

\*Communications and Information

## SCHEDULING AND USE OF THE SEAY AUDITORIUM

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This instruction establishes policy and procedures for the scheduling and use of the Seay Auditorium, Building 1900. It is applicable to anyone scheduling the Seay Auditorium. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of Defense (DoD) or the United States Transportation Command (USTRANSCOM).

### SUMMARY OF REVISIONS

Overall generally updates the text. Deletes established time frames for scheduling the auditorium; requires a written follow-up request to Protocol via electronic mail after the initial booking; deletes automatic booking of the Seay on designated dates for promotion, awards, and retirement ceremonies; updates the list of conference facilities on base (Attachment 1); and changes references from TCVP to TCCC-P and TCJ6-OMV to TCJ6-OCV throughout the text. Note: Since this publication has been revised extensively, asterisks will not be used to identify revised material.

1. **General.** The auditorium is reserved for large groups that cannot be accommodated by other on-base facilities. To assist in determining which on-base facility is most appropriate for an event, Attachment 1 provides a list of all base conference facilities and scheduling information. The Protocol Office (TCCC-P) schedules use of the Seay Auditorium.

#### 2. **Authorized Users:**

2.1. Use of the Seay Auditorium is limited to official Government agencies, Government sponsors, or recognized Government-affiliated organizations. The facility should be used by groups meeting two basic prerequisites.

2.1.1. The size of the group exceeds the capacity of other smaller conference facilities on base.

2.1.2. The level of the conferees is sufficient to warrant use of this facility over other on-base facilities.

2.2. The Executive Officer to the Deputy Commander in Chief (TCDC-E) is final approval authority for use of the auditorium.

### 3. Priorities:

3.1. The highest priorities for scheduling the use of the auditorium are Commander in Chief (CINC), Deputy Commander in Chief (DCINC), USTRANSCOM-directed or hosted events, and the Unified Commands' Time-Phased Force and Deployment Data (TPFDD) Refinement Conferences. Other events requiring the auditorium will be scheduled on a first-come, first-served basis.

3.2. When scheduling conflicts occur within a priority, consideration will be given to the number of people attending an event, the level of attendees, and classification level. TCCC-P will make every attempt to assist requesters in finding alternative sites, when required. TCDC-E will resolve any scheduling conflicts.

4. **Scheduling Requirements.** Major conferences should be limited to 3-days' duration and ceremonies limited to 1 hour and 30 minutes, including setup, event, and cleanup. These limits do not apply to the Unified CINCs' TPFDD Refinement Conferences.

### 5. Scheduling Procedure:

#### 5.1. Requester/User:

5.1.1. Contact TCCC-P at extension 6-2869 to verbally request reservation of the Seay Auditorium.

5.1.2. Initially provide TCCC-P with the title of the briefing/conference, date(s), time(s), principal attendees, anticipated attendance, classification level, point of contact, and telephone number. After verbal coordination, provide TCCC-P the above information via E-mail.

5.2. TCCC-P. Record initial reservation request for Seay Auditorium in schedule log.

### 6. Responsibilities:

#### 6.1. Audiovisual Team (TCJ6-OCV).

6.1.1. Permanent arrangement of the Seay Auditorium.

6.1.2. Schedule necessary maintenance of the facility and installed equipment.

6.1.3. Prior to each event, brief users on proper operation of available audiovisual equipment and on the facility.

6.1.4. Secure the auditorium after each event.

**6.2. Requester/User:**

6.2.1. Coordinate audiovisual requirements with TCJ6-OCV at extension 6-8033.

6.2.2. Ensure compliance with USTRANSCOM Instruction 37-9, Distinguished Visitors.

6.2.3. Provide any equipment not installed in the facility but required for attendee use.

6.2.4. Provide an agenda to TCJ6-OCV no later than one day prior to the start of a conference.

6.2.5. Coordinate requirements for telephone service and telephone instruments with Secure Network Management (TCJ6-OMC) at extension 6-5437.

