



**2016 National Seminar and Tabletop Exercise for
Institutions of Higher Education**
Frequently Asked Questions

Event

What is the National Seminar and Tabletop Exercise for Institutions of Higher Education (NTTX)? The NTXX is a series of campus-based events to test and promote campus resilience. Each event in the series includes workshops and an exercise scenario focused on a specific resilience-related topic impacting the higher education community.

The Department of Homeland Security (DHS) launched the inaugural event in October 2014 at Northeastern University, which provided insight into common planning, preparedness and resilience best practices and challenges of the academic community when faced with an infectious disease outbreak. The second event in the series occurred in October 2015 at Indiana University and focused on the cyber threat landscape across the U.S. higher education community.

The 2016 NTXX will occur November 16-17 at the University of Illinois at Chicago (UIC) and will focus on campus violence, including active shooter and other threats.

Who should attend the 2016 NTXX? Because emergency planning involves a team of individuals from across an institution, it is recommended that 3-5 senior leaders representing various functions (i.e. leadership, public safety, student life and communications) attend from each school. Participants also will include representatives from federal departments and agencies that support campus resilience.

How will participants learn at the 2016 NTXX? Participants will gain insight into planning preparedness and resilience best practices for the academic community when faced with campus violence, including:

- *Workshop Sessions* on campus violence, including active shooter and other threats across the U.S. higher education community.
- *Tabletop Exercise* with participant role play in response to an act of violence on campus. This exercise will be a facilitated discussion, directing conversation to uncover cross-cutting issues in the nation's higher education community.
- *Virtual Session* following the exercise to develop long-term decision-making tools for public safety officials.

What will be subject be of the 2016 NTXX exercise? This two-day event will focus on campus violence, including active shooter and other threats that impact the higher education community.

Who will be speaking at the event? While the agenda is being finalized, speakers from the Federal government will include: DHS, Federal Emergency Management Agency (FEMA), Federal Bureau of Investigation (FBI), and other agencies.

Additional speakers will include subject matter experts from various colleges and universities and other leading practitioners in the field of campus resilience, emergency preparedness, first response and incident recovery.

When will the full schedule and meeting agenda be available? We anticipate releasing a final agenda in early November.

Location/Food

When and where will the 2016 NTTX occur? The 2016 NTTX event will take place at the University of Illinois at Chicago on November 16-17. Both days of the NTTX will be held in the [UIC Forum](#).

How does the UIC Forum address accessibility and special accommodations? Participants and presenters with special needs or those who are hearing impaired may request seating assistance from the staff on duty. A sign language interpreter can be present on the stage for the benefit of students and guests who are hearing impaired. Drop off for wheel chair users is at the main doors of the UIC Forum on Halsted Street. At 718 W. Rochford Street, a walkway leads to the UIC Forum's main entrance. Cars can drop off wheelchair users at this entrance.

Will food be provided? We are not able to offer food and refreshments for this year's event. We will afford ample time for participants to pursue their own lunch options, which may include several local restaurants, including:

[Jim's Original Hot Dog](#) (0.1 mi): Hot Dogs

[La Taberna Tapas on Halsted](#) (0.11 mi): Spanish

[Joy Yee Noodle](#) (0.17 mi): Chinese, Asian/Pacific, Fusion

[Manny's Coffee Shop & Deli](#) (.24 mi): Breakfast & Brunch, Coffee and Tea, Deli & Sandwich

[Panera Bread](#) (0.41 mi): Coffee and Tea, Chain Restaurant

[Three Aces](#) (0.74 mi): Italian, Pizza, Gastropub

[Meli Café](#) (0.75 mi): Breakfast & Brunch, Juice & Smoothies

[Artopolis](#) (0.75 mi): Greek, Breakfast & Brunch

[Sweet Maple Café](#) (0.76 mi) American, Southern / Soul, Breakfast & Brunch

[Lou Mitchell's Restaurant](#) (0.79 mi): Breakfast & Brunch, Bakery, Diners

[Honky Tonk BBQ](#) (0.82 mi): Barbecue

[Greek Islands Restaurant](#) (0.84 mi): Greek, Mediterranean

[Al's Italian Beef](#) (0.87 mi): Deli & Sandwich

[Chicago Curry House](#) (0.98 mi): Indian cuisine

How many meal/snack breaks will occur during the break? On the first day of the NTTX, there will be an hour and a half for lunch, and we will adjourn by 5:00 p.m. CT. On the second day of the NTTX, we will adjourn around mid-day for participants to travel or get lunch and network immediately after the exercise.

Hotel/Accommodations

Is there a preferred hotel during the dates of the NTTX? There is not any preferred lodging for the NTTX. Participants and presenters are responsible for their own accommodations. Below is a list of hotels located near the UIC Forum:

[Holiday Inn Hotel & Suites Chicago - Downtown](#)

0.59 mile away at 506 West Harrison

[Crowne Plaza Hotel - Chicago Metro Downtown](#)

0.96 mile away at 733 West Madison

[Hotel Blake, an Ascend Hotel Collection Member](#)

1.0 mile away at 500 South Dearborn Street

[JW Marriott Chicago](#)

1.06 mile away at 151 West Adams

[Central Loop Hotel](#)

1.13 mile away at 111 West Adams Street

Registration

What is the cost to attend the NTTX? There is no cost to attend or present at this event. However, both participants and presenters are responsible for their own travel, lodging and per diem expenses.

