

HOST CHECKLIST

CONFERENCE NAME <input type="checkbox"/> Guard <input type="checkbox"/> Reserve <input type="checkbox"/> IMA	CONFERENCE START DATE	CONFERENCE END DATE	CONFERENCE LOCATION
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PRIMARY POINT OF CONTACT

RANK	NAME <i>(Last Name, First)</i>	DUTY LOCATION
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COMMERCIAL/DSN	E-MAIL ADDRESS
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ALTERNATE POINT OF CONTACT

RANK	NAME <i>(Last Name, First)</i>	DUTY LOCATION
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COMMERCIAL/DSN	E-MAIL ADDRESS
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NAMES OF GENERAL OFFICERS WHO WILL BE IN ATTENDANCE

HOW MANY OFFICERS *(O-6 and below)* WILL BE IN ATTENDANCE?

HOW MANY ENLISTED MEMBERS WILL BE IN ATTENDANCE?

HOW MANY TOTAL ATTENDEES ARE YOU EXPECTING?
(A minimum of 100 non-briefer attendees is required for ARPC to support with a briefer(s).)

IS AF/RE INVITED?

YES NO

IS AF/RE ATTENDING?

YES NO

ARE THERE ANY OTHER CONFERENCES BEING HELD
IN YOUR AREA THAT YOU COULD COMBINE WITH?

YES NO

DO YOU PLAN TO HAVE AN OFFICER/ENLISTED BREAKOUT SESSION?

YES NO

CHECK THE TOPICS YOU WOULD LIKE BRIEFED

- ARPC MISSION BRIEF *(30 MINUTES)*
- ARPC WEBSITE/HOT TOPICS *(45 MINUTES)*
- PROGRAM OPTIONS WITHIN THE AIR RESERVE COMPONENT *(30 MINUTES)*
- EDUCATIONAL PROGRAMS *(30 MINUTES)*
- ENTITLEMENTS, TRICARE, USERRA, AND SCRA *(45 MINUTES)*
- OFFICER EVALUATIONS, PROMOTIONS, AND DE *(60 MINUTES)*
- PARTICIPATION/POINT CREDIT/RETIREMENTS *(45 MINUTES)*

WHAT BRIEFING FORMAT WILL BE USED?	CAN YOU ACCOMMODATE BRIEFINGS PROVIDED ON A CD-ROM?
<input type="checkbox"/> POWERPOINT 4.0 <input type="checkbox"/> POWERPOINT 7.0	<input type="checkbox"/> YES <input type="checkbox"/> NO

PLEASE PROVIDE US WITH YOUR AUDIOVISUAL POC SO THAT WE MAY SEND THE BRIEFINGS IN ADVANCE. PROVIDE RANK, NAME, DSN, AND E-MAIL ADDRESS.

ADDITIONAL INFORMATION YOU THINK WE MAY NEED.

AGENDA: A COPY OF THE AGENDA (*DRAFT IS FINE*) IS REQUIRED 1 MONTH PRIOR TO THE CONFERENCE START DATE (*THIS HELPS US DETERMINE THE TIMES FOR THE FLIGHTS THERE AND BACK FOR OUR BRIEFERS*).

ARPC HAS LIMITED TDY FUNDS AND WILL GIVE PRIORITY CONSIDERATION TO ORGANIZATIONS THAT ARE ABLE TO FUND TRAVEL AND PERDIEM FOR ONE OF OUR TWO BRIEFERS NORMALLY SENT TO SUPPORT THE CONFERENCE.

ARPC REQUIRES AT LEAST 3 HOURS ON THE AGENDA TO JUSTIFY THE COST OF SENDING OUT BRIEFER(S). (*3 HOURS CAN BE DONE OVER A 2 DAY UTA*)

ARPC BRIEFERS CAN ALSO DO ONE-ON-ONE QUESTION/ANSWER SESSIONS WITH YOUR GROUP. WE RECOMMEND ARPC PRESENTATIONS EARLY IN THE DAY OR AT LEAST ANNOUNCING THE BRIEFERS ARE THERE AND AVAILABLE FOR ONE-ON-ONE QUESTION/ANSWER SESSIONS DURING BREAKS AND LUNCH THROUGHOUT THE DAY.

MAPS AND/OR DIRECTIONS TO THE CONFERENCE SITE ARE REQUIRED NO LATER THAN 5-WORKING DAYS PRIOR TO THE CONFERENCE START DATE.

CONFERENCE FEE: WE REQUEST THAT YOU DO NOT CHARGE ARPC BRIEFERS A CONFERENCE FEE.

ARPC POINT OF CONTACT: IF YOU HAVE ANY QUESTIONS REGARDING SUPPORT FOR YOUR GROUP, WE CAN BE REACHED AT

HQ ARPC/DS
18420 E SILVER CREEK AVE
BUCKLEY AFB CO 80011
DSN: 847-3022
COMMERCIAL: (720) 847-3022
TOLL FREE: (800) 525-0102
E-MAIL: ARPC.PRESENTATIONS@ARPC.DENVER.AF.MIL