On behalf of the <event Name>: *<event theme>* Program Committee and the ITEA Board of Directors, we thank you for accepting our invitation to as a Plenary Session Panel Chair. Please refer to the attached program schedule for the date and time of your panel.

Members of your Panel will include:

<list of panelists with email addresses>

Despite the current conference and travel environment, we are thrilled to have organized a comprehensive and packed agenda that offers plenary presenters, special panels, technical track sessions, and exhibitors of interest to the test and evaluation community. The <event name> will showcase current research, new tools and techniques, leading edge procedures and processes, best-in-class practices, and perspectives of representatives from academia, industry, DoD, and other government agencies on timely, relevant, and emerging topics critical to the future of the test and evaluation.

Please refer to the following information for additional details regarding your presentation and participation at the <event name>:

**<event name> Registration**

In honor of your role as a Plenary Session Panel Chair, you can take advantage of a special $200 registration rate for the <event name>. If you have not already registered, you can register online at [www.itea.org](http://www.itea.org), or contact Mr. James Gaidry, e-mail: [jgaidry@itea.org](mailto:jgaidry@itea.org), Phone: 703-631-6220, to process your registration.

**Biography** **and Photo**

If you have not already, please send a current short bio (maximum 350 words) and a “head shot” photo (minimum 150-pixel resolution, 300x450 pixel size) to [<event name>@itea.org](mailto:Symposium@itea.org) for publication in the Program Guide and for use in your introduction.

**Hotel Reservations**

If needed, please make your hotel reservations by <room block end date> with the host hotel, <hotel name, address, phone number, fax number>. ITEA has a room block available to all attendees and we are truly pleased to offer our attendees the prevailing FY18 government per diem rate of <locale per diem rate> (not inclusive of taxes).

**Speaker Ready Room**

* Presenters are welcome to join us in the Speaker Ready Room at 7 am on the morning of your presentation session. During this time, you can meet with the <event name> Technical Program and Track Chairs to make sure that we have your most current bio. There will also be A/V technicians available to conduct dry-runs of any imbedded videos, and handle any special requests or needs that you might have for your presentation.
* **Upload and confirm that your presentation runs as planned in the Speaker Ready Room at least 1 hour prior to the start of your session.** Make sure to bring a back-up of your presentation. Note: You may make changes to your presentation up to 1 hour before the start of your session. We will not accept presentations within 1 hour of the START OF THE SESSION.
* If necessary, edit and revise your presentation the DAY BEFORE your scheduled talk. Edits to your presentation are not permitted inside the session room.

**Publishing Information**

* **Publishing your work in the <event name> Proceedings -** As part of our attendees’ registration fees, they will receive proceedings from this event. All presentations should be cleared by your authorizing agent and you should submit the attached *"*Authorization to Publish*"* statement (please send to [<event name>@itea.org](mailto:Symposium@itea.org) or if necessary, bring it with you to the event). The proceedings will be made available to our attendees electronically within one week of the conclusion of the program.
* **Publishing your work as an article for *The ITEA Journal of Test and Evaluation -*** We encourage you to write a paper on your topic for consideration in *The ITEA Journal*.  The submitting author must complete and sign a copyright agreement and release form and prepare a full manuscript that adheres to *The ITEA* *Journal* guidelines found on the ITEA website, at <http://www.itea.org/index.php/learn/publications>.  If you have any questions, you can contact us at [Journal@itea.org](mailto:Journal@itea.org).

**Dress Code**

<SYMPOSIUM: Class A uniform or duty uniform (Military) / Business (Civilians).>

<OTHER EVENTS: Class B uniform or duty uniform (Military) / Business Casual (Civilians).>

**Points of Contact**

<event name> Chair - <name>, <organization>

Technical Program Chair - <name>, <organization>

Exhibits and Sponsorship Chair -<name>, <organization>

Registration - Mr. James Gaidry, CAE, ITEA Executive Director - e-mail: [jgaidry@itea.org](mailto:jgaidry@itea.org), Phone: (703) 631-6220, Cell: (239) 560-3463

Please let us know if there are any questions that you or your staff might have at this time.

Best regards,

James M. Gaidry, CAE, MBA

Executive Director

[jgaidry@itea.org](mailto:jgaidry@itea.org)

Phone: 703-631-6220

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