Speaker travel:
Attendee local area transportation:
Support staff local area transportation:
Speaker local area transportation:
Attendee lodging:
Support staff lodging:
Speaker lodging:
Attendee MI&E:
Support staff MI&E:
Speaker MI&E:
Speaker honoraria:
Venue rental/charge:
Audiovisual and IT charges:
Facilitator costs:
Other costs:
- x. Will a registration fee be collected? (From whom, how much and for what purposes?)
- y. How will meals and snacks be handled – in terms of funding?
- z. What are the results of a cost-benefit assessment (Use tool at: <https://www.cape.osd.mil/costguidance/>)?

- aa. What steps have been taken to minimize conference-related expenses?
 - When was it last held?
 - What were the total costs?
 - How will the proposed event differ?
 - What steps have been taken to ensure economies/cost savings or cost reductions over prior years?
- bb. If this event has been held in prior years,
- cc. Other pertinent information:
- dd. Conference POC:

3. Views of Others:

4. Recommendation: CV approve proposed conference being held at _____ (location), _____ (date).

JOHN D. SAMPLE, Brig Gen, USAF
Director of _____

2 Tabs

- 1. Conference Agenda
- 2. List of Attendees

Attachment 10

GENERAL CONFERENCE PLANNING CHECKLIST

A10.1. Checklist. Generally speaking all conferences have certain elements in common. This checklist is divided into six main areas for your use. Keep in mind, checklist items and the noted time frames are meant to guide you. Remember your customer has the final say and will determine if the conference was a success.

Table A10.1. Checklist.

ITEM #	CONFERENCE COORDINATION	# DAYS PRIOR
1	Planning and Scheduling	
	Determine the dates of conference and coordinate the action through your directorate leadership	ASAP
	Notify Base Operations and Trans Maintenance of the following: Conference dates Total # of attendees arriving/departing via MILAIR/DOD Aircraft Arrival/departure times/dates Tail number and type of aircraft	ASAP
	Meet with your conference center technician	60-90
	Determine VTC requirements	30-60
	Send notification message to field	30-60
	Task your assistant project officers with the following duties:	30-60
	Administrative duties	
	Transportation requirements	
	Escort duties	
	Social requirements	
	Lodging arrangements	
	Send message to the field requesting confirmation of attendees	30-60
	Discuss refreshments/costs, etc. with the Bayside Enlisted Club or the Officers' Club	30-60
	Determine your conference fees that will be used to pay for the following:	30-60
	Social events	
	Other misc. expenses	
	Send final message to the field with the following information: Final instructions Solicit last minute requirements Provide information on fees, phone and fax numbers for incoming calls, etc.	30
	Continue follow-up coordination with your conference technician	As needed
	Coordinate with all agencies/project officers on changes	As needed

ITEM #	CONFERENCE COORDINATION	# DAYS PRIOR
	Coordinate with the Executive Support Office (ACC/DSP – Protocol) and provide DV notifications for Brig Gen (1 star/equivalents) and above:	30
	Determine if mementos are required for guest speakers and or attendees	
	Prepare memento for presentation	
2	Agenda	
	Solicit agenda items from the field	60-90
	Schedule opening/closing speakers for conference (COMACC, Vice Commander, etc.):	
	Initial	60-90
	First follow-up	30
	Prepare/coordinate welcome remarks for senior staff. If COMACC or CV is presenting remarks coordinate with ACC/CCX	14
	Final follow-up for opening/closing remarks	7
	Incorporate photo session in agenda	30-60
	Coordinate photo timing with DSP if senior staff is included	
	Schedule photographer	
	Develop rough draft of agenda	30-60
	Schedule guest briefer and speakers	30-60
	Identify agenda topics to develop briefings	30-60
	Determine classification of briefings	
	Inform briefer of presentation options/capabilities	
	Confirm guest speakers and briefing times on agenda	30-60
	If guest speakers require invitational orders prepare as required	ASAP
	Coordinate special visits for guest speakers as appropriate For COMACC or CV coordinate with ACC/CCX	ASAP
	If general officers are attending, notify Executive Support IAW ACCI 90-110	30
	Confirm final agenda with conference center	7
3	Social Events	
	Schedule events (golf, bowling, etc.)	ASAP
	Make arrangements with Club for icebreaker	ASAP
	Confirm dates for social with Club	ASAP
	Reserve Club for dinner social	ASAP
	Coordinate specifics for dinner social	ASAP
	Notify directors/appropriate guests of icebreaker/dinner Use e-mail (address to secretaries) if possible	ASAP
	Coordinate with Club to expect increased patronage during conference period	30
	Call those who have not RSVP'd	10
	Sign refreshment contract at Club	7-10

