



## 2018 National Seminar and Tabletop Exercise for Institutions of Higher Education *Frequently Asked Questions*

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## Event

### **What is the National Seminar and Tabletop Exercise for Institutions of Higher Education (NTTX)?**

The NNTX 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 NNTX is part of a larger Department of Homeland Security (DHS) Campus Resilience Program (CR Program).

This year's NNTX event, the fifth in the series, will take place on September 24-25, 2018, at The University of Texas at San Antonio (UTSA) Student Union (One UTSA Circle, San Antonio TX 78249).

For the latest information on the 2018 NNTX, and for a history of the Series, please visit <http://www.dhs.gov/nntx/>.

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### **What is subject of the 2018 NNTX exercise?**

This two-day event will focus on **threats of campus disorder during a large event**, which will include, but is not limited to, considerations of campus violence, multi-vector threats, perimeter security, and large event security coordination

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### **Who should attend the 2018 NNTX?**

Because emergency planning involves a team of individuals from across an institution, we **recommend a team of five (5) to seven (7) senior leaders representing various functions** (*i.e. public safety & security, leadership, student life, communications, etc.*) **attend from each institution**. Participants also will include representatives from federal departments and agencies that support campus resilience.

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### **How will participants learn at the 2018 NNTX?**

Participants will gain insight into planning, preparedness, and resilience best practices for the academic community when faced with threats of campus disorder during a large event:

- **Workshop Sessions** on campus violence, perimeter security, and large event security coordination within a higher education context.
- **Tabletop Exercise** with participant role playing in response to multi-vector threats during a large-scale campus-based event. This exercise will be a facilitated discussion, directing conversation to uncover cross-cutting issues in the nation's higher education community.

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### **Who is speaking at the event?**

The agenda for 2018 is still being finalized, but previous speakers at the NNTX have included leadership from the Department of Homeland Security, Federal Emergency Management Agency, Federal Bureau of Investigation, and other Federal agencies, as well as Governors and other state leadership. Additional seminar, panel, and workshop speakers have included 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.

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### **When will the full schedule and meeting agenda be available?**

We anticipate releasing a final schedule and agenda in late August.

## Location/Food

### **When and where will the 2018 NNTX occur?**

This year's NNTX event will take place on September 24-25, 2018, at The University of Texas at San Antonio (UTSA) Student Union ([One UTSA Circle, San Antonio TX 78249](http://www.utsa.edu/studentunion/index.html)). You can find more information on directions, amenities, and other building services through the Student Union home page here: <http://www.utsa.edu/studentunion/index.html>.

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## How does the UTSA Events Management & Conference Services 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 for the benefit of guests who are hearing impaired, but arrangements will need to be made as far in advance as possible.

- ADA access is available from public transit stops and at various points around the UTSA Campus.
- Paid parking is available at the Ximenes Avenue, Baurele Road and Tobin Ave Garage. Additional parking information is available at [UTSA Campus Parking](#). Additional parking will be available closer to the date of the event.

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## Will food be provided?

Yes, for both September 24 and 25, UTSA has graciously offered to provide a continental breakfast, lunch buffet, and light afternoon snacks for all event participants; additionally, coffee, tea, and other refreshments will be provided throughout the event.

In addition, UTSA has a variety of food options available on campus. Please visit [UTSA Dining](#) for a full list of dining options at the UTSA main campus.

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## Hotel/Accommodations

### How many nights should I plan to stay in San Antonio?

Individuals should make their own determination, but generally, it is suggested that participants arrive the day before the conference, Sunday, September 23, to ensure a timely arrival the morning of the event, which begins Monday, September 24. For departures, the event is scheduled to end early afternoon on Tuesday, September 25, and participants should plan to depart the venue no earlier than 2:00 p.m.

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### Is there a preferred hotel for the NTTX?

While the Department does not have any designated or specific accommodations for the event, below is a list of nearby hotels provided by UTSA. Participants and presenters are responsible for their own accommodations.

- [Holiday Inn Hotel & Suites San Antonio Northwest](#) - 210-549-2434
- [Drury Inn & Suites Near La Cantera Parkway](#) - 210-696-0800
- [Staybridge Suites NW - Fiesta Texas](#) - 210-691-3443
- [Wyndham Garden San Antonio Near La Cantera](#) - 210-690-0300
- [Quality Inn Fiesta Six Flags](#) - 210-696-4766
- [Courtyard by Marriott San Antonio Northwest at The RIM](#) - 210-558-7774
- [Residence Inn Marriott Six Flags at The RIM](#) - 210-561-0200
- [SpringHill Suites by Marriott Northwest at The Rim](#) - 210-543-2000

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## 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.

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### Can a participant bring an unregistered guest?

To ensure a quality experience for every participant, we kindly ask that participants refrain from bringing any unregistered guests to any of the proceedings of the NTTX.

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### How does a college or university register a group for participation in this event?

Registration for the 2018 National Seminar and Tabletop Exercise will open in late June. Space is limited to the first 400 participants. The DHS Office of Academic Engagement will release the registration page via its GovDelivery service and on [DHS.gov/nttx](https://www.dhs.gov/nttx).

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### How many personnel should attend from my college or university campus?

Space will be limited at the 2018 NTTX. Attendees will be confirmed on a first-come, first-served basis.

