



**RESERVATION REQUEST**  
**GENERAL JACOB E. SMART CONFERENCE CENTER**  
**1359 ARKANSAS ROAD**  
**JOINT BASE ANDREWS MD 20762**  
**PHONE: (240) 612-6500**  
**E-MAIL: [SMART CONFERENCE CENTER SCHEDULER](#)**

Current as of:  
20 Feb 15

This document serves as the starting point for requesting use of the General Jacob E. Smart Conference Center (SCC). The project officer (PO) will be contacted within 3 business days of the receipt of the reservation request to review requirements. The PO will be notified, via e-mail within an additional 2 business days, of the approval or disapproval of their request. Requests are reviewed on a first-come, first-served basis. Room assignments are requirements driven and are based on the number of attendees and AV/IT requirements.

**Conferences are not officially scheduled until the PO receives an approval e-mail from a SCC employee.**

**PART 1 – SCC INFORMATION**

Smart Conference Center Core Hours:	Conference hours are Monday-Friday, 0800-1700, excluding Federal holidays; POs may enter the Smart Conference Center no earlier than 0700 and exit no later than 1800. Exceptions for extended hours, to support mission-critical events, are reviewed, on a case-by-case basis, by the SCC Director.
If an exception to policy is requested, please provide that information here:	
Administrative Support and Supplies:	POs must provide their own administrative support and supplies (e.g., paper, pens, etc.)
Lodging Arrangements:	Presidential Inn: (301) 981-4614 / DSN 858-4614 VGO Office: (240) 612-6456/59 / DSN 612-6456/59
Base Access:	Security Forces: (301) 981-0689/DSN 858-0689
On-Base Transportation:	11 LRS: (301) 981-1872/1877 / DSN 858-1872/1877 Taxis may enter through the Main Gate 24 hours a day 7 days a week to pick up fares. The taxi will be denied entry if passengers do not possess proper entry credentials for Joint Base Andrews. The driver will have to surrender their license at the gate and retrieve it when leaving base.

**PART 2 – CONFERENCE INFORMATION**

Title of Conference:							
Conference Date(s):							
Conference Start and End Time:							
Date/Time Notes (e.g. different start/end times for different days)							
<ul style="list-style-type: none"> <li>Please provide an agenda, when available</li> </ul>							
Conference Host (Name/Rank/Organization):							
Conference Highest Ranking Attendee (Name/Rank):							
Number of Attendees:							
Classification of Presentations:	Unclass:		Secret:				
Classification of Discussions:	Unclass:		Secret:		Top Secret:		
Please list any other requirements (e.g. breakout rooms, easels, white boards, etc.):							

**PART 3 – PROJECT OFFICER INFORMATION**

**Conference Primary PO** (must be a federal civilian or DoD representative; contractors cannot serve as primary PO)

Name/Rank:	
Phone:	
E-mail:	

**Conference Alternate PO:**

Name/Rank:	
Phone:	
E-mail:	

**PART 4 – FOOD AND BEVERAGE (F/B)**

Beverages, with lids, are allowed in the rooms. Food consumption is limited to the Multi-function Room and Great Hall and is prohibited in all other rooms.

Will you be serving food or beverages?	Yes		No		
	Please specify, if known:				
If so, what?	Breakfast:				
	Lunch:				
	Breaks:				
Catering Type:	Self: (purchasing f/b to provide to your attendees)			Catered: (hiring a caterer to provide f/b)	
				Name of Caterer:	

\*\*Smart Conference Center personnel can provide a list of local caterers

**PART 5 – AV / IT REQUIREMENTS**

Smart Conference Center Laptop (NIPR or SIPR):	Yes		No		Type:	
Smart Conference Center Projection System:	Yes		No			
Video Teleconference:	Yes		No			
Audio Teleconference:	Yes		No			
Network Connections: Types: NIPR, SIPR or Commercial Internet	Yes		No		Type:	

Additional AV/IT Requirements and Notes:

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**FOR SMART CONFERENCE CENTER PERSONNEL PROCESSING ONLY**

Date Request Received:	
Date POA Sent:	
Date Approved/Approver (received signed POA):	
Event Tracker #:	
Event Planner:	
Room(s) Assigned:	
Coordinator Notes:	

Tell us how we are doing - ICE Comment Card URL at: [https://ice.disa.mil/index.cfm?fa=site&site\\_id=398](https://ice.disa.mil/index.cfm?fa=site&site_id=398)  
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