

**Subject:** FW: FOLLOW UP: Feb 21 event  
**Location:** Founders Hall

**Start:** Tuesday, February 19, 2019 11:00 AM EST  
**End:** Tuesday, February 19, 2019 12:30 PM EST  
**Show Time As:** Tentative

**Recurrence:** None

**Meeting Status:** Not yet responded

**Organizer:** Bryna Helfer  
**Resources:** 15.20.1622.000

-----Original Appointment-----

**From:** Bryna Helfer  
**Sent:** Sunday, February 17, 2019 9:32 PM  
**To:** Bryna Helfer; Una Murphy; Toni Andrews; Kenneth Darby; Margaret Duke; Rachel Lubar; David Wood; Steven Kania; Patricia Warren; Christina Winn  
**Cc:** Jerusalem Solomon; Jeremy Carpel; Roger Munter  
**Subject:** FOLLOW UP: Feb 21 event  
**When:** Tuesday, February 19, 2019 11:00 AM-12:30 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Founders Hall

WALK THROUGH.....

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**From:** Una Murphy [<mailto:umurphy@gmu.edu>]  
**Sent:** Friday, February 15, 2019 12:33 PM  
**To:** Bryna Helfer <[bhelfer@arlingtonva.us](mailto:bhelfer@arlingtonva.us)>; Toni Andrews <[tandrew7@gmu.edu](mailto:tandrew7@gmu.edu)>; Kenneth Darby <[kdarby2@gmu.edu](mailto:kdarby2@gmu.edu)>; Margaret Duke <[mduke5@gmu.edu](mailto:mduke5@gmu.edu)>; Rachel Lubar <[rlubar@gmu.edu](mailto:rlubar@gmu.edu)>  
**Cc:** Jerusalem Solomon <[jsolomon@arlingtonva.us](mailto:jsolomon@arlingtonva.us)>; Jeremy Carpel <[jcarpel@arlingtonva.us](mailto:jcarpel@arlingtonva.us)>; Roger Munter <[Rmunter@arlingtonva.us](mailto:Rmunter@arlingtonva.us)>  
**Subject:** RE: FOLLOW UP: Feb 21 event

Hi Bryna,

Yay! We are delighted that you are having your event on the Arlington Campus!!

I have copied Kenny Darby and Molly Duke who you met yesterday and Rachel Lubar who is the University's Director of Events Management on this email.

Since you now have 6 speakers – we may have to reconfigure the stage setup and use all 4 pieces we have up front and will lose the riser in the back. Maybe Kenny can discuss directly with Roger and Jeremy about how that might impact the live stream.

Let's talk on our end and then definitely connect early next week. I am available Tuesday between 11-2 and then after 4 and Wednesday any time after 12. Let's see if that works for you all/everyone else and I can send out a calendar invitation.

Thanks,  
Una

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**From:** Bryna Helfer <[bhelfer@arlingtonva.us](mailto:bhelfer@arlingtonva.us)>  
**Sent:** Friday, February 15, 2019 11:54 AM  
**To:** Toni Andrews <[tandrew7@gmu.edu](mailto:tandrew7@gmu.edu)>; Una Murphy <[umurphy@gmu.edu](mailto:umurphy@gmu.edu)>  
**Cc:** Jerusalem Solomon <[jsolomon@arlingtonva.us](mailto:jsolomon@arlingtonva.us)>; Jeremy Carpel <[jcarpel@arlingtonva.us](mailto:jcarpel@arlingtonva.us)>; Roger Munter <[Rmunter@arlingtonva.us](mailto:Rmunter@arlingtonva.us)>  
**Subject:** FOLLOW UP: Feb 21 event

First THANK YOU!!!! We are very excited....to have the opportunity to be at GMU for the session next Thursday (Feb 21<sup>st</sup>) from 6:30-8:00 pm.

A few specifics for planning.....Sure I have missed something----

Let us know if there is a good time to connect on Tuesday or Wednesday next week ....(wondering if you can loop everyone else in the GMU team! )

ALRIGHTA!!

## Schedule

- 4pm-Room set up complete
- 4pm -Livestream Camera and Sound testing (if that works for GMU)
- 430-Registration Set up
- 530-Registration open
- 6pm-Media on site
- 6:30-Program begins
- 8pm-Program concludes

## Set up

- Registration Table
- Food table (TBD): See below
- Seating for Approximately 120 (in 3 sections—for a more intimate feel)
- Small riser stage:
  - Seating for SIX .
  - HOST/MODERATOR-Chuck Bean, Executive Director of COG
  - Panel Members: All in process of confirmation: Amazon (just waiting for who); JGB (waiting for who); VDOT (waiting for who); Fuller Institute (COG is inviting Jeanette Chapman); AED (Victor Hoskins).
  - Microphones for all
  - NO PODIUM
  - Possible Presentation (TBD)

## Invited guests:

- The meeting is invitation only and invited guests are comprised of local officials, business leaders, and community leaders.
- We hope to be able to LIMIT this seating (there are approximately 140 on Tier 1 invite list (we still need the few names you are sending me😊)

## Registration:

- 2 tables for Guests
- 1 table (separated for media check in)
- COG/Arlington Staff
- Question: is there a chance a few GMU students might be available?

## Program:

- GMU: We are still waiting to hear back from Amazon about the GMU President making opening remarks—and will follow up as soon as we learn more.
- In Development (conversational—with questions from the audience (need Six speaker microphones; and 3 roving microphones)

## Press (Arlington/COG to staff):

- OPEN (Credentialed ONLY)—
- Need Media Space (can we have an additional riser for guest media)
- PRE-POST Media Availability (other half of room or other suggested location)

## Livestream (Arlington to provide) (KEN and JEREMY will connect off line)

- Livestream (NO CHAT)-Riser for 2 ATV Cameras
- WiFi Access
- Hard Wire LAN for connectivity
- 4-6 ft. Table for Livestream equipment
- Audio feed INTO the GMU Sound system

## Audio/Sound (GMU to provide)

- 6 Stage Microphones
- 3 hand held roving microphones
- Projection (We anticipate something will be projected—still working on this?)
- Mult-Box for Media

## OTHER

- **Food:** COG has offered to pay for light refreshments; but I believe you also indicated this might be something you would like to do (with a sign 'Refreshments provided by GMU'). Just let us know your preference

- **Address:** We need REAL address and room number (although will not be providing the location until RIGHT before)
- **Signage:** We still need to figure this out (for in the room and out of the room)
- **Security:** We appreciate GMU security being in proximity—and we will also flag for ACPD