

SPEAKER INFORMATION

Speakers making presentations are responsible for obtaining all approvals for release of information in accordance with requirements of their company/organization/agency. In addition, speakers making classified presentations are responsible for properly marking all classified visual media presented. Presentations are due by Wednesday, March 3, 2010.

CLASSIFIED PRESENTATIONS

The primary and recommended method of sending your presentation is via SIPRNET.

Ms. Rosie Hunt

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Subj: 2010 NDIA Conference Presentation

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It is recommended that you ensure your presentation was successfully received.

For presenters without SIPRNET access, classified presentation material should be mailed to the Naval Mine and ASW Command prior to the conference; hand-carrying classified material is highly discouraged. The address for sending such material is:

Naval Mine & ASW Command
Attn: Mr. Charles Case
32444 Echo Land, Suite 300
San Diego, CA 92147-5119
HOLD FOR NDIA

The external opaque wrapper or envelope for classified packages will show the above address and have the complete return address of the sender. The inner opaque wrapper or envelope will be addressed the same as the outer envelope and also be plainly marked with the security classification level of the contents, and annotate "Hold for (name of speaker), NDIA 2010 Spring Conference." Presenters wishing to have their material returned after the conference should bring pre-stamped return envelopes, or, if preferred, material can be destroyed.

NOTE: It is recommended that presenters without access to SIPRNET who have to mail their presentation first copy it onto a DC-R or CD-RW and then mail it per the above procedure.

UNCLASSIFIED PRESENTATIONS

Unclassified presentations may be hand-carried to the conference. Presentations should be brought on a CD; we recommend bringing a back-up copy as well. Please note, any recordable media, once connected to the presentation computers, will be considered classified to the highest classification of the system. It subsequently will be marked and controlled to that level. That means, **once connected to our classified system, disks, memory sticks, read-write CDs, etc. will be marked and handled as SECRET** (regardless of the classification of the retrievable files on the media). Media can be either returned to you or we will retain for destruction after the conference.

As proceedings are not printed for this conference, speakers need not submit a written paper.

IDENTIFICATION BADGES

Each attendee will be provided an identification badge at registration check-in, provided all necessary materials (i.e. security, registration, and payment) have been received by the deadlines. You must show proper government-issued photo ID to be presented with your badge. This badge must be worn for access to all conference functions.



MESSAGE CENTER

For your convenience, a message board will be located at the registration desk. The phone and fax numbers will be provided at the conference.

FINAL AGENDA/ATTENDEE ROSTER

A final agenda and attendee roster will be distributed at the conference. Your registration and payment must be received by March 3, 2010 to be included in the roster. An updated roster will NOT be printed after the conference.

National DEFENSE Increase your company's exposure at this conference by advertising in *National DEFENSE* magazine! The latest issue of *National DEFENSE* will be distributed to the attendees of this conference. For more information, contact Dino Pignotti at (703)247-2541 or fax: (703)522-4602.