6.2.6. Provide administrative supplies to support the conference.

6.2.7. Provide all refreshments, as required, to support the conference. This includes cups, napkins, and utensils.

6.2.8. Adhere to security responsibilities for classified conferences. If requesting classified conference room support for CONFIDENTIAL or SECRET presentations, contact TCJ6-OCV at extension 6-8033 and the Mobility Protection Branch (TCJ3-OSM) at extension 6-4103. TOP SECRET presentations must be coordinated with TCJ6-OCV, TCJ3-OSM, and Information Systems Security (TCJ6-OS) at extension 6-4925.

6.2.9. Provide TCCC-P and the Command Section with an agenda and a list of attendees (including name, rank, organization, and base) whenever a USTRANSCOM general officer or equivalent is involved in the conference in accordance with USTRANSCOMI 37-9.

6.2.10. Requester/user is required to augment TCJ6-OCV with one person familiar with projection equipment to assist in all presentations.

6.2.11. Requester/user must comply with the following rules:

6.2.11.1. Schedule sufficient time for setup and performance of all setup duties.

6.2.11.2. Schedule sufficient time for cleanup, and conduct a thorough cleaning of the auditorium and break areas, to include pickup and removal of all trash, and vacuuming the floor.

6.2.11.3. Provide and staff a message center for conferees so USTRANSCOM offices are not disrupted.

6.2.11.4. Ensure eating and drinking are restricted to the foyer and break rooms.

6.2.11.5. Ensure no alcoholic beverages are consumed at any function.

6.2.11.6. Ensure briefing materials are compatible with the available projection equipment listed in paragraph 8.

6.2.11.7. Provide sufficient augmentees to assist in fulfilling the user's responsibilities during conferences. Suggest at least one person for every 25 attendees.

**7. Location and Description.** The Seay Auditorium is located in Building 1900 on the second floor. The facility includes a 250-seat auditorium, foyer, cloak room, and restrooms nearby. A diagram of the auditorium is at Attachment 2. Classified storage, reproduction machine, and fax machine are not available in the auditorium.

**8. Audiovisual Capabilities and Equipment.** The Seay Auditorium has both rear view and normal projection capabilities. It can accommodate single or dual screen viewgraphs and 35 mm slides, single or dual video projection of electronic imaging (computer generated graphics/images), single video projection of compact disks and one-half inch VHS, and single or dual screen sound-on-slide projection. Equipment available for auditorium use includes two 35 mm slide projectors, two viewgraph projectors, one one-half inch VHS player, one compact disk player, one complete surround sound system, two video projectors and one PRO TRAVELER unit for single/dual 35 mm sound-on-slide presentations. The 35 mm slide projectors can be run by remote controls operated by the speaker/briefer or on command by an assistant. VHS projector control is operated by TCJ6-OCV and/or an assistant. The lighting of the Seay Auditorium may be controlled by the speaker/briefer from the vicinity of the lectern. MICROSOFT POWERPOINT software is the only supported graphic imaging process.

