

Top Officials Exercise 4 (TOPOFF 4) Media Credential Application – ALL VENUES

All media must be credentialed in order to attend any TOPOFF media event during the exercise which takes place from October 15-19, 2007. The Department of Homeland Security will review all credential applications and reserves the right to deny access to any TOPOFF 4 venue.

Media events will occur in Washington D.C., Arizona, Guam, and Oregon. If you plan to attend any TOPOFF 4 venue event, please fill out the credentialing application on the following page, return it, and review the enclosed submission and pick-up guidance. Credentials are non-transferable across venues; media must be credentialed in each venue they intend to cover. *If you are covering more than one location, please send separate credential forms for each location.* Credential application forms can be found at www.dhs.gov/topoff4.

Credential Submission Deadline

Media attending venue events are strongly encouraged to submit credential forms electronically to credentials@topofficials.org or fax to 202-729-4005 before October 8th to avoid delays associated with credentialing the day of a media event. After October 8th, credentials will be available on-site in a first come, first serve basis.

Credential Pick-Up Details

Credentials must be picked-up in person at individual venue Media Briefing Centers during their normal hours of operation. All media are required to present their press credentials/company ID, as well as a valid photo ID in order to pick up T4 credentials. In addition to regular Media Briefing Center hours during the exercise, credentials may also be picked-up in advance at all venues on Monday, October 15th [see hours of operation below].

Please direct all inquiries about the credentialing process to the FEMA news desk at (202) 646-4600.

Media Briefing Centers: Locations and Hours of Operation

Washington, D.C.

Holiday Inn Washington–Capitol
(Adjacent to FEMA Headquarters)
550 C St., SW Washington, DC 20024
www.holidayinn.com

Arizona

Crowne Plaza San Marcos Golf Resort
One San Marcos Place
Chandler, Arizona 85225
Phone: (480) 812-0900
<http://www.sanmarcosresort.com/>

Guam

Guam Marriott Resort & Spa
627B Pale San Vitores Road
Tumon, Guam, 96913
<http://www.marriott.com>

Oregon

Sheraton Portland Airport Hotel
8235 Northeast Airport Way
Portland, Oregon 97220
Phone: (503) 281-2500
<http://www.starwoodhotels.com>

Washington, D.C. Hours of Operation

October 15	11:00 a.m. to 2:00 p.m.
October 16 -18	9:00 a.m. to 5:00 p.m.
October 19	9:00 a.m. to 1:00 p.m.

Arizona Hours of Operation

October 15	3:00 p.m. to 5:00 p.m.
October 16 – 18	8:00 a.m. to 5:00 p.m.
October 19	closed

Guam Hours of Operation

October 15	10:00 a.m. to 3:00 p.m.
October 16	7:00 a.m. to 5:00 p.m.
October 17	7:00 a.m. to 5:00 p.m.
October 18	8:00 a.m. to 5:00 p.m.
October 19	9:30 a.m. to 1:00 p.m.

Oregon Hours of Operation

October 15	10:a.m. to 3 p.m.
October 16	7:00 a.m. to 5:00 p.m.
October 17 – 18	8:00 a.m. to 6:00 p.m.
October 19	8:00 a.m. to 3:00 p.m.

Top Officials Exercise (TOPOFF 4)

-Media Credential Application Form-

Submission Instructions

Please fill out this form and email it to the listed contact by October 8, 2007.*

Attn: TOPOFF Media

E-mail: credentials@topofficials.org

Media Organization: _____

Company web site Address: _____

Mailing Address: _____

Main Telephone Number: _____

Main Contact for Credential Information: _____

Main Contact's Phone Number and Email Address: _____

Applicant Name/Title: _____

Applicant Name/Title: _____

Applicant Name/Title: _____

Applicant Name/Title: _____

Will you be bringing a satellite truck or microwave van? _____

Which venue will you/your team be covering?* _____

Which days do you plan to cover the event? _____

Please direct all inquiries to the FEMA news desk at (202) 646-4600.

**If you will be covering more than one location, please submit separate credential forms for each location you will be covering.*