



2018 Charlottesville Regional Tabletop Exercise for Institutions of Higher Education

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***Additional FAQs will be added closer to the event, please check back for further information**

Event

What is the Regional Tabletop Exercise for Institutions of Higher Education (RTTX)?

The RTTX is a one-day event designed to highlight and address regionally specific campus resilience needs. It will include a tabletop exercise, seminar style session, and an after-action session to explore and test the campus resilience and emergency preparedness plans of the participating colleges and universities. The RTTX is part of a larger Department of Homeland Security (DHS) [Campus Resilience Program](#).

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What will be the topic of the RTTX?

The focus of this regional event will be a **soft target incident**, specifically **campus unrest caused by a controversial speaker**.

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When and where will the RTTX be held?

The RTTX will be held on **June 11, 2018** at Zehmer Hall at the [University of Virginia](#), 104 Midmont Lane, Charlottesville, VA 22904.

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What time will the RTTX begin?

This one-day event will begin at approximately **8:00 a.m.** and adjourn at **4:00 p.m.** A final schedule and agenda will be released closer to the event.

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Who should attend the RTTX?

Given the number of individuals involved during emergency planning and response at colleges and universities, it is recommended that **5-7 senior leaders representing various functions** (*i.e. leadership, public safety, student life, communications, etc.*) attend from each institution. Participants also will include representatives from federal and state departments and agencies that support campus resilience.

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Registration

What is the cost to attend the RTTX?

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.

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How does a college or university register a group for participation in the RTTX?

Registration can be completed at <https://www.surveymonkey.com/r/2018CharlottesvilleRTTX>. One registration must be completed per attendee, and a confirmation email will be sent within two business days of submission.

There will be a **maximum of 7 attendees per institution**, each participant registered after the maximum will be placed on the waiting list.

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What is the deadline to register for the RTTX?

Registration is open through May 21, 2018. Early registration is encouraged, as **space is limited** to the first 100 registrants, and each institution is limited to a **maximum of seven participants**.

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What is the cancellation policy of the RTTX?

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

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Is there a waiting list?

Due to the limited size of the event, you may be placed on a waiting list if you register after the first 100 spaces are filled. In the event that your institution is put on the waiting list, the DHS Office of Academic Engagement will notify you as spaces become available.

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Parking/Transportation

Where can I find directions?

Please find driving directions directly to the University of Virginia Zehmer Hall Conference Center here: <https://www.scps.virginia.edu/locations/location-detail/charlottesville>.

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Where should I park?

Limited parking will be available on-site at Zehmer Hall Conference Center, located at 104 Midmont Lane, Charlottesville, VA 22904. With limited spots available, carpooling is encouraged.

Accommodations for persons with disabilities can be made, please contact AcademicEngagement@hq.dhs.gov if these accommodations are needed.

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How can I get to the venue via public transportation?

Charlottesville, VA is served by Amtrak passenger rail. The Charlottesville Amtrak Station is located approximately two miles from Zehmer Hall Conference Center, located at 104 Midmont Lane, Charlottesville, VA 22904.

Please visit Amtrak.com for up-to date route and schedule information.

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Where can I get a campus map?

Please find a campus map here: <http://www.virginia.edu/webmap/>.

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Other

What is the dress code for the RTTX?

The dress code is business casual.

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Who should I contact with any additional questions about the RTTX?

For any additional questions concerning the 2018 Charlottesville RTTX, please contact the DHS Office of Academic Engagement at AcademicEngagement@hq.dhs.gov.

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