

BRIEFING DETAILS
For Worldwide Review
20-22 September 2004

General Session Briefings: Briefings will be given on Monday, Tuesday (20-21 September). The briefings are to be a maximum of 15 minutes in length.

TCG Specific Briefings: Briefings will be given Tuesday afternoon and Wednesday (21-22).

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE YOU EITHER HAVE AN EXPORT LICENSE FOR ATTENDING COUNTRIES OR THAT YOUR LEGAL DEPARTMENTS HAVE DETERMINED THAT THE INFORMATION TO BE BRIEFED / DISCUSSED DOES NOT REQUIRE AN EXPORT LICENSE.

This information must be provided on company letterhead and received by TCG NLT 27 August 2004. Send to:

Martha Callison
OO-ALC/LCDT
6064 Dogwood Ave, Bldg 1254
Hill AFB, UT 84056-5816
(801) 586-3667

If you wish to present a briefing, the following must be adhered to:

Note: It is essential that there be no reference by name to information or work accomplished for specific countries – in the briefing chats or verbally during the briefing.

1. Identify on your registration form your wish to present a briefing.
2. Provide the TCG with a copy of your proposed briefing (Hard Copy, CD, or electronic version) for review and approval by the TCG Chief. (NLT 20 Aug 2004)
3. Once your briefing has been approved it is the responsibility of the contractor to provide hard copies of your briefing to the TCG (NLT 27 Aug 2004) in the following format:
 - a. Power Point format
 - b. 125 copies of the approved briefing (color optional)
 - c. Two (2) slides per page, front and back
 - d. Portrait orientation
 - e. No holes punched
 - f. No staples - divide briefings with a sheet of colored paper

Send to:
OO-ALC/LCDT
Lynn B. Taylor
6064 Dogwood Ave, Bldg 1254
Hill AFB, UT 84056-5816
(801) 777-5146
Lynn.taylor@hill.af.mil