

**Back To Basics T&E
SEPTEMBER 2007**

13 June 2007----Minutes

Meeting kicked off at 1605

Attendees: Brad, Terry, Monty, Kirk, Mike, Carl, Rob Schmitt, Trish

Co-chairs: Trish and Kirk, Military Co-Chair is Brad Sumter

Team Availability issues:

Brad may deploy in September.

Kirk gone 15-30 June

Trish gone 14-26 June

Sansone tentative 18-21 Jun TBD

Discussion:

- **Location/Date:** Sheraton 10-12 September (Name change to Crown Plaza—will update website, et al.)
- **Costs:** All agreed. Plan on 75 attendees for budgeting purposes. Breakfast/break/Lunch is \$45 plus 27.5%. Also add room costs. We need to have head count 3 days in advance.

Guest Speaker
97.50 for Military or Government (no membership included)
125.00 for ITEA members
147.50 for Non-ITEA members

Attendee Cost
Military / Government - 195.00 (no membership included)
ITEA Member - 250.00
Non ITEA Member 295.00
Banquet Only Max will be \$32.00 for budgeting purposes (Banquet included in above prices. -- Banquet will be beef and if they ask for a veggie.

Exhibitor Cost	Chapter Sponsor	Non Chapter Sponsor
10 x 10 Booth	500.00	750.00
10 x 15 Booth	750.00	1000.00
10 x 20 Booth	1000.00	1500.00
20 x 20 Booth	1500.00	2000.00

- **Sponsor/Exhibitor update (Terry)--**
- **Corporate Sponsors:** Each of us needs to try to get 3.
- **Exhibitors:** In addition to booth the company can do a 5 min. advertisement (won't be on schedule) for the 6 Breaks: 1-12 Spots

Below is just a list of companies. **We need to update the website with who sent what to whom.** See website in minutes below:

- BAH (John)
- Camber (Trish)—sent for Exhibit and sponsor

Back To Basics T&E
SEPTEMBER 2007

- Westech (Terry)
- Ducom
- Arma
- MITRE (Phil Kirchner) - Rob Schmitt added, not sure of spelling. Tim Cerniglia knows him I think
- SAIC (Barry Fancher/Walton/Mark Smith/Wes Clark)
- RSIS (Bogenrief)
- Northrup (Mick Anna)
- CSC (Colen/Gayle White)—Trish and Terry sent for Exhibit/Sponsor
- Combat Training Solutions (colon)
- Boecore (Kathy Boe)
- Sparta (Doc Klodnicki)
- Scitor
- TBE (John Walsh)
- SYS Technologies? (Matt Johnston)
- SI Intl (Plummer?)
- Intecon (CT Trafton?)
- LMC (Les Nelson)
- Harris (Bobby Veazy)
- ARINC
- Boeing
- Raytheon
- BAE (Phil Andreski)
- Honey Well (Neal Wolford)
- Ciber (Russ Scott)
- Realization (Duke)—Trish sent forexhibit/sponsor

- **Reservations/Website (POC: Mike Sansone):**
 - Email campaign for Sponsors - prevent duplicate by referring to list, at : http://www.itea-rmc.org/itea_member/Sponsor_Solicitation_List.doc and CCing Sansone to keep list up-to-date **Password is: 2007ITEA (Case sensitive)**
 - ColdFusion - \$3 a month - would not sign up until features were ready to implement - **Approved**
 - o Manage subscription to newsletters
 - o Manage profile (keep addresses up to date)
 - o Allows officers to access the master email list
 - o Dynamically build email
 - o dynamically fill in event details
 - o Automatically builds list of symposium/workshop attendees we can use to print name tags and contact attendees
 - o Presenters can upload slides
 - E-commerce Advantages: - **Approved**

Back To Basics T&E
SEPTEMBER 2007

- e-commerce 187.83 for 1 year (next year would be \$127 unless rates went up as the first year includes a set-up fee) - Update flyers!!!
- Last year over half paid by credit card
- Provides pressure to prevent no-shows
- Added convenience

Registration - all forms done - please encourage folks to register (start date after 22 Jun to allow for set-up if e-commerce)

- **Advertisement:** E-mail List + Last Years Sym Participants (Advertise) (POC: Trish/Sansone) Completed.

- **Advertising /Publicity:** (free options - AFCEA, AFA, AOC, etc.) Flyer & E-mail (Mike & Kirk)

- **Logistics** (AV, Paper Folder, Setup, Site) Chief Barton/MSgt Reeser:

- Tables – rent again
- Screen – Sheraton
- Projectors---need 2!! Need to get them somewhere.

- **Treasurer** (Frank Mindrup/Monty)

- Momentos for speakers? (POC?)—yes for all, Monty will order 12
- momentos for exhibitors? (POC)—yes plaques...Brad
- momento for Banquet speaker? (POC)—yes ... Brad (\$50)

- **Raffles**--AFOTEC Coins (Trish)---Decided **NO RAFFLE**

- **Lottery**—(Terry)—Terry said will be last week thing. Along with ITEA BOOTH IF need. WE will just track incase we need.

- **Banquet Speaker update: (John)**—has asked Dr Sega

- **PANEL Chair Update --- Kirk Moen!!!** chair and write up question and rules of engagement. (Possible questions: Is integrated T&E even possible with space systems? How do we do integrated on-orbit testing?) Moderator: John

Event Schedule with POCs to invite speakers....(this schedule is only tentative...briefer can be moved around time wise...this is only for planning purposes...we also can shorten to ½ hour if we want to get in more briefers.) Tell them ½ hour or 45 min max.