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**2 Attachments**

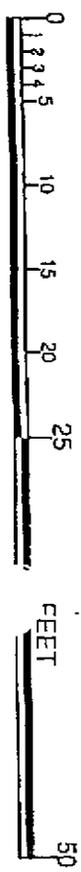
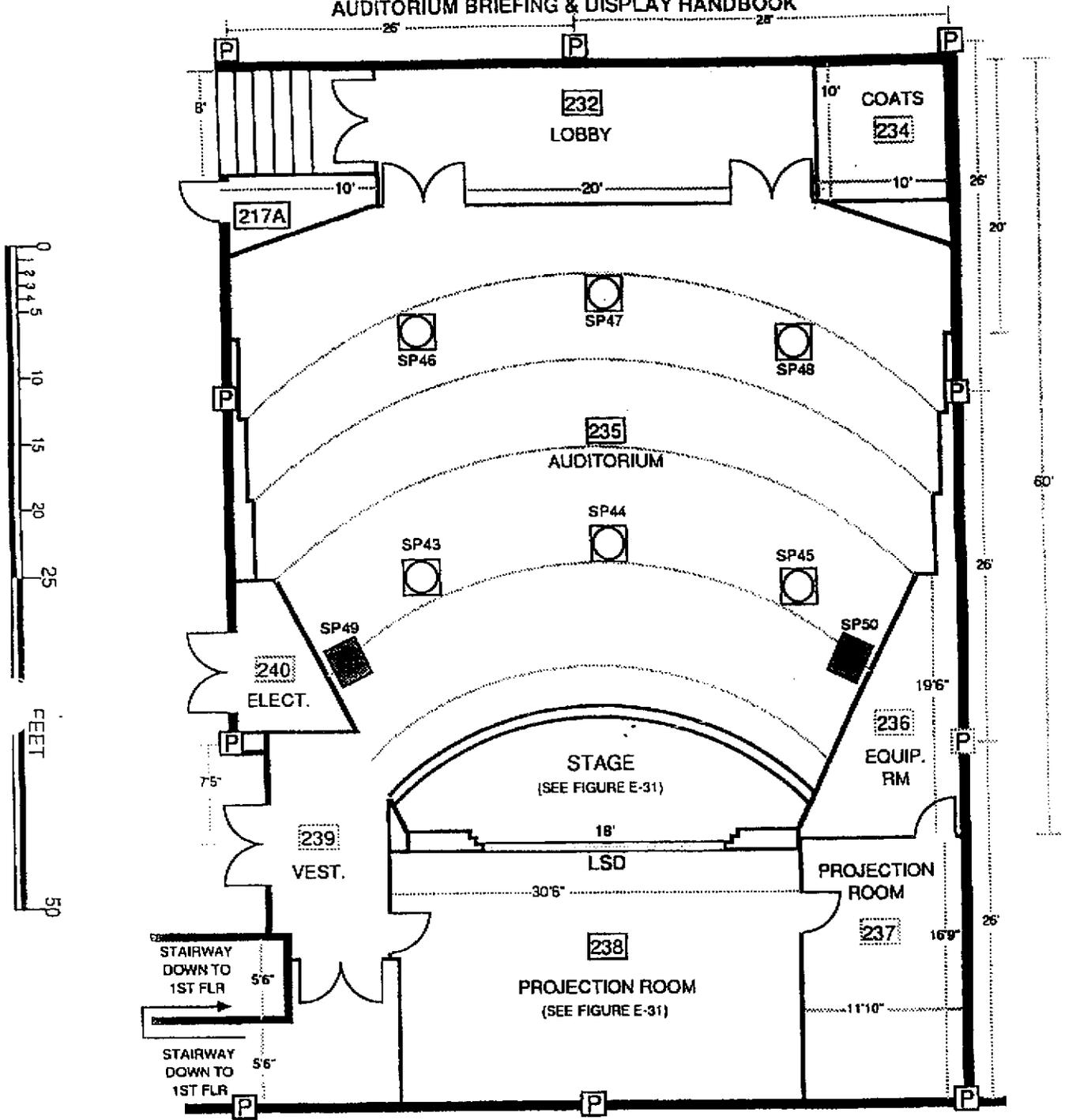
- 1. Local Conference Facilities**
- 2. Seay Auditorium Diagram**

**Distribution: X (AMC/DS, 375 AW/CCE, TCCC-P, TCCC-Q, TCCC-X, TCIG, TCIM, TCJA, TCPA, TCRC - 1 each; TCJ8, TCSG - 2 each; TCJ2 - 3; TCDC-JS, TCJ5 - 4 each; JTCC, TCJ1, TCJ6 - 5 each; TCJ3/J4-13)**

