

Instructions for 2009 TCC Submissions

Please use the following format when submitting information on attendees and presentation topics. Information can be submitted via the website or via email, if desired:

Attendee(s)

- a. Name: (name, rank/grade, branch of service)
- b. Representing: (agency or organization)
- c. Email address:
- d. Mailing address:
- e. Telephone: (DSN/commercial/fax)
- f. Estimated time of arrival and departure to/from Oahu, Hawaii

Presentation Topics

- a. Title:
- b. Proposed agenda subsections:
- c. Originator: (agency or organization)
- d. Presenter: (name, rank/grade of presenter)
- e. Time: (estimate for presentation and question and answer period; not to exceed 20 minutes)
- f. Audiovisual requirements/limitations: Presentation **MUST** be accomplished using one of the two following methods:
 - Presentations less than 20 MB may be uploaded via the TCC webpage
 - Presentations exceeding 20 MB should be mailed on a CD ROM

Please note: Policy prohibits the use of thumb drives on DoD computers! All presentations brought to the conference should be placed on CD ROM

- g. Brief Synopsis:

Important NLT Dates:

1. 20 Mar 09 (Friday) – Last day to reserve a Navy Lodge room from the conference block. Rooms are available on a first come, first served basis.
2. 27 Mar 09 (Friday) – Names of attendees, proposed agenda items, and presentation topics in the above formats due to the conference coordinator (via web submission).
3. 10 Apr 09 (Friday) – All fees are due in to the conference coordinator.
4. 17 Apr 09 (Friday) – All electronic presentations (power point, etc.) are due to the conference coordinator.

Conference Fee:

\$15/day

Contact Information:

The mailing address for submitting conference fees and input is:

NAVMARFCSTCEN / JTWC
Attn: TCC / METSAT Conference 2009
425 Luapele Road
Pearl Harbor, HI 96860

Please make checks payable to Matthew Kucas

FAX numbers are: (DSN) (315) 474-8902, (Commercial) (808) 474-8902

E-mail address is: matthew.kucas@navy.mil

Note: Please use “2009 TCC” as the subject on all correspondence to ensure proper routing. The MG USPACOM will review the proposed agenda items and presentation topics. Those agenda items and presentations selected as appropriate for the 2009 TCC will be incorporated into the conference program. An outline will be emailed to the attendees within a week of the MG USPACOM meeting. Please address questions to the TCC coordinator.