10 Sep—

1800 - 2000 Early Registration (POC: Mike Sansone)

1800 - 2200 Ice Breaker (Individual / Networking / sponsored by BAH)

11 Sep

Back To Basics T&E
SEPTEMBER 2007

0700 Registration
0730 Cont. Breakfast
0800-0815 Welcome / Intro / Moment of Silence
0815-0830 Kickoff Speaker (Keynote) (POC: Trish)—Col Beers --
CONFIRMED
0830-0915 AF/TEP (POC: Trish)---**CONFIRMED**
0915-1000 HQ AFSPC/A3TO (POC: Trish)--**CONFIRMED**
1000-1045 Exhibit / Coffee Break (Need a sponsor??)
1045-1115 New TEST WING—McLaughlin (POC: John)
1115-1200 Aerospace (POC: Trish)—**CONFIRMED**
1200-1330 Lunch & Exhibits (lunch@hotel)
1330-1415 HQ AFOTEC or Det 4 (POC: Trish)—**CONFIRMED (will have det
or HQ AFOTEC/Col Bartlett)**
1415-1500 BAH (POC: Trish)--**CONFIRMED**
1500-1545 Exhibit / Break
1545-1630 NASA (POC: Trish)
1630- Wrap-up
1830-1900 Reception Social (Sheraton) / Banquet (Sheraton) / Speaker
(Highlight) Sega (POC: John) (Backups: Hamel, Chilton, Hyten,
Doc Humphries) -Sega has been asked.—awaiting response

12 Sep

0730- Cont. Breakfast
0800-0830 Keynote Speaker-- McQueary (POC: John) (Backups: Hamel,
Chilton)—Dr McQueary asked....
0830-0915 *Panel 0830-1000* (3 people at least) Rules still TBD. Kirk is
working. Possibilities: TDs, McQueary, Sega, Wormington,
Hamel, Chilton, Col Bartlett), , Hyten, Humphries, Mr Scott
Marshall, Col Farris, Col Morgan
**We are awaiting the banquet and keynote Sega and McQueary.
They will also be asked for panel, then will go down the line.
0915-1000 STIO (POC: Brad)--**CONFIRMED**
1000-1045 Exhibit / Break
1045-1130 Army (POC: John)--- Mr Johnson--**CONFIRMED**
1130-1200 DISA (Dr Hutchison) (POC: John)
1200-1330 Lunch / Exhibit
1330-1415 IA (92 IOS/46TS/MITRE) (POC: Brad)
1415-1500 AFMC (POC: Trish)
1500-1545 Exhibits / Break
1600 Wrap-up

Additional briefers:

**Back To Basics T&E
SEPTEMBER 2007**

Missile Defense a Tony Williams (POC: John)
 SMC (POC: Trish) will call SMC/EA, follow up with Farris
 SMC DT Squadron on base (POC: Trish)
 STTR/25 SCTS (POC: Brad)
 DOT&E (POC: Trish—after we see if McQueary comes
 ESC (POC: Trish)— Griesmer
 A3T (POC: Trish)—Col Morgan—personally invite to symposium once arrives
 on 19 June
 Realization—asked for speaker and exhibit/sponsor --- will have to review his
 speaking and he only gets 30 mins.

NEXT MEETING: 11 July/1600 Camber and Telecom.

Action Items:

Item	Suspense	POC	Status
Update the website of sponsor/exhibit requests & results	Update: 11 July	ALL	
Advertising /Publicity: (free options - AFCEA, AFA, AOC, etc.) Flyer & E-mail, Base bulletin Plaza elevator, poster board	Update: 11 July	Mike & Kirk Brad—checking schriever BB Trish ---checking Pete BB	
Last year's attendee list to Kirk	ASAP	Trish	Closed
Q&A Panel (Draft Q's, determine participants, rules of engagement, Sample Qs: Is integrated T&E even possible with space systems? How do we do integrated on-orbit testing?)	Update: 11 July	Moen	
Symposium Participants/Attendees		All	
Treasurer Update	11 July	Frank Mindrup/Monty—work with Trish to do initial budget	
Submit all projected costs to support budget estimates by 26 June to Trish and Monty.	26 Jun 07	ALL	
Program	1 Sep 07	Terry	
Flyer update (Name change, reservation info, payment methods)	15 Jun	Sansone	
Follow-up w/ HQ for ITEA pitch slides (needed for brief to Det 4) Sansone - Sent email to Terry to remind to follow-up w/ HQ	19 Jun 07	Terry	
ITEA Banner	11 July	Terry	
Banquet Speaker (Dr. Sega requested)	22 Jun 07	John	
Bios - what to do with them	22 Jun 07	Trish—email Johnson	

Back To Basics T&E
SEPTEMBER 2007

		secretary.	
Journal Ad Update	5 Jul 07	Sansone	
Logistics (AV, Paper Folder, Setup, Site)	Update: 11 July Final plan: 15 Aug 07	Chief Barton/MSgt Reeser	
Lottery	7 Sep 07	Terry	
Memento - Banquet Speaker (\$50)	7 Sep 07	Brad	
Memento - Exhibitors	7 Sep 07	Brad	
Momento—all speakers	7 Sep 07	Terry told Monty to order 12 pen/pencils. Will give this to speakers.	
Name Tags	7 Sep 07	Sansone	
Protocol	7 Sep 07	Diana Keeler	
Advertisements with Camber corporate (events list like BAH)	11 July	Trish	
Update Chamber calendars	11 July	Monty	
Kick off speaker—Col Beers	11 July	Trish	Closed
Col Bartlett for AFOTEC brief Spot	11 July	Trish	
Registration and miscellaneous (Week of)	10 Sep 07	Jamie Brown, Mike Sansone, Rob Schmitt, Tim Cerniglia, Dave Reynolds and Jeremy Kipp as available	
Back to Basics paragraph		Terry & John	Closed
Journal Ad	20 Apr 07	Sansone	Closed