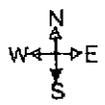
| FACILITY   | LOCATION   | OPR      | PHONE | TOTAL CAP | # of TABLE | EQUIPMENT AVAILABLE  |
|--|--|----------|-------|-----------|------------|--|
| Bldg 1600<br>MCR   | Room 3EC   | CCES     | 63536 | 120       | 16         | 2 lecterns, dual transparency projectors, single 35mm slide projectors, 2 VHS, 4 IBM computers (PowerPoint), dual MS-DOS (PowerPoint), CD & tape players, VTC machine  |
| CCR (Normally available only to brief command section general officers)<br>DS CR                             | Command Section  | CCES     | 63536 | 20        | 10         | 1 lectern, dual transparency projectors, dual 35mm slide projectors, VHS (1/2" and 3/4"), dual IBM (PowerPoint), single MS-DOS (PowerPoint), tape player   |
| DO CR  | Room 1D2   | DS       | 63312 | 40        | 12         | 1 lectern, single transparency projectors, dual 35mm slide projectors, VHS (1/2" and 3/4"), single MS-DOS  |
| XP CR  | Room 3B2   | DOE      | 63335 | 45        | 11         | 1 lectern, dual transparency projectors, dual 35mm slide projectors, single COMPAQ (Power Point), single MS-DOS (Power Point), VHS   |
| LG CR  | Room 3M4   | XPE      | 63311 | 30        | 11         | 2 lecterns, dual transparency projectors, dual 35mm slide projectors, VHS, single MS-DOS (Power Point & Aldus Persuasion)  |
| IN CR (Reserved for sensitive compartmented information (SCI) brigs. Must have SCI access to use this room.) | Room 2C2   | LGE      | 63300 | 43        | 13         | 1 lectern, dual transparency projectors, dual 35mm slide projectors, dual VHS (1/2" and 3/4"), dual MS-DOS (PowerPoint)  |
| TACC CR (Located in vaulted area)  | INO SCIF, 2d Floor                                     | INE      | 62237 | 35        | 8          | 1 lectern, dual transparency projectors, dual 35mm slide projectors, VHS (1/2" and 3/4"), single Macintosh (Aldus Persuasion or Power Point)   |
| Bldg 1700<br>SC CR   | Room 2K1   | TACC/CCE | 68213 | 26        | 12         | 1 lectern, transparency projector (single screen) Video Teleconferencing   |
| AFCA MCR   | Room 3180  | SCEA     | 68262 | 30        | 9          | 1 lectern, single transparency projector, MS-DOS (PowerPoint)  |
| AFCA FCR   | Room 3080  | CVE      | 62575 | 110       | 0          | 2 lecterns, dual transparency projectors, dual 35mm slide projectors, VHS, paper copy overhead single screen, dual screen (Windows 3.1, Power Point 4.0)   |
| USTRANSCOM SG CR   | Room 3040  | CVE      | 62572 | 50        | 15         | Same equipment as AFCA MCR (see line above)  |
| AMC SG CR  | Room 1160  | SG       | 62895 | 28        | 14         | A/V equipment to be installed (call for update)  |
| Bldg P-4<br>EP CR  | Room 1180  | SGEA     | 63231 | 34        | 14         | Portable VTC (upgrade pending)   |
| Bldg P-40N<br>Airlifter Hall<br>SP CR  | 1st Floor  | DPZA     | 62061 | 30        | 12         | 1 lectern, dual transparency projectors, dual 35mm slide projectors, VHS cable TV, single MS-DOS   |
| AMC Quality<br>Bldg 1907<br>Global Reach Planning Center   | Auditorium<br>Room 106                                 | QI       | 68412 | 80        |            | Dual IBM, VCR  |
|  | Classrooms (4)   | QI       | 64864 | 25        | 14         | 1 lectern, rear projection (Power Point), 35mm rear slide projector, VHS TV and VCR in each room   |
|  | Main Auditorium  | AMC/DSG  | 64543 | 153       | 8          | DOS & Macintosh computer presentations, electronic overhead, 8-VHS/VHS, 8mm, Betacam, and 3/4" videotape, multi-media and 35mm projectors, single, dual, or wide-screen, voice activated microphones, laser disc player, document camera, satellite dish, cybd         |
|  | Executive Conference Room<br>Meeting and Seminar Rooms | AMC/DSG  | 64543 | 30        | 14         | Large drop-down slide projection screen for 35mm, overhead, or other presentations, Video Teleconferencing (Call-upgrades pending)   |
|  |  | AMC/DSG  | 64543 | 20/40/60  |            | Wall-mounted communications center with dry-erase surface, tack board, pull-down projection screen, electronic presentations available in stand-alone or user-assisted formats displayed on roll-around monitors, roll-around teleconferencing (Call-upgrades pending) |

