Frequently Asked Questions
For OSAC Annual Briefing

FAQ TOPIC INDEX
- **Annual Briefing Registration & Attendance Criteria**
- **OSAC.gov Account Assistance**
- **Platform Logistics - How it Works**
- **Panel Session Times, Topics & Speaker Bios**
- **Member Engagement Sessions & Virtual Networking**
- **Tech Support**
- **Common Interest Committee & Country Chapter Information**
- **ISF Virtual Reception**

ANNUAL BRIEFING REGISTRATION & ATTENDANCE CRITERIA

Where do I register?
The registration link can be found both on the Annual Briefing website: osac-annual-briefing. com and on OSAC.gov's Events page. An OSAC.gov login credential is required.

When is the deadline to register?
OSAC members may register throughout the duration of the Annual Briefing. We encourage you to register sooner rather than later to take advantage of limited-capacity live sessions.

I am not an OSAC.gov member, can I attend the virtual Annual Briefing?
No. This event is only for OSAC member users and government users. If your organization is registered as an OSAC member, you can request to become a user approved by your organization by clicking on the Join Us page on OSAC.gov and select "apply as a user to an existing member organization." The Point of contact (POC) for your organization will then receive an email notification to approve your request. Once approved, you can register for the Annual Briefing.

What if my organization is not registered with OSAC.gov?
If your organization is not yet registered with OSAC, the highest ranking security official at your organization may apply to register on the Join Us page of OSAC.gov. That person will need to provide your organization's articles of incorporation. Once the organization is registered, an unlimited number of registrants can become OSAC members under the umbrella of that organization.

Can Country Chapter members register? What if they are not OSAC member users?
Country Chapter (formerly known as Country Council) members can register if they are member users with a login to OSAC.gov. Newsletter subscribers can apply to attend the Annual Briefing on OSAC.gov. If you are not a user, but your organization is registered as an OSAC member, you can request to become a user under your organization by clicking on "**How to Join**" on OSAC.gov and select "**Apply as a user to an existing member organization.**" The

point of contact for your organization will then receive an email notification to approve your request. Once approved, you can register for the Annual Briefing. If your organization is not an OSAC member, you will not be able to participate. This event is only for OSAC member users and government users.

Members of my team are not OSAC members but I want them to see an Annual Briefing session. Can they join?
If your organization is registered as an OSAC member, your staff can request to become an approved user by your organization by clicking on the Join Us page of OSAC.gov and select "apply as a user to an existing member organization." The Point of Contact for the organization will then receive a prompt to approve the request. Once approved, they can register for the Annual Briefing.

I am in another Government Agency or the military, can I register?
Yes. If you have a .gov or .mil USG email address, you can register for an OSAC.gov login. Once you have an OSAC.gov username and password, you may register to attend the Annual Briefing.

Will there be a waitlist for presentation sessions if it reaches capacity?
Since the OSAC Annual Briefing is virtual this year, there will be ample capacity for a majority of the sessions. Therefore, no waitlist will be available. However, due to the immense interest for the Women in Security event a waitlist will be available in the case registrations surpass the capacity for the webinar.

Most of the Annual Briefing sessions and discussions will be recorded and published following the event for future viewing.

OSAC.GOV ACCOUNT ASSISTANCE

How do I get an OSAC.gov account?
Register for an OSAC account by applying on the Join Us page of OSAC.gov. Please note that when you are inputting your phone number click the green tick box indicating that it is your primary number and hit the save symbol. Once you submit your application, it will be sent to a POC at your organization to approve. Once that person approves your account, you will get an email asking to verify your account and to set up a password. If you need more information or assistance, please contact osacadmin@state.gov.

I want to register but I am locked out/forgot my password. Who do I contact for assistance?
If you need to reset your password and request a token, navigate to the button below the sign in portal and click Can't Login? From there, you will be directed to our Login Help page. From there you will be able to request a token to reset your password and your username. Both of these requests will be sent to the email you have on a file with OSAC.

After requesting a token to reset your password, you will be asked to validate the token using your email address. The token will only be valid for one hour after you request. Once completed you will need to log back in with your username with your new password. Please note that your username is no longer your email address

If you need help, please reach out to osacadmin@state.gov.

I submitted a request for an OSAC.gov account. What is the expected turnaround time?
Please wait five business days before reaching out about the status of your account. If you know your organization's OSAC POC, we recommend you check in with them to make sure they have approved your application.

