

HOST CHECKLIST

CONFERENCE NAME	CONFERENCE START DATE	CONFERENCE END DATE	CONFERENCE LOCATION
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PRIMARY POINT OF CONTACT

RANK	NAME (Last Name, First)	DUTY LOCATION
COMMERCIAL/DSN	E-MAIL ADDRESS	

ALTERNATE POINT OF CONTACT

RANK	NAME (Last Name, First)	DUTY LOCATION
COMMERCIAL/DSN	E-MAIL ADDRESS	

NAMES OF GENERAL OFFICERS WHO WILL BE IN ATTENDANCE	HOW MANY OFFICERS (O-6 and below) WILL BE IN ATTENDANCE?
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HOW MANY ENLISTED MEMBERS WILL BE IN ATTENDANCE?	HOW MANY ATTENDEES WILL BE SUPERVISORS OF RESERVISTS?
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HOW MANY TOTAL ATTENDEES ARE YOU EXPECTING? <i>(A minimum of 75 non-briefer attendees is required for ARPC to support with a briefer(s).)</i>	IS AF/RE INVITED? <input type="checkbox"/> YES <input type="checkbox"/> NO
	IS AF/RE ATTENDING? <input type="checkbox"/> YES <input type="checkbox"/> NO

ARE IMAs FROM OTHER COMMANDS ATTENDING? <input type="checkbox"/> YES <input type="checkbox"/> NO	LIST COMMANDS
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ARE THERE ANY OTHER CONFERENCES BEING HELD IN YOUR AREA THAT YOU COULD COMBINE WITH? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU PLAN TO HAVE AN OFFICER/ENLISTED BREAKOUT SESSION? <input type="checkbox"/> YES <input type="checkbox"/> NO
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CHECK THE TOPICS YOU WOULD LIKE BRIEFED

<input type="checkbox"/> ARPC MISSION BRIEF (30 MINUTES)	<input type="checkbox"/> MEDICAL ISSUES (20 MINUTES) *
<input type="checkbox"/> ARPC WEBSITE/HOT TOPICS (15 MINUTES)	<input type="checkbox"/> MOBILIZATION (15 MINUTES) *
<input type="checkbox"/> CAREER OPPORTUNITIES (30 MINUTES)	<input type="checkbox"/> OFFICER EVALUATIONS, PROMOTIONS, AND PME (60 MINUTES)
<input type="checkbox"/> EDUCATIONAL PROGRAMS (15 MINUTES) *	<input type="checkbox"/> PARTICIPATION/POINT CREDIT (20 MINUTES) *
<input type="checkbox"/> ENLISTED EVALUATIONS, PROMOTIONS, PME, AND SPECIALTY TRAINING ENLISTED INCENTIVES(45 MINUTES) *	
<input type="checkbox"/> ENTITLEMENTS, TRICARE, USERRA, AND SCRA (45 MINUTES)	<input type="checkbox"/> RETIREMENTS (30 MINUTES)

WILL THE BIMAA OR PROGRAM MANAGER BE PROVIDING BRIEFINGS ON ANY OF THE ABOVE LISTED TOPICS? IF YES, WHICH ONES? <input type="checkbox"/> YES <input type="checkbox"/> NO

* IMA BRIEFS CAN BE ALTERED FOR UNIT OR ANG AUDIENCES.

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**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

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

EVENT SUPPORT 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 4 HOURS ON THE AGENDA TO JUSTIFY THE COST OF SENDING OUT BRIEFER(S).

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 EVENT, WE CAN BE REACHED

HQ ARPC/DS
6760 E IRVINGTON PL
DENVER CO 80280-1000
DSN: 926-6314
COMMERCIAL: (303) 676-6314
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