Instructions:

* The classified session will be hosted at The Aerospace Corporation on the afternoon of Thursday, March 1, 2018. Classification level of the meetings will be **TS//SI/TK//NOFORN**.
* **ALL ATTENDEES MUST REGISTER VIA THIS FORM TO ATTEND THE CLASSIFIED SESSION. NO EXCEPTIONS.** This form is required to get you badged for the event. No entry without the proper workshop badge. Registration for the UNCLASSIFIED events held Monday through Thursday at the hotel is a separate process that should be followed at [**http://gsaw.org/**](http://gsaw.org/).
* If you **DO** **NOT** work for The Aerospace Corporation, visit certs are required in addition to this form.
* If you **DO** work for The Aerospace Corporation, you must still complete this form.

Step 1: Complete the following (\* indicates required fields):

|  |  |
| --- | --- |
| ***\*Full Name:*** |  |
| ***\*Last 4 #’s of SSN:*** |  |

***Phone Number***

|  |  |
| --- | --- |
| ***Classified:*** |  |
| ***\*Unclassified:*** |  |

***Email Address***

|  |  |
| --- | --- |
| ***Classified:*** |  |
| ***\*Unclassified:*** |  |

Step 2: Submit Your Registration:

* Update the classification level in the header and footer of this form, if necessary
* Submit this completed form AND your visit certs to:
	+ Email: **gsaw@aero.ctr.nro.ic.gov** on the classified network **(preferred)**
	+ Fax: 310-416-7343 (Secure) or 310-563-2200 (Unclassified (U))
* Visit Cert POCs and Information:
	+ Security POC: Bob Foster, 310-416-7110 (U)
	+ Tech POCs: Denny Ly, 310-336-3472 (U) and Peggy Hwu, 571-307-3704 (U)
	+ Aerospace Address: 2310 East El Segundo Blvd., El Segundo, CA 90245
	+ Aerospace SMO Code: 127822
* Visit Cert Usage and Duration:
	+ If you do NOT work for The Aerospace Corporation you MUST submit your visit certs. Again, ALL attendees must submit this form whether or not they work for Aerospace.
	+ Attendance at the GSAW Classified Session requires visit certs specifically for the event. They are valid only for the A8 Conference Center on the afternoon of March 1, 2018. Include your visit certs even if you recently attended a workshop at Aerospace. Visit certs for other meetings or events are not valid for attending GSAW.
	+ If you plan to visit a classified facility for any other date or time throughout the week of GSAW 2018, you must pass your clearances/certs separately through normal channels via your security office; please indicate the dates, times, buildings, and purpose for the visit to ensure the visit cert is processed separately and additionally.

Step 3: Confirm Your Registration:

* Your classified session registration will be confirmed via your unclassified phone line/email address.
* If you do not receive a confirmation, please contact the GSAW Classified Session Info Line: 894-3985 (Secure)
or GSAW Open Session Info Line 310-336-0454 (U).

Questions?

* Please call the GSAW Info Lines: 894-3985 (Secure) or 310-336-0454 (U).