

# Conference Security Form Submission Instructions

## NON-U.S. DELEGATES and OTHER ATTENDEES

This form for non-U.S. Delegates must be submitted to provide required information to grant access to the conference. A photograph is also required to create your conference badge. Individuals granted a security clearance by their government (equivalent to U.S. SECRET or higher) and those having a valid need-to-know may request authorization using a Visit Authorization Request (VAR) to participate in all sessions of the three-day conference. Individuals without a security clearance granted by their government but having a valid need-to-know validated by their government, may request authorization to attend only the OPEN sessions on Tuesday.

1. To obtain authorization to attend the conference, MDA/SOC must receive the following by **15 October 2019**:

- a. Properly completed Conference Security Form for non-U.S. citizens.
- b. Digital photograph in JPEG format.
- c. U.S. approval of a valid VAR submitted through embassy channels to the U.S. Defense Intelligence Agency/Foreign Affairs Liaison Office.

2. Submission to MDA: After properly completing the security form and obtaining all the certifying signatures, scan and email form to: [bmdconference@mda.mil](mailto:bmdconference@mda.mil) or fax the form to:

Missile Defense Agency  
Attn: SOC/Conference Badging Office  
Fax: 571.231.8099

3. Photographs are required for the conference badge. Please provide a JPEG digital photograph (from middle of chest to top of head), 300 dpi or greater, 2 x 2 inches or greater in size, to MDA/SOC using one of the following methods:

- a. **Email (Recommended by MDA)**

1. The JPEG file name must be the name of the person contained in the JPEG file. Format for naming the file is "Last Name, First Name, Middle Initial.JPG."
2. The subject line of the email must be Year 2019 BMD. The body of the email must contain the name of the individual in the picture.
3. Send the JPEG photograph as an attachment to [bmdconference@mda.mil](mailto:bmdconference@mda.mil).

- b. **Express Mail or courier service**

1. Photograph (in JPEG format) must be stored on CD or DVD media disk.
2. The JPEG file name must be the name of the person contained in the JPEG file. Format for naming the file is "Last Name, First Name, Middle Initial.JPG."
3. Please ensure a memo is enclosed identifying the full name (last, first, middle initial) of the individual contained on the CD or DVD media disk.

4. Forward the package to:

MDA/SOC  
Building 245  
5700 18th Street  
Fort Belvoir, VA 22060-5573

Please use a delivery service (i.e., FedEx, UPS, DHL) or other courier. The U.S. Postal Service may delay delivery.

4. Submission of Visit Authorization Requests (VAR): All non- U.S. delegates must forward a VAR to the Defense Intelligence Agency through their Embassy in Washington, DC, in accordance with U.S. foreign visit procedures. Please insert the following as a "Point of Contact" information on all VARs: Mr. Jeffrey Cullen (571.231.8248), Mr. Sean Varner (571.231.8247), or Ms. Erin Bombick (571.231.8287). The VAR must list the following stated purpose of the request:

**"To attend/support/participate in the Missile Defense Agency (MDA) 2019 Multinational BMD Conference at the Hilton Dresden, Germany, 29 - 31 October 2019?"**

National Embassies shall forward the VAR to the Defense Intelligence Agency at the following address:

Missile Defense Agency  
Missile Defense Agency  
5700 18th St. #245  
Fort Belvoir  
Virginia, VA 22060

**All conference security forms must be received at MDA by 15 October 2019.** For questions concerning completion of the conference security form or VAR, please contact MDA Security Operations Center (SOC)/Conference Badging Office at 571.231.8098.

Register for the conference through NDIA. Submitting a security clearance form does not register you for the conference. Do not mail NDIA conference registration forms or fees to MDA.

*The Conference Security Form with JPEG file and VAR must be received at MDA/SOC by 15 October 2019.*