



Command Policy

**CONFERENCES, WORKSHOPS, BRIEFINGS,
AND VIDEO TELECONFERENCES****----- Compliance with this publication is mandatory -----**

This instruction implements AFPD 90-1, *Strategic Planning and Policy Formulation*. It establishes HQ AETC procedures and responsibilities for planning and scheduling conferences, briefings, workshops, and video teleconferences (VTC). It outlines procedures for scheduling all HQ AETC conference facilities. This instruction applies to all HQ AETC activities. 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.

SUMMARY OF REVISIONS

Adds delegation of authority to approve off-base conferences (para 1.4); adds video teleconferencing (VTC) (para 2.3); adds briefing information needed by technicians when scheduling AETC Conference Center and Martin Hall Conference Room (MHCR) (para 3); and updates list of Randolph conference facilities (para 7).

1. Requirements:

1.1. The AETC Director of Staff (DS) must approve conferences held in, or sponsored by, this headquarters. **Exception:** The Air Force Recruiting Service (AFRS) commander approves conferences hosted by AFRS recruiting groups and squadrons.

1.2. The Presentations Branch (HQ AETC/DSR) is responsible for scheduling all usage of Defense Communication Teleconferencing Network (DCTN), PictureTel[®], the AETC Conference Center facilities (building 905), and the MHCR. HQ AETC/DSR accepts reservations for MHCR (building 900) and the HQ AETC Conference Center (building 905) on a "first come, first serve" basis.

1.3. The conference rooms in buildings 900, Martin Hall Conference Room and 905, AETC Conference Center, are controlled areas. Directors and guest speakers may have one person in the projection booth during their presentation. No other personnel, except Command Section staff, will be allowed in the projection booth during meetings, briefings, conferences, or workshops. The HQ AETC/DS will approve exceptions on a case-by-case basis.

1.4. All conferences sponsored by the AETC staff or subordinate units will be held on military installations whenever possible. AETC directors and wing commanders have the authority to approve off-base conferences under the criteria outlined by the Secretary of the Air Force. Advise HQ AETC/DS of all off-base conferences.

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

1.6. 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. HQ AETC/DSR is the point of contact (POC) for operating and scheduling the AETC Conference Center, MHCR, and video teleconferencing rooms. For reservations, call 7-3353 or 7-3355.

2.1. MHCR and AETC Conference Scheduling:

2.1.1. Reservations for briefings will be taken over the telephone; however, an AETC Form 20, **Request for Briefing**, must be received at HQ AETC/DSR within 5 workdays to hold the reservation. HQ AETC/DSR 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 AETC commander (CC) and vice commander (CV). HQ AETC/DS must approve the use of this room for any conferences. Agencies using the MHCR may be preempted due to command section requirements.

2.1.2. All AETC Conference Center scheduling is reserved 1 year in advance as outlined in paragraph 3.1.1. Due to cancellations, the conference center may be available and used on a first come, first serve basis. Paragraph 7 lists all available conference rooms in HQ AETC.

2.2. VTC Scheduling:

2.2.1. Contact HQ AETC/DSR, at 7-3353/3355, or go to building 905, suite 1, to schedule VTCs.

2.2.2. The project officer provides HQ AETC/DSR 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 faxed to 7-5767 or delivered in person. HQ AETC/DSR 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 HQ AETC/DSR of all VTC cancellations. "No Shows" are logged and a weekly summary is reviewed by HQ AETC/DS.

2.2.3. Be familiar with the AETC command video teleconferencing center user's guide. To obtain a copy, contact HQ AETC/DSR at 7-3355.

3. Responsibilities and Procedures:

3.1. MHCR and AETC Conference Center. HQ AETC/DSR:

3.1.1. Forwards a leadership and development worksheet

to each AETC directorate by 1 July. Directors must then fill in their conference requirements for the next calendar year and return the completed worksheet to HQ AETC/DSR no later than 31 July. The conference facilities are scheduled on a first come, first serve basis; however, command-directed conferences take priority. For all leadership and development requests, directors must submit an AF Form 1768.

3.1.2. Provides audiovisual services to include consultation and guidance on how to use and produce audiovisual materials.

3.1.3. Maintains equipment for presentations in the MHCR and AETC Conference Center to include:

3.1.3.1. Computers, VCRs, screens, lecterns, and chalkboards.

3.1.3.2. Video projection systems, 35mm slide projectors, and overhead projectors.

3.1.3.3. Audio equipment and public address systems.

3.1.4. Evaluates dry runs when requested.

3.1.5. Upon request, obtains nameplates to designate reserved seating.

3.1.6. Supports the AETC command and history briefing as requested by the Command Action Group (HQ AETC/CCX).

3.1.7. Conducts a security check of conference facilities 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. Video Teleconferencing Centers. HQ AETC/DSR:

3.2.1. Coordinates all conference calls with other VTC schedulers.

3.2.2. Contacts customers when they cannot schedule the VTC for the requested primary or alternate dates and times. **NOTE:** VTC rooms will only be used for VTCs.

3.2.3. Brings PictureTel conference calls on-line 20 to 30 minutes before the scheduled time to verify connectivity and correct any equipment malfunctions.

3.2.4. Provides technical assistance with computer-generated briefings, 35mm slides, VHS tapes, and document slides.

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

3.2.6. Schedules and conducts maintenance on all VTC equipment when required.

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

3.3. Project Officers:

3.3.1. Notify HQ AETC/DSR of the conference classification in the MHCR or AETC Conference Center. If classified:

3.3.1.1. Control and safeguard classified audiovisual materials as prescribed in AFI 31-401, *Managing the Information Security Program*. This includes the transmission, storage, control, and destruction of worksheets or manuscripts, and final disposition of audiovisual materials. **No** electronic files (such as, PowerPoint slides) are authorized for classified briefings.

