



# Conference Badging Form Submission Instructions NON-U.S. DELEGATES and OTHER ATTENDEES

This form for non-U.S. Delegates must be submitted to provide information and a photograph required for the conference badge, and to review appropriate databases for your approved Visit Authorization Request (VAR). Individuals granted a security clearance by their government (equivalent to U.S. SECRET or higher) and those having a valid need-to-know may request authorization to participate in all sessions of the three-day conference. Individuals who do not possess a security clearance granted by their government but have a valid need to know validated by their government may request authorization to attend only the OPEN sessions on Monday.

1. To obtain authorization to attend the conference, MDA/SOC must receive the following by **13 August 2012**:
  - a. Properly completed Conference Badging Form for non-U.S. citizens.
  - b. Digital photograph in JPEG format.
  - c. U.S. approval of a valid VAR submitted through embassy channels to the U.S. Defense Intelligence Agency/Foreign Affairs Liaison Office.
2. Submission to MDA: After properly completing the security form and obtaining all the certifying signatures, scan and email form to: [bmdconference@mda.mil](mailto:bmdconference@mda.mil) or fax the form to:  
Missile Defense Agency  
Attn: SOC/Conference Badging Office  
Fax: 571.231.8099
3. Photographs are required for the conference badge. Please provide a JPEG digital photograph (from middle of chest to top of head), 300 dpi or greater, 2 x 2 inches or greater in size, to MDA/SOC using one of the following methods:
  - a. **Email (Recommended by MDA)**
    1. The JPEG file name must be the name of the person contained in the JPEG file. Format for naming the file is "Last Name, First Name, Middle Initial.JPG."
    2. The subject line of the email must be Year 2012 BMD. The body of the email must contain the name of the individual in the picture.
    3. Send the JPEG photograph as an attachment to [bmdconference@mda.mil](mailto:bmdconference@mda.mil).

## b. Express Mail or courier service

1. Photograph (in JPEG format) must be stored on CD or DVD media disk.
2. The JPEG file name must be the name of the person contained in the JPEG file. Format for naming the file is "Last Name, First Name, Middle Initial.JPG."
3. Please ensure a memo is enclosed identifying the full name (last, first, middle initial) of the individual contained on the CD or DVD media disk.
4. Forward the package to:  
MDA/SOC  
Building 245  
5700 18th Street  
Fort Belvoir, VA 22060-5573  
Please use a delivery service (i.e., FedEx, UPS, DHL) or other courier. The U.S. Postal Service may delay delivery.
4. Submission of Visit Authorization Requests (VAR): All non-U.S. delegates must forward a VAR to the Defense Intelligence Agency through their Embassy in Washington, D.C., in accordance with U.S. foreign visit procedures. The VAR must list the following stated purpose of the request:

**"To attend/support participation in the Missile Defense Agency (MDA) supported Year 2012 Multinational BMD Conference and Exhibition in Berlin, Germany, 10-12 September 2012."**

National Embassies shall forward the VAR to the Defense Intelligence Agency at the following address:

Defense Intelligence Agency  
Foreign Liaison Office  
The Pentagon  
Room 1E811  
Washington, DC 20301

**All conference security forms must be received at MDA by 13 August 2012.** For questions concerning completion of the security clearance form or VAR, please contact MDA Security Operations Center (SOC)/Conference Badging Office at 571.231.8098.

Register for the conference through AIAA. Submitting a security clearance form does not register you for the conference. Do not mail an AIAA conference registration form or fee to MDA.

***This form must be received at MDA/SOC by 13 August 2012.***