

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AETC INSTRUCTION 90-102

4 FEBRUARY 2016



Command Policy

**CONFERENCES, WORKSHOPS,
BRIEFINGS, AND VIDEO
TELECONFERENCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/DSEA

Certified by: HQ AETC/DS
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This instruction implements AFD 90-1, *Policy Formulation*. It establishes HQ AETC procedures and responsibilities for planning and scheduling conferences, briefings, workshops, and video teleconferences (VTCs) and applies to all HQ AETC activities. This instruction applies to Air Force Reserve Command and Air National Guard Units when assigned. It outlines procedures for scheduling all HQ AETC conference facilities. Submit requests for waivers through the chain of command to the Publication OPR. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication may be supplemented. Refer recommended changes and questions about this publication to HQ AETC/DSEA, the office of primary responsibility (OPR), using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Scheduled (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include: Revised publication reflects the current procedures and responsibilities for planning and

scheduling briefings, conferences, and video teleconference events for HQ AETC. It establishes new processes and updates previous guidance and requirements.

1. Requirements:

1.1. All conferences held in, or sponsored by, this headquarters, regardless of location must be approved IAW DoD Conference Approval Guidance located at [https://www-r.aetc.af.mil/conferences/default.asp](https://www.r.aetc.af.mil/conferences/default.asp) and requires HQ AETC/FM and HQ AETC/JA coordination.

1.2. Command Presentations (AETC CSS/SCSS) is responsible for scheduling usage of the HQ AETC Conference Center facilities (building 905) and the Martin Hall Conference Room (MHCR, building 900). Command Presentations accepts reservations for MHCR that directly support requirements for the HQ AETC Commander or Vice Commander; all other reservations in MHCR will be accepted based on availability. First priority for the HQ AETC Conference Center, which includes the Lahm Conference Room, Studio 1, GVS Suite and Hopper Suite, is the HQ AETC Commander and Vice Commander, all other reservations are scheduled on a first-come, first-serve basis.

1.3. The MHCR and conference rooms located in the AETC Conference Center are controlled areas. Directors and guest speakers are authorized to have one person in the AV control booth during their presentation; however, that person must be listed on the AETC Form 20, *Request for Briefing*. No other personnel, except Command Section staff, will be allowed in the AV control booth during meetings, briefings, conferences, or workshops. The HQ AETC/DS will approve exceptions on a case-by-case basis.

1.4. When scheduling the AETC Conference Center, the number of days scheduled for a conference, workshop, or meeting, as well as the number of attendees, will be the minimum required to accomplish the planned objectives. In addition, every effort should be made to reduce costs through use of military airlift, government quarters, government vehicles, and video teleconferencing.

1.5. Attendees of conferences, seminars, workshops, and similar functions conducted by HQ AETC directors and chiefs of special staff use AETC Form 241, *Conference/Seminar/Workshop Critique*, to critique these functions and AETC Form 242, *Evaluation of Command-Sponsored Function*, to evaluate support services rendered. At the conclusion of each function, the project officer for the conference involved compiles the critiques and evaluations for review.

2. Scheduling Procedures. Command Presentations is the point of contact (POC) for operating and scheduling the AETC Conference Center, MHCR, and video teleconferencing suites. For reservations, call 652-3355 or 652-3353.

2.1. MHCR and AETC Conference Scheduling:

2.1.1. Reservations for briefings will be taken over the telephone; however, an AETC Form 20 must be received by Command Presentations within 5 workdays to hold the reservation. Command Presentations will resolve any scheduling conflicts within 48 hours. Conflicts that cannot be resolved within this timeframe will be elevated to HQ AETC/DS for resolution. **Note:** MHCR is primarily used by the HQ AETC commander (CC) and vice commander (CV). HQ AETC/DS must approve the use of this room for

any conferences. Agencies using the MHCR and AETC Conference Center may be preempted due to command section requirements.

2.1.2. For multi-day conference events, the Lahm Conference Room is scheduled on a first-come, first-serve basis. All Command Section requirements take precedence over all other reservations. Paragraph 7 lists all available conference rooms in HQ AETC.

2.2. VTC Scheduling:

2.2.1. Contact Command Presentations, at 652-3355 or 652-3353, via email to aetc.vtc@us.af.mil, or go to building 905, room 124 to schedule VTCs.

