

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR USE OF NETC FACILITIES

O.M.B. No. 1660-0029
Expires December 31, 2010

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 6 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0029). **NOTE: Do not send your completed survey to the above address.**

1. CONTACT PERSON	2. TELEPHONE NUMBER (Include area code)
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3. ORGANIZATION

4. ADDRESS

5. NAME OF CONFERENCE/SEMINAR/MEETING	6. DATES	
	FROM	TO

7. ACTUAL NUMBER OF ATTENDANTS a. _____ Government employees b. _____ Non-government employees (Including guest speaker) c. _____ TOTAL	8. ACTUAL NUMBER REQUIRING OVERNIGHT LODGING a. _____ Male b. _____ Female NOTE: Lodging checks will be made payable to the National Emergency Training Center	9. WILL MEALS BE REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: Food checks will be made payable to the Food Service Contractor
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10. ROOM SPACE REQUIRED

a. Meeting room
 b. Breakout Rooms (number in each room)
 c. Auditorium
 d. Social/Evening

11. EQUIPMENT NEEDED

12. OTHER REQUIREMENTS

13. SIGNATURE	DATE
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Please return the completed form to:

Special Groups Coordinator NATIONAL EMERGENCY TRAINING CENTER 16825 South Seton Avenue Emmitsburg, MD. 21727	Phone: Commercial: (301) 447-1179 FTS: 652-1179
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