

Thanks for your interest in the 2014 AFTE Eastern Regional – Fall Training Seminar scheduled for October 16/17, 2014.

Here is some information that may be helpful when planning your trip to the [FBI Laboratory](#):

- ✓ As a reminder, the seminar is being organized and hosted by the FBI Laboratory, Firearms/Toolmarks Unit, and any expenses for lodging, travel, and meals are the responsibility of the attendee.
 - ✓ *There is no registration fee associated with this seminar.*
- ✓ The surrounding Garrisonville/Dumfries area does offer various lodging accommodations. The following google links list hotels that are closest to the Quantico base entrance/gate.
 - ✓ [Garrisonville hotels](#)
 - ✓ [Dumfries hotels](#)
- ✓ On Thursday afternoon, we plan to have a barbeque. If you purchase a bbq plate, which will include 2 grilled sausages (with bun/peppers/onions available), chips, and a beverage, please plan to pay (\$10) cash. If you choose not to participate, please bring your lunch (a refrigerator/microwave will be available) or you can purchase lunch at Doc's Deli located inside the Laboratory. We hope that you will participate in the barbeque, but know that there are other options. Since it does take some time to get on/off the academy/base grounds it would be best to keep everyone on campus for lunch. Coffee will be available with donations and other bottled soft drinks including water will be available for purchase.
- ✓ If you would like to be a presenter at the training seminar, please send a summary or abstract of the presentation as well as any A/V equipment you might need. A computer, projector, and smartboard will be available for the presentations.
- ✓ Regarding security and access to FBI space, Visitors (non FBI employees) may not bring the following items into the FBI facilities unless previously inspected and approved. Visitors should be advised to leave their devices in their vehicles. Persons entering FBI facilities are subject to search and examination of any devices carried without approval. Examples of prohibited devices include but are not limited to the following:
 - ✓ *Cameras/video recording devices*
 - ✓ *Cell phones*
 - ✓ *Computers*
 - ✓ *Pagers*
 - ✓ *Personal digital assistants (PDAs)*
 - ✓ *Tape recorders*
 - ✓ *Thumb drives*
 - ✓ *USB drives*
 - ✓ *Personal laptops*
 - ✓ *Personal photo or video cameras*
- ✓ An email with driving directions and visitor information will be provided in a future email.
- ✓ The location for the seminar is the FBI Laboratory, the following information is needed for security reasons and admittance onto the FBI Academy campus. Please reply to this email with the following information:
 - ✓ ***Full first/last name and middle name/initial is applicable***
 - ✓ ***Date of birth***
 - ✓ ***Social security number***
 - ✓ ***Email address***