



2019 National Seminar and Tabletop Exercise for Institutions of Higher Education Anticipated Host Institution Specifications and Logistics

The U.S. Department of Homeland Security (DHS) is now seeking a partner college or university to serve as the host institution for the **2019 National Seminar and Tabletop Exercise for Institutions of Higher Education (NTTX)** anticipated to be held in October 2019. Final event date will be dependent on host institution’s schedule and availability.

The 2019 NTTX will be a two-day event, with 450 attendees and staff, and will include a multi-module tabletop exercise, seminar and workshop sessions, and an after-action session. **The topic for this year’s event will be *an Explosive Device Attack on campus.***

Working in coordination with the DHS Office of Academic Engagement, a host institution serves as the venue for the event, supporting the event in terms of space, technology, and other logistical requirements. Host institution specifications are below.

Host Institution Suggested Venue Requirements

Quantity	Description	Use	Need
1	Venue, Single Large Room	Exercise	Required
35-40	Round Tables	Exercise	Required
400-450	Chairs	Exercise	Required
1	Podium with microphone	Exercise	Required
3-5	Handheld Microphones	Exercise	Required
1	Lapel Microphone	Exercise	Required
1-2	Speakers/Sound System Setups	Exercise	Required
2-3	Projection Setups (Screens, Projectors, Cabling)	Exercise	Required
2-3	Power Access (Extension Cord, Power Strip)	Exercise	Required
Access	Wireless Internet/Wi-Fi	Exercise	Required
Access	Hardline Internet	Exercise	Desired
1	Webcast Capability (Cameras, Microphones)	Exercise	Desired
7-8	Venue, Breakout Rooms – 4 spaces must seat at least 110 people; 3-4 additional spaces must seat at least 40; <i>all numbers below are per room</i>	Breakouts	Required
10-15	Tables	Breakouts	Required
40-80	Chairs	Breakouts	Required
1	Podium with microphone	Breakouts	Required
1-2	Handheld Microphones	Breakouts	Required
1-2	Speakers/Sound System Setups	Breakouts	Required
2-3	Projection Setups (Screens, Projectors, Cabling)	Breakouts	Required
2-3	Power Access (Extension Cord, Power Strip)	Breakouts	Required
Access	Wireless Internet/Wi-Fi	Breakouts	Required
1	Webcast Capability (Cameras, Microphones)	Breakouts	Desired
1	Venue, Check-In/Arrival Space	Registration	Required
7-10	Tables	Registration	Required
15-20	Chairs	Registration	Required
Access	Wireless Internet/Wi-Fi	Registration	Required
1-2	Power Access (Extension Cord, Power Strip)	Registration	Required



5-10 Coat Rack or Check

Registration

Desired

		Event Operations	Required
1	Venue, Refreshment Space		
4-6	On-Site Food Café or Vendor(s)	Event Operations	Desired
2-3	Tables for Refreshments	Event Operations	Required
2 Days	Refreshments (Water, Coffee, Tea)	Event Operations	Required
2 Days	Light Refreshments (Pastries, Snacks)	Event Operations	Desired
Access	On-Site Refrigeration	Event Operations	Desired
1 Day	Access Free or Reduced-Cost Parking	Event Operations	Desired
N/A	Access to Public Transportation	Event Operations	Desired
N/A	All Venues in same Building/Location	Event Operations	Required
N/A	No Cost/Charge for Venue	Event Operations	Required

Hotel / Accommodations

Host institutions are not required nor expected to provide free or reduced-cost hotel accommodations for conference attendees; however, applicants must demonstrate availability of nearby accommodations for up to 450 attendees and staff.

Host Institution Selection Application Information

Interested potential host institutions should apply [here](#). Applications must be submitted by **11:59 P.M. Eastern on Thursday, January 17, 2019.**

The host institution application will request information such as name of institution, location of institution, primary point of contact, confirmation of ability to provide required venue needs, and potential shared equities with the 2019 NTTX topic, listed above.

Questions or inquiries should be directed to the DHS Office of Academic Engagement at AcademicEngagement@hq.dhs.gov

Background Information on the DHS Campus Resilience Program

The Campus Resilience (CR) Program aims to support institutions of higher education to become more resilient by building upon best practices, lessons learned, and resources already developed. In 2014, DHS launched the inaugural NTTX at Northeastern University. DHS conducted the fifth and most recent NTTX in October 2018 at the University of Texas at San Antonio, focusing on a threats of campus disorder.

For additional information please visit: <https://www.dhs.gov/nttx>.