



NATIONAL GUARD PROFESSIONAL EDUCATION CENTER CONFERENCE & EVENT REQUEST FORM

GENERAL CONFERENCE/EVENT INFORMATION

CONFERENCE/EVENT TITLE:	DATE OF REQUEST:
REQUESTING AGENCY AND MAILING ADDRESS: (Including Zip Code)	OFFICE SYMBOL:
	ORGANIZATIONAL ENTITY

REQUESTOR AND POC INFORMATION

PRIMARY POINT OF CONTACT	ALTERNATE POINT OF CONTACT
Name:	Name:
Phone:	Phone:
Email:	Email:

PURPOSE OF CONFERENCE/EVENT:

	REQUESTED DATES	DATE:	TIME:
EXPECTED NUMBER TO ATTEND:	ARRIVAL DATE & TIME:		
NUMBER OF UPH REQUESTED:	START DATE & TIME:		
NUMBER OF BREAKOUT ROOMS:	END DATE & TIME:		
NUMBER PER BREAKOUT ROOM:	DEPARTURE DATE & TIME:		

*If dates requested are not available, alternate dates will be recommended by PEC Conference Planners.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Coffee Equipment	Social / Ice Breaker	Non-DoD Attendees (Special Guest Passes)
Special Room Configuration	VIP Rooms Required	Bulk Shipping to PEC (See address below)
Computers Needed	IT Support (Software/TEAMS)	Conferee with Service Animal/Special Need
Weekend/After-hours Event	SVTC/Secure Brief (Explain Below)	

Other requirements:

Special Notes:

- Unaccompanied Personnel Housing (UPH) is authorized for Service Members and DOD civilians attending approved PEC events/courses.
- PEC opens the conference and special events schedule to non-NGB agencies four (4) months out.
- PEC is a NGB funded facility and subject to hosting unprojected priority NGB events. Therefore, modification or cancellation of non-NGB directorate events may be necessary due to fluctuating mission requirements.
- Normal operation hours for Militia Hall are between 0730-1630 M-F (exceptions must be coordinated with PEC Conference Planner)
- Registration for events closes one week prior to event to allow for accurate UPH accountability (per PEC SOP)
- Shipping:** All in/outbound shipping for approved events must be coordinated with the PEC Conference Planner/s prior to shipping. Ship Items to the address below:

Professional Education Center, Operations and Training Division (Ext. 6777 or 6602)
"Name of your event" PEC Warehouse, BLDG 1501A
Camp Robinson, North Little Rock, AR 72199



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****TO BE COMPLETED BY PEC** CONFERENCE/EVENT ROUTING SHEET-OTD: **TO BE COMPLETED BY PEC****

CONFERENCE/EVENT TITLE:

DATE ASSIGNED:

START DATE:

END DATE:

DATE OF SUSPENSE:

CONFERENCING:

RECOMMENDATION:

DATE:

SIGNATURE:

REMARKS:

IT DIVISION

FORCE PROTECTION

SERVICE DIVISION

UPH

RECOMMENDATION:

DATE:

SIGNATURE:

REMARKS:

OPERATIONS CHIEF:

RECOMMENDATION:

DATE:

SIGNATURE:

REMARKS:

SERVICES DIVISION:

RECOMMENDATION:

DATE:

SIGNATURE:

REMARKS:

IT DIVISION:

RECOMMENDATION:

DATE:

SIGNATURE:

REMARKS:

FORCE PROTECTION:

RECOMMENDATION:

DATE:

SIGNATURE:

REMARKS:

S-3:

RECOMMENDATION:

DATE:

SIGNATURE:

REMARKS:

Command Team:

RECOMMENDATION:

DATE:

SIGNATURE:

REMARKS:

EVENT REQUESTOR: SIGN AND RETURN ONCE APPROVED

DATE:

**I concur that the above information
has been discussed and agreed upon**



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****TO BE COMPLETED BY PEC**** **CONFERENCE/EVENT PLANNER'S NOTES:** ****TO BE COMPLETED BY PEC****

CONFERENCE/EVENT TITLE:

CONFERENCE START & END DATE /

Conference Planner's Notes:

AUDITORIUMS

230A (Side Wing)

230B (Jones Aud.)

230C (Side Wing)

Patriot Auditorium

Valley Forge 104

MILITIA HALL CLASSROOMS

103A

103B

108A

108B

115

227A

227B

OTHER FACILITIES

Other:

Registration location

IT SUPPORT PLAN

Number of student computers needed?		List specific websites or programs needing to be accessed:
Type of network access required.		
MS Teams access required?		