Is there a minimum or maximum number of senior leaders permitted to attend from a college or university campus? Space will be limited at the 2016 NTTX. Attendees will be confirmed on a first-come, first-serve basis. Consideration will be given to institutions demonstrating a strong commitment to sending diverse teams of three to five senior leaders.

Can a participant bring an unregistered guest? In order to ensure a quality experience for every participant, we kindly ask that participants refrain from bringing any unregistered guests to the NTTX event.

How does a college or university register a group for participation in this event? Please visit dhs.gov/nttx, download the registration form and send the completed form to AcademicEngagement@hq.dhs.gov.

What is the deadline to register for the NTTX? Registration will be open until all spaces are filled. To confirm attendance for at least three individuals from your institution, we encourage you to submit your registration form as soon as possible.

What is the cancellation policy of the NTTX? In the event you need to change or cancel the individuals attending from your college/university/organization, please contact the DHS Office of Academic Engagement at AcademicEngagement@hq.dhs.gov.

Could my institution end up on a waitlist? In previous years, the NTTX assigned a waitlist to teams from institutions due to the space restrictions. In the event that your institution is put on the waitlist, the DHS Office of Academic Engagement will notify you as slots become available.

Transportation

When should participants plan to arrive and depart? While the schedule is subject to change, the NTTX will begin in the morning of Wednesday, November 16 and adjourn early afternoon on Thursday, November 17. We recommend participants schedule their travel to allow them to arrive in Chicago on Tuesday, November 15, and leave mid-to-late afternoon on Thursday, November 17, if possible.

- [Airports serving Chicago](#)

Where will the NTTX event occur? What are parking options? The 2016 NTTX will be held at the new UIC Forum building at [725 W. Roosevelt Rd.](#) Ample, affordable parking is located at Lot 5 at 1135 S. Morgan St. located one block west of the Forum. The parking rate is \$10.00 at Lot 5.

What are the driving directions to the UIC Forum?

- From the South
 - I-94 W/Dan Ryan Expy.
Take Exit 52B toward Roosevelt Rd./Taylor St.
Stay straight to go onto Ruble St.
Turn left onto W. Roosevelt Rd.
End at 725 W. Roosevelt Rd.
- From the North
 - I-90 E/Kennedy Expy.
Take the Taylor St. exit 52A - toward Roosevelt Rd.
Stay straight to go onto S. Union Ave.
Turn right onto Roosevelt Rd.
- From the East
 - US - 41S/Edens Expy. becomes I-94 E
Merge onto I-90 E/ I-94 E
Take the Taylor St. exit - Exit 52 A - toward Roosevelt Rd.
Stay straight to go onto S. Union Ave.
Turn right onto W. Roosevelt Rd.
- From the West
 - I-290 E/Eisenhower Expy.
Merge onto I-90 E/ I-94 E
Take the Taylor St. exit 52A - toward Roosevelt Rd.
Stay straight to go onto S. Union Ave.
Turn right onto Roosevelt Rd.

How can I travel to the UIC Forum via mass transit?

- UIC is served by the Chicago Transit Authority (CTA) [trains](#) (the “El”) Blue Line train (UIC-Halsted and Racine stops) and the Pink Line train (Polk stop), connecting the campus with downtown, O’Hare International Airport, northwest and west side neighborhoods of Chicago and the western suburbs of Oak Park, Forest Park and Cicero.
 - CTA bus lines serving campus include the [7-Harrison](#), [8-Halsted](#), [9-Ashland](#), [11-Lincoln/Sedgwick](#), [12-Roosevelt](#), [60-Blue Island/26th](#) and [157-Streeterville/Taylor](#).
In particular, the 7 and 60 buses run from downtown west on Harrison St., connecting the commuter rail hubs to the campus.
 - The 60 bus boards on the south (Madison St.) side of the Ogilvie Transportation Center (Metra rail lines: Union Pacific North, Northwest, and West.)
 - The 60 and the 7 buses board on the west (Clinton St.) side of Union Station (Metra rail lines: Burlington Northern-Santa Fe, Heritage Corridor, North Central, Southwest and Milwaukee District North and West.)
 - Pace Suburban Bus operates an express route ([Route 755 Plainfield - IMD Express](#)) between Plainfield, Bolingbrook and the UIC campus and Illinois Medical District during weekday rush hours.
 - The UIC campus is also two blocks west of the Greyhound Bus terminal.

- Detailed travel information is available from the Regional Transportation Authority's [Travel Information Center](#) or 312-836-7000.

- [CTA](#) ("L" trains and buses)
- [Pace](#) (buses)
- [Metra schedule](#) (trains)
- [Metra system map](#)

Other

What is the dress code for the NTTX? The dress code for the entire event will be business casual.

Additional Questions: For any questions concerning the 2016 NTTX, please contact the DHS Office of Academic Engagement at AcademicEngagement@hq.dhs.gov.