2.2.2. The project officer provides Command Presentations with desired primary and alternate dates and times of the conference. The project officer will also provide a list of all the participating bases, POCs, and their DSN phone numbers. This list can be emailed to aetc.vtc@us.af.mil or delivered in person. Command Presentations will check the conference room availability, work out all details, and call the project officer with confirmed data. Once the conference has been confirmed, the project officer can then notify all POCs of dates and times of the VTC. Project officers must immediately notify Command Presentations of all VTC cancellations.

2.2.3. Be familiar with the AETC command video teleconferencing center user's guide. To obtain a copy, email aetc.vtc@us.af.mil or contact Command Presentations at 652-3355 or 652-3353.

3. Responsibilities and Procedures:

3.1. Command Presentations: (MHCR and AETC Conference Center)

3.1.1. Provides audiovisual services to include AV technical support and video teleconferencing services for MHCR and AETC Conference Center.

3.1.2. Schedules and conducts maintenance on all AV and VTC bridging equipment in the MHCR and AETC Conference Center.

3.1.3. Schedules multi-day conferences on a first-come, first-serve basis; however, command-directed conferences take priority. If conference requires approval of funds, the conference host must seek approval as described in paragraph 1.1

3.1.4. Performs dry runs, when requested.

3.1.5. Upon request, will assist with nameplates to designate reserved seating.

3.1.6. Supports the AETC command briefing as requested by the Commander's Action Group (HQ AETC/CCX) or AETC Public Affairs (AETC/PA).

3.1.7. Conducts a security check of conference facilities using HQ AETC Command Section Operating Instruction 31-401 before the first session and at the end of each workday.

3.1.8. Supervises the maintenance of the MHCR and AETC Conference Center.

3.2. Command Presentations: (Video Teleconferencing Suites)

3.2.1. Coordinates all conference calls with other VTC facilitators.

3.2.2. Contacts customers when VTC suites are not available during the requested primary or alternate dates or times.

3.2.3. Brings video conference calls on-line 30 minutes before the scheduled time to verify connectivity and correct any equipment malfunctions.

3.2.4. Provides technical assistance with computer-generated briefings and special requirements.

3.2.5. Briefs customers on the proper VTC protocol and procedures before their conference call.

3.2.6. Conducts security checks and maintains the cleanliness in the video teleconferencing centers.

3.3. **Command Presentations:** (Offsite Services)

3.3.1. Provide remote AV services for HQ AETC Command Section requirements. Events such as retirement and promotion ceremonies are supported at off-site locations if the HQ AETC/CC or CV officiate the event. Special events, directed by HQ AETC/CCP, will be supported as required.

3.3.2. Utilize portable equipment for HQ AETC hosted events. Command Presentations portable equipment is not available for public use; however, special requests will be considered on case-by-case basis.

3.4. **Project Officers:**

3.4.1. Notify Command Presentations of the conference classification in the MHCR or AETC Conference Center.

3.4.1.1. If classified, control and safeguard classified audiovisual materials as prescribed in AFI 16-1404, *Air Force Information Security Program*. This includes the transmission, storage, control, and destruction of worksheets or manuscripts, and final disposition of audiovisual materials. Customer is responsible for providing a classified laptop for use with classified electronic files (such as PowerPoint slides). The laptop classification must be equivalent to the classification level of the file.

3.4.1.2. Furnish personnel to control entry into conference areas. Authorize personnel into classified meetings.

3.4.2. Contact Command Presentations to schedule MHCR or AETC Conference Center as required.

3.4.2.1. Submit an initial draft AETC Form 20 simultaneously with scheduling conferences, briefings, meetings, working groups, etc., scheduled through Command Presentations. Include a list of all anticipated participants on the initial draft AETC Form 20. Provide Command Presentations a final AETC Form 20, listing all attendees and any requested seating, no later than 72 hours prior to the conference, briefing, meeting, or working group.

3.4.2.2. At least one hour before each session, provide Command Presentations electronic presentations, videos, DVDs, and seating charts to be used. In order to provide optimum service, the audiovisual technician requires one hour for setup and

familiarization with presentations. For day-long or multi-day conferences, project officers can divide presentations into morning and afternoon sessions and apply the one-hour rule.

3.4.2.3. Notify Command Presentations and HQ AETC/CCP if conference is disapproved or cancelled.

3.4.3. For video teleconferencing, ensure **NO** classified information is discussed unless the VTC session takes place in an authorized secure VTC location. MHCR and GVS Suite are cleared for classified discussion.

3.4.4. Prepare conference agenda and a list of attendees, coordinate changes, and furnish copies to Command Presentations, Protocol, and interested staff agencies.

