

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

**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 90-102**

26 JUNE 2018



Special Management

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

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: AETC/DSEA

Certified by: AETC/DS
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Supersedes: AETCI90-102,
04 February 2016

Pages: 7

This instruction implements AFPD 90-1, *Policy, Publications, and DoD Issuance Management* and 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 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.

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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/revision/main.asp> and requires AETC/FM and AETC/JA coordination.

1.2. Command Presentations (AETC CSS/SCSS) is responsible for scheduling usage of the 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 AETC Commander or Deputy Commander; all other reservations in MHCR will be accepted based on availability and require AETC/DS approval. First priority for the AETC Conference Center, which includes the Lahm Conference Room, Texan Suite, GVS Suite and Hopper Suite, is the AETC Commander and Deputy 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. No other personnel, except Command Section staff, will be allowed in the control booths during meetings, briefings, conferences, or workshops. The 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.

2. Scheduling Procedures. Command Presentations is the point of contact for operating and scheduling the AETC Conference Center, and MHCR. Official reservations must be submitted via the Fully Integrated Resource Scheduling Tool (FIRST). FIRST can be accessed at: <https://app10-cs.eis.aetc.af.mil/first/sitepages/approved.aspx>.

2.1. MHCR and AETC Conference Scheduling:

2.1.1. Tentative reservations can be taken over the telephone; however, official reservations must be submitted using FIRST. FIRST requests must be submitted to Command Presentations within 2 business days from the tentative reservation date. Command Presentations will review FIRST request for accuracy and availability. Approved FIRST requests will confirm reservations. Scheduling conflicts will be elevated to AETC/DS for resolution. Please note all Command Section requirements will take priority over all approved FIRST reservations.

2.1.2. For multi-day conference events, the conference rooms are scheduled on a first-come, first-serve basis. Paragraph 7 lists all HQ conference rooms and their respective capacities.

2.2. Conference, Event and VTC Scheduling:

2.2.1. Initial Scheduling: To check for availability, users will contact Command Presentations, at (210) 652-3355 or (210) 652-3353, via email aetc.vtc@us.af.mil, or go to Building 905, Room 124 to schedule VTCs.

2.2.2. Formal Reservations: Using FIRST, Action Officers will provide the following information: classification, who is being briefed, purpose, background, subject, requesting directorate, Action Officer, Action Officer phone number, requested date/time/location, briefer(s), required attendees, optional attendees, additional remarks, presentation equipment/services required, VTC participating units, VTC dialing information and any additional comments/service required. Command Presentations will review FIRST submissions for accuracy. The Action Officer will either receive an email approval or disapproval from FIRST. Disapproved FIRST submissions will provide rationale for the rejection. Action Officers must immediately notify Command Presentations of all conference, event and VTC cancellations.

2.2.3. Action Officers must 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 (210) 652-3355 or (210) 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 a 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 Command Action Group or AETC Public Affairs.

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

3.2. Command Presentations. (Video Teleconferencing Suites).

3.2.1. Coordinates conference calls with other VTC facilitators, when required.

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. Maintains the cleanliness of the video teleconferencing centers.

3.3. Command Presentations. (Offsite Services).

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

3.3.2. Utilize portable equipment for 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. Action 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. Provide personnel to control entry into conference areas. Authorize personnel into classified meetings.

3.4.2. Coordinate with Command Presentations using FIRST to schedule MHCR or AETC Conference Center as required.

3.4.2.1. 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, Action

Officers can divide presentations into morning and afternoon sessions and apply the one-hour rule.

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, and other applicable staff agencies.

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

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

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

3.4.8. Ensure conference room and break area are vacated as scheduled and left in a clean and organized manner.

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

3.5. AETC VTC Facilitators.

3.5.1. All AETC VTC facilitators are required to verify connectivity and correct equipment malfunctions 30 minutes prior to any AETC/CC or AETC/CD 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.

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

4. Scheduling and Presenting Briefings to the AETC/CC or CD.

4.1. Directorate Executive Officers/Action Officers will submit FIRST requests to schedule events with the AETC/CC or CD. Request should be submitted as soon as a requirement is known. The CCS and CDS will review FIRST submissions for accuracy. The Action Officer will either receive an email approval or disapproval from FIRST. Disapproved FIRST submissions will provide rationale for the rejection. Action Officers must immediately notify Command Presentations of all VTC cancellations. Action Officers will also coordinate with Command Presentations for briefings that will take place in Building 900/905 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 AETC/CC or CD office if the audience is small; coordinate requests to brief in the AETC/CC or CD office with their Executive Assistants.

4.4. When the number of attendees exceeds capacity in the AETC/CC or CD office, the briefing will be held in Building 900/905 conference rooms. The responsible directorate schedules the conference room with Command Presentations using FIRST and determines

which staff members are essential to the briefing in order to answer questions or resolve problems.

5. Guidelines for AETC/CC and CD Participation.

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

5.2. When an event is scheduled at a location other than Building 900 or 905, directors should plan to escort the AETC/CC and CD to and from the event location.

6. Briefings Scheduled at AETC Members or Distinguished Visitors.

6.1. AETC/CC, CD, DS, Directors and Chiefs of Special Staff review briefings, as appropriate. AETC/DS determines the best method of review (e.g. hard copy of the presentation, script or oral pre-brief/presentation). For presentation to the AETC/CC or CD, Action 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, Texan Suite; maximum seating capacity: 27

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

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

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

TIMOTHY E. OWENS, Colonel, USAF
Director of Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-1, *Policy, Publications, and DoD Issuance Management*, 07 March 2018

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

AFMAN 33-363, *Management of Records*, 01 March 2008

AETCI 90-103, *Notification of Distinguished Visitors to AETC Installations*, 05 August 2014

Prescribed Forms

No Forms Prescribed

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