| FACILITY                             | LOCATION             | OPR          | PHONE | TOTAL CAP                          | # at TABLE | EQUIPMENT AVAILABLE  |
|--------------------------------------|----------------------|--------------|-------|------------------------------------|------------|--|
| Bldg P-40E<br>IG CR                  | Basement             | IGE          | 64119 | 40                                 |            | 1 lectern, dual transparency projectors, VHS (1/2" and 3/4"), 8mm video cassette playback units, dual Macintosh                        |
| IG CR                                | Room E107            | IGE          | 64119 | 15                                 | 12         | Single transparency projector, single MS-DOS, video and sound capability   |
| Bldg P-40W<br>CE CR                  | Room W104            | CEE          | 62105 | 20                                 | 11         | 1 lectern, dual transparency projectors, dual 35mm slide projectors, single MS-DOS dual PowerPoint                                     |
| Bldg 1900<br>Turner CR               | Room 205             | TCJ3/J4-A    | 66283 | 35                                 | 13         | 1 lectern, dual transparency projectors, dual 35mm slide projectors, VHS (1/2"), single uncilas DOS and single classified DOS computer |
| Seay Auditorium                      |                      | TCCC-P       | 64098 | 250                                |            | lectern, dual transparency projectors, dual 35mm slide projectors, VHS (1/2"), dual DOS computers                                      |
| Land CR                              | Room 108             | TCJ5         | 63899 | 28                                 | 14         | 1 lectern, dual transparency projectors, dual 35mm slide projectors, VHS (1/2"), single Macintosh, single DOS computer                 |
| Bldg 1930<br>Gateway Comm Ctr        | Ballroom - 1st floor | 375 SVS/SVYY | 62115 | 145                                |            | None   |
| Bldg 1961 (Top Secret)<br>McCutcheon |                      | TCJ8-TD      | 66882 | 160                                |            | lectern, dual transparency projectors, dual 35mm slide projectors, dual VHS (1/2"), single Macintosh and dual DOS computer             |
| Holvarsen                            |                      | TCJA         | 62923 | 35                                 | 18         | Barco system, DOS computer hooked to LAN, 1 lectern, dual overhead slide projection, 35 mm slide projector                             |
| Bldg 528<br>375 CES CR               |                      | 375 CES/CC   | 62701 | 22                                 | 15         | Single transparency projector, single MS-DOS (Harvard Graphics)  |
| Bldg 1811<br>375 AW CR               | Second Floor         | 375 AW/CCA   | 64588 | 28                                 | 9          | 1 lectern, VHS, Power Point, Barco system  |
| Bldg 1670<br>Base Theater            |                      | 375 SVS/SVMR | 65919 | 498                                |            | Projection screen  |
| Bldg 3190<br>Classrooms (16)         |                      | 375 MSS/DPE  | 63327 | 15-29<br>depending on<br>classroom |            | TV, VCR, overhead projector  |
| Bldg 3650<br>932 AW/Aud              | Room 102             | 932 AW/CC    | 64306 | 174                                |            | 1 lectern, single screen, computerized overhead, ELMO, video projection (1-day use only)   |

AUDITORIUM BRIEFING & DISPLAY HANDBOOK



| KEY |                                 |
|-----|---------------------------------|
|     | SPEAKER - MAIN, CEILING MOUNTED |
|     | SPEAKER - W/ VOLUME CONTROL     |
|     | PLAYBACK SPEAKER                |



2ND FLOOR

AUDITORIUM OVERVIEW / DIMENSIONS