**We recommend a team of five (5) to seven (7) senior leaders representing various functions (i.e. public safety & security, leadership, student life, communications, etc.) attend from each institution.**

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### What is the deadline to register for the NTTX?

Registration for the 2018 National Seminar and Tabletop Exercise will open in late June. Registration will be open until September 6, 2018, though this date is subject to change based on availability.

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### 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](mailto:AcademicEngagement@hq.dhs.gov).

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### 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.

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## Transportation

### When should participants plan to arrive and depart?

While the schedule is subject to change, the NTTX will begin first-thing on the morning of Monday, September 24 and adjourn no later than 2:00 p.m. on Tuesday, September 25. We recommend participants schedule their travel to allow them to arrive in San Antonio on Sunday, September 23, and plan to leave the venue no earlier than 2:00 p.m. on Tuesday, September 25.

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### What airport should I fly into?

San Antonio is serviced by San Antonio International Airport, which is just under 20 minutes from the UTSA Student Union, and features flights from the following [airline carriers](#):

Airline	Code	Phone Number	Website
AeroMexico	AM	1.800.237.6639	<a href="http://www.aeromexico.com">www.aeromexico.com</a>
Air Canada	AC	1.888.247.2262	<a href="http://www.aircanada.com">www.aircanada.com</a>
Alaska Airlines	AS	1.800.252.7522	<a href="http://www.alaskaair.com">www.alaskaair.com</a>
Allegiant Air	G4	1.702.505.8888	<a href="http://www.allegiantair.com">www.allegiantair.com</a>
Delta	DL	1.800.221.1212	<a href="http://www.delta.com">www.delta.com</a>
Frontier	F9	1.801.401.9000	<a href="http://www.flyfrontier.com">www.flyfrontier.com</a>
Interjet	4O	1.866.285.9525	<a href="http://www.interjet.com">www.interjet.com</a>
American	AA	1.800.433.7300	<a href="http://www.aa.com">www.aa.com</a>
Southwest	WN	1.800.435.9792	<a href="http://www.southwest.com">www.southwest.com</a>
Volaris Airlines	Y4	1.866-988-2527	<a href="http://www.volaris.com">www.volaris.com</a>
American	AA	1.800.433.7300	<a href="http://www.aa.com">www.aa.com</a>
United	UA	1.800.241.6522	<a href="http://www.united.com">www.united.com</a>

Once you land in San Antonio, you can find a number of [ground transportation options](#) to get to the venue and around town, including:

[Car Rentals](#)

[Taxi Cabs](#)

[Hotel Shuttles](#)

[City Bus Service](#)

**Where will the NTTX event occur?**

The 2018 NTTX will be held at the Student Union on the campus of The University of Texas at San Antonio (UTSA) ([One UTSA Circle, San Antonio TX 78249](#)).

[Back to Top](#)**What is the street address of the venue, and how can I get there by driving?**

The [UTSA Student Union](#) is located at [One UTSA Circle, San Antonio TX 78249](#). You can determine your best directions using Google Maps: <https://goo.gl/maps/YHYgfm1pk312>.

- **From Loop 1604:** Exit Chase Hill / La Cantera / John Peace Blvd. If westbound turn left under 1604 to John Peace Blvd. If eastbound turn right onto John Peace Blvd. Take your first right on Margaret Tobin Ave., then your second left on to Brenan Avenue. Follow Brenan Avenue past UTSA housing on your right and left and follow the street around the tennis courts. Continue until you enter the Brackenridge Lot. Turn left on to Brackenridge Avenue, which is the roadway that bisects the Brackenridge lot. Cross Ximenes Avenue and park in the Ximenes Avenue Garage.
- **From the Ximenes Ave Garage:** With your back to the cashier's window, the UTSA Student Union is the yellow building directly across the lawn. Follow the curving sidewalk around to the Paseo and main entrance of the UTSA Student Union. The UTSA Student Union Information Center is just past the staircase and can assist with directions to anywhere on campus. If you have questions about directions, please call the UTSA Student Union Information Center at 210-458-4735.
- **From Interstate-10:** Exit UTSA Blvd., and if eastbound turn right on UTSA Blvd. If westbound turn left and cross over I-10. Turn right on Edward Ximenes Avenue, then turn right on George Brackenridge and park in the Ximenes Avenue Garage in an unmarked space and pay at the cashier on the 1<sup>st</sup> floor of the garage.

[Back to Top](#)**Is there free parking available?**

Currently, there is paid parking available at three parking garages on the UTSA Campus. Additional parking information will be made available closer to the event date.

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There are nine bus stops on the UTSA Main Campus. Visit the San Antonio metropolitan transit website for more information. <http://www.viainfo.net/>

[Back to Top](#)**Where can I get a Campus Map? And a map of the UTSA Student Union?**

Below are links to both Campus and Student Union maps:

**Campus Map:** <https://www.utsa.edu/maps/pdf/MainCampusMaps.pdf>

**Student Union Map:** <https://www.utsa.edu/studentunion/map/index.cfm>

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## Other

**What is the dress code for the NTTX?**

The dress code for the entire event is business casual.

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For any questions concerning the 2018 NTTX, or any other events within the DHS Campus Resilience Program, please contact the DHS Office of Academic Engagement at [AcademicEngagement@hq.dhs.gov](mailto:AcademicEngagement@hq.dhs.gov).

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