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

3.3.2. Contact HQ AETC/DSR to schedule Martin Hall Conference Room or AETC Conference Center as required.

3.3.2.1. Submit AETC Form 20 within 5 workdays for all conferences, briefings, meetings, working groups, etc., scheduled through HQ AETC/DSR. Include a list of all anticipated or desired participants on the initial AETC Form 20. Update this listing by telephone as changes occur. Provide HQ AETC/DSR a final AETC Form 20, complete with seating and listing of all personnel attending the briefing, 48 hours before the conference or briefing.

3.3.2.2. At least 1 hour before each session, provide HQ AETC/DSR a completed AETC Form 140, **Cue Sheet for Multiprojection**, along with viewgraphs, 35mm slides, computer presentations, videotapes, and seating charts to be used. The booth technicians must have this hour to set up, load programs, and get familiar with presentations in order to provide optimum service. For day-long or multiday conferences, project officers can divide presentations into morning and afternoon sessions and apply the 1-hour rule.

3.3.2.3. Notify HQ AETC/DSR and DSP if conference is disapproved or cancelled.

3.3.3. For video teleconferencing, ensure **NO** classified information is discussed. The VTC area is not a classified area. Classified calls need to be scheduled through Fort Sam Houston and Kelly AFB VTC operators.

3.3.4. Prepare conference agenda and a list of attendees, coordinate changes, and furnish copies to HQ AETC/DSR, DSP, and interested staff agencies.

3.3.5. Invite representation or participation by the Command Section and each staff activity concerned. (Ask secretaries to tentatively block conference dates on their calendars.) Calendars will not be blocked without a written request or AF Form 1768.

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

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

3.3.8. Contact HQ AETC/DSP for assistance in conference or meeting planning, if necessary.

3.3.9. Provide courtesy copies of final agenda package to all participants.

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

3.3.11. Will conform with guidance in this instruction and the AETC distinguished visitor (DV) guide. The guide can be obtained by calling the protocol office at 7-4126.

3.4. HQ AETC/DSP:

3.4.1. Plans conferences or meetings hosted by AETC/CC, CV, or DS.

3.4.2. Upon request, provides the AETC DV guide for functions when AETC/CC, CV, or DS is not the host.

4. Guidelines for AETC/CC and CV Participation:

4.1. The host directorate provides an AF Form 1768 with a complete conference package, including conference agenda, list of attendees, background information, and draft remarks.

4.2. The project officer will:

4.2.1. Coordinate requests for AETC/CC or CV speeches, opening remarks, etc., with their respective executive officers (CCE or CVE). Keep opening remarks to 10 minutes or less.

4.2.2. Use an executive session only when the directorate considers it appropriate. Schedule it late in the conference. Normally, the session includes short comments (5-10 minutes), followed by questions and discussions with the conferees.

4.3. Directors should accompany the AETC/CC and CV to and from the activity location.

5. Scheduling and Presenting Briefings to the AETC/CC or CV:

5.1. Project officers will call the AETC/CC or CV secretary to schedule a briefing as soon as a requirement is known, but not later than 48 hours before the desired date. Send a signed copy of AETC Form 20 to AETC/CC, CV, DS, DSR, and CCX not later than 24 hours before the event. Also, precoordinate with HQ AETC/DSR for briefings in buildings 900 and 905 conference rooms. When possible, schedule briefings at least 48 hours before requested presentation time.

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

5.3. Briefings may be presented in the AETC/CC or CV office if the audience is small; that is, not more than 10 persons.

5.3.1. Audiovisual media is not permitted. Instead, use a flip chart or desk top brief.

5.3.2. An overhead projector and 35mm projector are available; however, the briefing or action officer must notify the executive officer in advance of these requirements.

5.4. Briefings with more than 10 persons in attendance will be held in the building 900 conference room. The responsible directorate schedules building 900 conference room with HQ AETC/DSR 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.

5.5. HQ AETC/CCE or CVE must approve briefings in other locations at least 1 day before the event. The briefing or project officer schedules the conference room.

6. Briefings Scheduled to AETC Members, Air Staff Command, or Distinguished Visitors:

6.1. 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 AETC/CC or CV, project officers process the request according to paragraph 4 and ensure sufficient scheduling time for revising visual aids.

6.2. Use either computerized presentations, overhead transparencies, or 35mm slides, standardized by using DSAM 93-05 and DSAM 94-01 memorandums (available at HQ AETC/DSR).

7. HQ AETC Conference Facilities:

7.1. HQ AETC conference facilities maximum seating capacity in Martin Hall Conference Room in building 900 is 47; the AETC Conference Center in building 905 seats 100. Other board rooms must be scheduled through the offices of primary responsibility (OPR) listed with the facility.

7.2. Building 902. Maximum seating capacity is 25. Directorate of Technical Training, 7-2698.

7.3. Building 581. Maximum seating capacity is 100. Directorate of Logistics, 7-6128.

7.4. Building 907. Maximum seating capacity is 25. Directorate of Personnel, 7-2575/4367.

7.5. Building 491. Maximum seating capacity is 45. Directorate of Recruiting, 7-4710.

7.6. Building 491 (basement). Maximum seating capacity is 100. Recruiting Service Executive Conference Room, 7-3149.

7.7. Building 901. Maximum seating capacity is 32. Civil Engineer, 7-6326.

7.8. Building 661. Maximum seating capacity is 40. 19 AF/DO Conference Room, 7-2136.

8. Forms Prescribed. AETC Forms 20, 140, 241, and 242.

STAN G. WEIR, Colonel, USAF
Director of Staff