



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

1 Mar 2012

Lieutenant Colonel Michael D. Burk
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Air War College
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Dear NSF Guest

Thank you for responding to our invitation to be our guest at the 59th National Security Forum (NSF), May 7-11, 2012. The forum is an excellent opportunity for military and civilian leaders to have a candid, open dialogue on national security issues and challenges. It is also useful in enriching perspectives and mutual understanding among distinguished American civilians and the future senior leaders of our armed forces. Attached and also on our website, <http://www.au.af.mil/au/awc/nsf/index.htm>, is the latest agenda and information you need to register for the NSF. The forms are self-explanatory; however, please be sure to read all the information carefully.

Registration. We encourage you to complete your registration online following the instructions on Attachment 2. The NSF registration website contains NSF information, registration forms, and useful links to public Air Force and local sites. If you prefer, you may register via paper using the attached forms (Attachments 3 and 4). Please register using *only one* method. We will send confirmation once we've received your registration via on-line or fax. Either way, we need to receive your registration information *no later than 13 April* for planning purposes. Please let us know if you need more time.

Registration Fee. The registration fee is \$125 per person and is also due no later than **April 13th**. This fee covers the Monday evening Commandant's Welcome Dinner, box lunches (Tuesday and Thursday), Wednesday's BBQ lunch, the Thursday evening Garden Party and administrative costs. You may pay this fee with a credit card (only Visa or Mastercard) or with a check. Please see Attachment 4 for specific payment instructions and Attachment 5 for detailed descriptions of meal and social events.

Other Meal Expenses. Each morning there will be breakfast at the Two-Putts Bar and Grill on base where you may order from their menu (see link on our website). Lunch on Monday, May 7th will be on your own at the Officers Club. The military personnel in your seminar will plan a dinner social for the evening of Tuesday, May 8th. You will be on your own for dinner on Wednesday, May 9th, with transportation provided to downtown restaurants. Lunch on Friday is also on your own. Your registration fee does not cover the expenses for these meals.

Lodging. We will make your reservations for lodging on Maxwell AFB, and lodging costs will not exceed \$50 per night. Lodging on base is more convenient since it provides easy access

to all NSF events and buses will be used to transport guests to all events. However, you are free to make other arrangements. Please let us know if you choose to make other arrangements.

Transportation. You should plan to arrive sometime on Sunday (6th of May) between 8am and 9pm. The opening remarks are at 8:30 a.m. Monday morning, and the Forum is over by noon on Friday. Please complete the travel plans section on the registration form (Attachment 3) or on-line. Your escort will use this information to assist you in your arrival and departure. If you fly into the Montgomery airport, your escort will provide transportation from the Montgomery airport to lodging. You will have no need for a rental car during NSF week.

Biography. Your welcome package will include a *Guest Biographies* booklet to help NSF guests become acquainted more quickly. Please provide a one page biography, including a current photograph, for this booklet. We've provided samples (Attachment 6) as a guide—however this is not a required format. Please e-mail the biography as an attached MS-Word or PDF document. We need the biographies by **April 13th** in order to print the book before you arrive. Please **do not fax** your biography because the quality is not adequate for the biography booklet.

Spouse Attendance. You may bring your spouse/guest to the NSF, and he/she is welcome to participate in all events except the C-130 flight and group photo. When you register, please provide his/her name and indicate your guest's choices for meals and noontime lectures.

Security. All NSF guests must provide their Social Security Number and Date of Birth for a cursory background check to be allowed base access. The SSN will also grant you permission to fly on a C-130 for our Air Operations Day on Wednesday.

We will email the final package containing pre-departure information and Invitational Orders (for C-130 flight and base privileges) by late April, and your escort will contact you. In the meantime, if you have any questions, please contact us at (334) 953-6580 or (334) 953-2515 or send us an e-mail at awc.nsf.workflow@maxwell.af.mil. Again, we look forward to your participation in the National Security Forum.

Sincerely

MICHAEL D. BURK
Lieutenant Colonel, USAF

Attachments:

1. Draft Agenda
2. Online Registration Instructions
3. NSF Paper Registration Form
4. Registration Payment Form
5. Description of Events
6. Sample Biographies