



Combating Terrorism Technical Support Office

4800 Mark Center Drive,
Alexandria, Virginia 22350-2600



2 April, 2012

Subj: Combating Terrorism Mobile Learning Summit for Government

Hosted by the Combating Terrorism Technical Support Office (CTTSO) and the Advanced Distributed Learning (ADL) Initiative

30-31 May, 2012 (Wednesday and Thursday)

RSVP Information

This is an invitation-only, unclassified summit and is limited to 150 attendees. Attendees must be employed by the military; federal, state, or local government; or must be state or local law enforcement or first responders. Contractors officially designated to represent the military/government, such as Science, Engineering, and Technical Assistance (SETA) contractors, are also welcome to attend.

Please select up to two representatives from your unit/group/team to promptly RSVP to this invitation by completing the Registration Form (enclosure 2). You will receive an e-mail reply confirming your registration. If we have reached capacity, you will receive notification of your placement on a waiting list. If a seat becomes available, those on the waiting list will be notified as soon as possible via e-mail or phone, in the order in which they registered.

Event Location and Hotel Reservations

The **Combating Terrorism Mobile Learning Summit for Government** will be held on 30-31 May, 2012 at the Crystal City Marriott, Reagan National Airport. The address is 1999 Jefferson Davis Highway, Arlington, VA 22202.

A limited number of government-rate rooms are blocked at the Crystal City Marriott. For those who need accommodations, please call 1-800-228-9290 to make your reservations and reference the **CTTSO/ADL Mobile Learning Summit**. You can also make reservations at this [Crystal City Marriott Web site](#) and use code: **adladlc**. By using the codes when making reservations, you will also receive any discounts associated with the summit.

Cost of Attendance

The **Combating Terrorism Mobile Learning Summit for Government** is offered at no cost to attendees. As a courtesy, once you have received confirmation, please let us know if you are not able to attend (even at the last minute), so that someone else can fill your seat.

Badges

Since this summit focuses on 1. mobile learning, 2. building a community of government/military partners interested in mobile learning, and 3. it is limited only to U.S. Government attendees (and SETA contractors), we will include a QR code on your badge that contains information that you choose to provide. Anyone who scans your QR code will have the information that you choose to provide. Please refer to the Registration Form for



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additional information.

Registration / Check-In

Upon arriving at the summit, you will register just outside of the ballroom on the second floor. You will be requested to provide photo identification. All participants will be issued badges. The information on your badge (name, title, organization) will be based on the information you provide on your registration form, so please keep that in mind when completing the information.

Smartphones / Tablets

We encourage you to bring your mobile devices with you to the summit. Having your smartphone and/or tablet will be helpful for interactive presentations. Wi-fi access will be available for all participants in the ballrooms throughout the summit. In addition, charging stations will be available at each table, so don't forget your device chargers.

Food

Food and non alcoholic beverages are provided at no cost to attendees. A light continental breakfast will be available from 0700 to 0800 on Wednesday and Thursday just outside of the Potomac Ballroom, and remaining food will be available during the AM break. Lunch will be served outside of the Potomac Ballroom, and includes a selection of sandwiches and salads (vegetarian options available, but please note your vegetarian request in your RSVP to ensure we have enough for all who would like the vegetarian option). A light PM snack will be provided as well.

Evening Social on Wednesday 30 May - Immediately Following the Summit in the Monticello Ballroom

Our goal for this summit is to encourage everyone to share information, learn from one another, and build a lasting community of U.S. Government personnel interested in collaborating on mobile learning efforts. To ensure that we accomplish those goals, we invite you to attend an evening social on Wednesday 30 May, immediately following the summit until approximately 1900 in the Monticello Ballroom. A variety of light hors d'ouvres will be served, but it will not be heavy enough to suffice for dinner, so please do make dinner plans if you'd like. Drink tickets will be provided at registration on Wednesday morning, and a cash bar will be available as well. Please note that this bar accepts cash only - no credit/debit cards will be accepted.

Points of Contact

CTTSO and ADL coordinators for this event are listed below. You may receive e-mails or phone calls from any of them, regarding the summit.

POCs for the Combating Terrorism Mobile Learning Summit for Government:

- Erin Gibbens (CTTSO) at Erin.Gibbens.ctr@cttso.gov or 571-372-7288 (desk), 703-346-8428 (BB)
- Kim Reistrup (CTTSO) at Kimberly.Reistrup.ctr@cttso.gov or 571-372-7249
- Jason Haag (ADL) at Jason.Haag.ctr@adlnet.gov or 850-266-7100
- Marcus Birtwhistle (ADL) at Marcus.Birtwhistle.ctr@adlnet.gov