

Please contact the appropriate personnel below to help you coordinate specific logistics regarding your Face To Face Meeting.

DoDEA Support Personnel		
METR, Cost & Dates of Availability of Meeting Facilities	Mr. Raymond Herrera, Administrative Officer Phone: 571-372-5857 Email: raymond.herrera@hq.dodea.edu	Contact Mr. Herrera to help you conduct a cost analysis for selecting a facility. Mr. Herrera will also help you complete Mission Essential Travel Request (METR). This must be completed 60 days in advance of your meeting.
Technology and Instructional Design	Ms. Dawn Corley, DoDEA Instructional Designer Phone: 571-372-1882 Email: dawn.corley@hq.dodea.edu	Contact Ms. Corley regarding general technology questions and instructional design recommendations for making your documents available online. She will also help you organize a Schoology group for accessibility of information to participants.
VTC Scheduling	Mr. Paul Teague, Chief, Information Technology Phone: 571-372-1427 Email: paul.teague@hq.dodea.edu	Contact Mr. Teague to schedule your VTC. He has the required VTC Request Form (PDF).
Collecting Supplies and Shipping	Ms. Tara Newman, Administrative Assistant Phone: 571-372-1904 Email: tyra.newman@hq.dodea.edu	Contact Ms. Newman to help you collect and package specific supplies that you need mailed to the meeting location.
Evaluations (Daily and Overall)	Dr. Sandra Embler, Chief of Research and Evaluation Branch Phone: 571-372-6006 Email: sandra.Embler@hq.dodea.edu	Contact Dr. Embler if you need help developing your evaluations. She will ensure that the questions measure the Learning Outcomes.
Meeting Onsite Support Personnel		
Southbridge EMTC	Mr. Ron Dubie, Southbridge, Technology & Site Logistics Phone: 508-765-8000 or 508-765-6333 Email: ron.dubie@cpms.osd.mil	Contact Mr. Dubie in advance to make sure the meeting rooms are reserved for you both large rooms and breakout rooms. He will also let you know what technology equipment is available in each room.
Mark Center	Ms. Alicia Williams, (Mark Center Concierge Desk) Phone: (571) 372-3640 Email: Alicia.williams22.ctr@mail.mil	Contact Ms. Williams to reserve a conference room on B1 of the Mark Center. She will help you set up the physical space of the room. Note: NO internet connectivity is available for DoDEA educators in the conference rooms at the Mark Center.
Ft. Eustis	TBA	