



# National Seminar and Tabletop Exercise for Institutions of Higher Education



November 16 – 17, 2016

REGISTRATION FORM

University of Illinois  
at Chicago

Name of Institution:		City, State:	
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It is recommended that several individuals from the institution representing the various Team Functions below attend this event as a team.

First Name	Last Name	Position	Function*	Email

**Core Planning Team Functions:** *(Please chose one per attendee)*

1: Academic Affairs	7: Facilities & Operations	13: Public Information Office
2: Business Office	8: Food Services	14: Public Safety Operations
3: Central Administration or Designee	9: Health Services	15: Residential Life
4: Counseling & Mental Health Services	10: Human Services	16: Student Affairs
5: EMS	11: Information Technology	17: Transportation
6: Environmental Health & Safety	12: Legal Counsel	18: International Student Services

### To Submit Your Application

Save the completed form as a PDF file. Email the file as an attachment with your institution’s name in the subject line to: [AcademicEngagement@hq.dhs.gov](mailto:AcademicEngagement@hq.dhs.gov)

Upon receipt of your submission, the Office of Academic Engagement will administer the final decision regarding your acceptance. Given space constraints, OAE may not be able to accommodate all applicants. You will receive notice of final application decisions.

**\*\*There is no cost to attend this event; however, participants are responsible for their own travel, lodging, and per diem expenses.**