



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

January 6, 2016

To: The Deputy Chiefs of Missions
From: The Office of Foreign Missions (OFM)
Subject: Emergency Management Seminar, January 22, 2016

If a major catastrophe occurred in Washington, would your Embassy be prepared? How would you locate your citizens—including your own employees? To prepare for a major emergency scenario in the Washington, D.C. area, the Office of Foreign Mission (OFM) invites you to its 4th Annual Emergency Management Seminar. Officials from the Federal Emergency Management Agency (FEMA), DC Fire & EMS, Red Cross, and others will be presenting.

The event will be held at the Department of State's Harry S. Truman Building in the George C. Marshall Conference Center. Please arrive early to receive your building-access badge before the start of the meeting. **Please enter at the Department's 21st Street Entrance for this seminar.**

Each mission is invited to send up to two representatives to attend this event. If your mission chooses to attend, please complete the following page and return it via email to OFM-Rsvp@state.gov. You may also fax the page to (202) 736-4145. **Please send the form no later than January 20, 2016.** If you have questions about this seminar, please call OFM at (202) 647-3417 or email at OFM-Rsvp@state.gov. We look forward to your participation. Thank you.

WHEN: Friday, January 22, 2016
1:00 PM to 4:30 PM

WHERE: U.S. Department of State (George C. Marshall Conference Center)
2201 C Street, NW (use the entrance at 21st St. & Virginia Ave.)
Washington, DC 20520

OFM Emergency Management Seminar Participant Registration Form

To expedite entry to the Department of State, please provide the information requested below. Once completed, please email this page to OFM-Rsvp@state.gov or fax it to (202) 736-4145. **Please send the form no later than January 20, 2016.** If you have questions about this seminar, please call OFM at (202) 647-3417 or email at OFM-Rsvp@state.gov. We look forward to your participation. Thank you.

Each Embassy/Organization is invited to send up to two (2) representatives to this seminar. Guests must physically present the same type of identification listed below at registration. This identification must also bear the individual's photograph.

Participant 1:

Mission/Organization _____

Name _____ Country of Citizenship _____

Date of Birth _____ Identification Card Number _____

Type of Identification Card – Please select one of the following:

- U.S. Department of State issued Personal Identification Card
- U.S. Department of State issued Drivers License
- Drivers License not issued by the Department of State – State of Issuance _____

Participant 2:

Mission/Organization _____

Name _____ Country of Citizenship _____

Date of Birth _____ Identification Card Number _____

Type of Identification Card – Please select one of the following:

- U.S. Department of State issued Personal Identification Card
 - U.S. Department of State issued Drivers License
 - Drivers License not issued by the Department of State – State of Issuance _____
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