3.4.5. Prepare conference brochures as necessary or when Command Section is involved.

3.4.6. Contact HQ AETC/CCP of any anticipated participation by a general officer or civilian equivalent.

3.4.7. Contact HQ AETC/CCP for assistance in conference or meeting planning, if necessary.

3.4.8. Provide courtesy copies of final agenda package and AETC Form 20 to all participants.

3.4.9. Ensure conference room and break area are vacated as scheduled and left in proper order.

3.4.10. Will conform to guidance in this instruction and AETCI 90-103 for Distinguished Visitor guidance.

3.5. **HQ AETC/CCP:**

3.5.1. Assist with the planning and executing of conferences or meetings hosted by HQ AETC/CC, CV, or DS.

3.5.2. Upon request, provide the AETC DV guide for functions when HQ AETC/CC, CV, or DS is not the host.

3.6. **AETC VTC Facilitators:**

3.6.1. All AETC VTC facilitators are required to verify connectivity and correct equipment malfunctions 30 minutes prior to any AETC/CC or AETC/CV VTC scheduled start times (unless otherwise specified by Command Presentations). If experiencing connectivity issues, VTC facilitators must contact Command Presentations (DSN 487-3355) to provide status and/or seek technical assistance.

3.6.2. VTC Facilitators must ensure their VTC equipment is properly maintained.

4. **Scheduling and Presenting Briefings to the HQ AETC/CC or CV:**

4.1. Directorate Executive Assistants/Officers will contact the HQ AETC/CC or CV Executive Assistant to schedule a briefing as soon as a requirement is known. Send the finalized AETC Form 20 via email to HQ AETC/CCS, CCE, CCA, CVS, CVE, DS, AETC Command Presentations Workflow, CCX Workflow, CCP Workflow, and AETC Tasker Workflow not later than 72 hours before the event. Directorate Executive Assistants/Officers

will also pre-coordinate with Command Presentations for briefings in buildings 900 and 905 conference rooms.

4.2. Dry runs must be coordinated and completed at least 30 minutes before start of the conference.

4.3. Briefings may be presented in the HQ AETC/CC or CV office if the audience is small; coordinate requests to brief in the HQ AETC/CC or CV office with their Executive Assistants.

4.4. When the number of attendees exceeds capacity in the HQ AETC/CC or CV office, the briefing will be held in building 900 conference rooms. The responsible directorate schedules the conference room with Command Presentations and determines which staff members are essential to the briefing in order to answer questions or resolve problems. AETC Form 20 will indicate which directorates should attend.

5. Guidelines for HQ AETC/CC and CV Participation:

5.1. Once the host directorate receives approval of their request for HQ AETC/CC or CV to participate in an event, i.e., opening remarks, address a conference, etc., the Directorate Executive Assistant/Officer will coordinate the scheduling details with their respective Executive Assistants (HQ AETC/CCS or HQ AETC/CVS).

5.2. When an event is scheduled at a location other than building 900 or 905, Directors should plan to escort the HQ AETC/CC and CV to and from the event location.

6. Briefings Scheduled to AETC Members or Distinguished Visitors:

6.1. HQ AETC/CC, CV, DS, and Directors review briefings, as appropriate. HQ AETC/DS determines the best method of review; that is, hard copy, script, or oral presentation. For presentation to the HQ AETC/CC or CV, project officers process the request according to paragraph 5 and ensure sufficient scheduling time for revising visual aids.

7. HQ AETC Conference Facilities:

7.1. Building 900, MHCR; maximum seating capacity 47

7.2. Building 905, Lahm Conference Room; maximum seating capacity: 95

7.3. Building 905, Studio 1; maximum seating capacity: 28

7.4. Building 905, GVS Suite; maximum seating capacity: 20

7.5. Building 905, Hopper Suite; maximum seating capacity: 20

7.6. Other boardrooms must be scheduled through the offices of primary responsibility (OPR) listed with the facility. For a complete listing of other available AETC conference facilities, contact Command Presentations.

WILLIAM C. PETERSON, Colonel, USAF
Director of Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 16-1404, *Air Force Information Security Program*, 29 May 2015

AETCI 90-103, *Notification of Distinguished Visitors to AETC Installations*, 11 July 2014

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

Prescribed Forms

AETC Form 20, Request for Briefing

AETC Form 241, Conference/Seminar/Workshop Critique

AETC Form 242, Evaluation of Command-Sponsored Function

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AFMAN—Air Force Manual

AV—Audiovisual

MHCR—Martin Hall Conference Room

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

VTC—Video Teleconferencing