ITEM #	CONFERENCE COORDINATION	# DAYS PRIOR
4	Transportation	
	Notify transportation of conference period and projected number of attendees	30-60
	Send letter to transportation requesting U-drive vans Bus transportation to dinner Bus transportation to/from General Bill Creech Conference Center, Lodging, Club, etc.	30-60
	Follow-up request and confirm transportation	30
	Publish what transportation is available and cost to/from airport in final message to field or information sent directly to attendees	30
	Confirm and set up schedule for pick up at conference center, VOQ, etc.	30
	Include transportation schedule with agenda	15
	Have attendees notify conference PO if they will require assistance with transportation	14
5	Lodging	
	Send email to lodging requesting a block of rooms to support the conference	30
	Provide lodging, with a final list of attendees Include rank, arrival/departure dates/times	10
6	Administrative Actions	
	If publishing Talking Papers in conference booklet Standardize format Collect final papers	15-30
	Prepare conference/course books	14
	Plan conference center seating chart	14
	Collect materials/supplies (pens, papers, notepads)	14
	Refreshments	
	Determine what is desired (based on # involved and duration)	14
	Confirm refreshment order with Enlisted or Officers Club	3
	Club staff will deliver food to conference center	1
	Deliver final seating chart to conference center staff for seat tags	7

Attachment 11

AUDIOVISUAL EQUIPMENT

A11.1. Conference Rooms Projection/Equipment Capability:

Table A11.1. Projection/Equipment.

<p>Conference Room One (CR1)</p> <ul style="list-style-type: none"> - Rear screen projection (single/dual screen) - Microsoft PowerPoint electronic presentation format - CD/DVD compatible (computer drives) - Two podiums with microphones - Laptop connection (with audio) to projector at one podium and in AV booth - Stationery microphones at each table top seats - Lapel microphones available - LAN connectivity at table top seats (53 seats) – subject to port security - Commercial wireless available - Camera view of conference room or briefing projection view available on flat screen monitor in Meeting Room 1 (adjacent to the conference room) - Computers cleared for classification level of Secret - Room cleared for discussion classification level of Top Secret - Top Secret briefings may be presented with user-provided laptop -
<p>Conference Room Two (CR2)</p> <ul style="list-style-type: none"> - Front screen projection (single/dual screen) - Microsoft PowerPoint electronic presentation format - CD/DVD compatible (computer drives) - Two podiums with microphones - Laptop connection (no audio) to projector at one podium or table top seat - Laptop connection (with audio) in AV booth - Multidirectional microphones at tabletop and ceiling microphones for perimeter seats - LAN connectivity at table (19 seats) - Commercial wireless available - Computers cleared for classification level of Secret - Room cleared for discussion classification level of Top Secret - Top Secret briefings may be presented with user-provided laptop -

Amphitheater

- Rear screen projection (single screen only)
- Microsoft PowerPoint electronic presentation format
- CD/DVD compatible (computer drives)
- Two podiums with microphones
- Laptop connection (with audio) to projector at one podium
- Commercial wireless available
- No classified computers available
- Room cleared for discussion classification level of Top Secret
- Secret and Top Secret briefings may be presented with user-provided laptop

Quesada Hall

- Rear screen projection (single/dual screen)
- Microsoft PowerPoint electronic presentation format
- CD/DVD compatible (computer drives)
- Two podiums with microphones
- Laptop connection (with audio) to projector at both podiums
- Hand held and lapel microphones available
- Computers cleared for classification level of Secret
- Room cleared for discussion classification level of Secret

Meeting Room One (MR1)

- Front screen projection (single screen) with portable screen
- No computer available – user must provide laptop
- LAN connection available for laptop connection
- Commercial wireless available
- Camera view of Conference Room 1 or briefing projection view available on wall mounted flat screen monitor
- Room cleared for discussion classification level of Secret
- Secret briefings may be presented with user-provided laptop

Meeting Room Two (MR2)

- Front screen projection (single screen) with flat screen monitor
- No computer available – user must provide laptop
- LAN connection available for laptop connection
- Commercial wireless available
- Room cleared for discussion classification level of Secret
- Secret briefings may be presented with user-provided laptop