2022 AU LREC Symposium Registrant,

Thank you for registering for the 2022 AU LREC Symposium presented by the Air Force Culture and Language Center. We are delighted to have you join us this year!

Below are some additional details to help you in your travel arrangements and arrival:

**Travel:**

Please remember that travel is unit funded. You will be responsible for securing your own travel and lodging through your local DTS program.

**Air:** Plan to fly into Montgomery (MGM) and then obtain a taxi to your hotel. If you are unable to get tickets to Montgomery, you can fly into Birmingham (BHM) or Atlanta (ATL) but both will require a rental car and a 1-2.5 hour drive to Montgomery.

**Hotel:** You may secure a hotel of your choice. Lodging on Maxwell AFB IS FULL. You may email AFCLC.LREC.Symposium@us.af.mil nlt 10 October 2022 to be added to the Non-Availability letter list. If you do this, we will have your Non-Availability letter for you when you arrive. If you do not submit your request by that date, you may obtain your Non-Availability letter from Maxwell AFB Lodging when you arrive.

**Maxwell:** The address for the Air War College (primary location of Symposium) is 325 Chennault Circle Montgomery, AL 36112. Building 1401. There will be signs and people to guide you to the appropriate parking location.

**Base Access:**

If you are not a DOD ID Card holder, you will need to obtain guest access to base. Please provide ALL of the required information (SSN, DOB, Driver's License Number and state issued) and we will pre-screen you. You can show your ID at the gate on the day of the event. Please email this information to AFCLC.LREC.Symposium@us.af.mil nlt 5 October 2022 to be pre-screened. If you show up without a pre-screening, you will be required to visit the visitor center and obtain a guest pass (this could result in a lengthy wait).

**Landing Fee:**

A landing fee of $20 will be required at check-in. Please bring cash only. Snacks and refreshments will be provided during the Symposium and the Ice Breaker.

**Registration:**

Registration will begin at 0700 on Wednesday, 19 October, in the Air War College Foyer. Please plan accordingly to be in your seats in the Jones Auditorium (near registration) at 0745 for the Kick-Off!

At check-in, you will be provided an event package that contains your name tag, schedules, speaker and panelist information, and building maps.

**Uniform of the Day:**

OCPs or flight suit (or service equivalent) / Business casual is recommended for civilians.
Most presentations are made in service dress uniform or business formal for civilians, but this is optional.

**Agenda:**

The agenda, along with lots of other helpful information, will be available soon on the AFCLC App under the Symposium Tab! Scan the QR Code at the bottom of the page to download the app. A hard copy agenda will be provided at registration, but we suggest you do not rely on this as a primary resource.

**Presenters:**

If you are a presenter and are unsure about when you are scheduled to present, would like to verify any details, or have any questions surrounding your presentation, please email us anytime at `AFCLC.LREC.Symposium@us.af.mil`.

**EJI Museum Visit:**

If you would like to visit the EJI Museum, please purchase tickets in advance for the Thursday, October 20th, 4:00 PM time slot. Before purchasing, you can also reserve tickets on the EJI website (https://museumandmemorial.eji.org). If you need additional assistance, you may contact Ms. Christina Cottrell at `cottrell@eji.org`. The open schedule for the evening will be as follows: 6:00 PM-7:00 PM Memorial (417 Caroline Street) 7:00 PM-9:00 PM Museum (400 North Court Street)

Please feel free to email `AFCLC.LREC.Symposium@us.af.mil` with any questions or concerns. We are here happy to help you!