Who can help me if my organization's POC has not approved my application yet?
It is the responsibility of the organization's point of contact to review all pending user applications for their organization. If you have not received approval, please reach out to the POC within your organization for a status update. If you do not know your organization's POC, or if that person has departed your organization, please contact osacadmin@state.gov.

I submitted a request for an OSAC.gov account and it is taking a long time, can I register for the Annual Briefing anyways while I wait?
Unfortunately, you cannot register for the Annual Briefing until your account on OSAC.gov has been created and approved.

PLATFORM LOGISTICS - HOW IT WORKS

Why can't I see the live sessions on the Annual Briefing Website (osac-annual-briefing.com)?
The OSAC Annual Briefing website provides all of the information for the event, such as the agenda and details on #OSACWeek. However, registered attendees will receive a separate email prior to the Annual Briefing with a link for the online platform where they will view the live and on-demand content.

How do I ask a question during a session?
You will have the opportunity to ask questions during the live sessions each day. There will be a chat box where you can offer a question to the moderator and presenter. Due to time constraints, the speaker may not be able to get to all questions and OSAC reserves the right to promote questions based on appeal to most attendees.

Is there a password?
There is no password required for event attendees to access the OSAC Annual Briefing. Event attendees will receive information via email with links to the content portal following

registration. Links emailed to attendees are unique to each individual and should not be shared.

How is OSAC verifying who else is participating?
Registration is only open to verified OSAC member and government users with valid login credentials to OSAC.gov. Newsletter subscribers may apply to attend, and that application is reviewed carefully by OSAC staff.

What are the security parameters to make sure the audience is vetted?
OSAC considers the safety and security of its attendees, venues, and platforms its number one priority – whether the event is in-person or virtual. For this year's Annual Briefing, OSAC is requiring all participants to hold an active OSAC.gov member and/or government user login credential, have registered to attend, and acknowledged adherence to Chatham House Rule and OSAC's Code of Conduct. Violation of any of the above risks the participant's future involvement in OSAC's groups and access to its resources. If you have any security concerns, please contact OSACSupport@state.gov immediately.

I miss networking like at the AB. Can I have a list of attendees, organizations or contact information of registrants?
Annual Briefing participants will be able to opt in and share their contact information if they choose to do so. The content portal allows participants to see everyone logged in simultaneously and send direct messages to other participants, but registration, attendance, and session data will not be provided to attendees. Rather, OSAC members are encouraged to seek out opportunities to introduce themselves during member engagement sessions and while asking questions during live sessions. Read more on member engagement sessions in its own section below.

Can I see session attendees like in Zoom? Am I allowed to message session attendees privately?
Yes, you are able to message attendees privately, but not with camera to camera interaction. The member engagement sessions are meant to foster community conversation and engagement in real-time. Therefore, messaging and offering your voice to the discussion is encouraged. OSAC reminds all event participants to be respectful and courteous in all engagements with other members.

What if someone messages me and I don't want them to contact me?
The member engagement sessions are meant to foster community conversation and engagement in real-time. Therefore, messaging and offering your voice to the discussion is encouraged.

OSAC Annual Briefing attendees are required to follow OSAC's Code of Conduct as well as Chatham House rule. Violation of any of the above risks the participant's future involvement in OSAC's groups and access to resources. If attendees have any security or business solicitation

concerns, contact OSACSupport@state.gov with a detailed description of what was observed.

PANEL SESSION TIMES, TOPICS & SPEAKER BIOS

Where can I find the AB schedule? Where can I see speaker bios?
The [OSAC Annual Briefing](#) is the central hub of exclusive links to resources and information about this year's Briefing. Here, OSAC members will register, view the speaker line-up, view photos, and more.

Will these presentations be recorded? If so, where will they be posted and when?
Yes, with the exception of the member engagement sessions, all sessions will be recorded and will be accessible in the same content platform as the live sessions. All recordings will be available within 12 hours of the session's completion.

Can I get a copy of a presentation's PowerPoint?
If presenters use slide shows and agree to make those presentations available to attendees, OSAC will place the videos of the session and other content on the Annual Briefing content platform.

MEMBER ENGAGEMENT SESSIONS & VIRTUAL NETWORKING

What is a member engagement session?
To encourage personalized connections—especially in this virtual and often solitary environment — OSAC will host over 20 simultaneous member engagement sessions from 3-4pm EST on Nov. 17, 18, and 19. These sessions, limited to approximately 15 individuals and themed around a variety of serious and light-hearted topics, will endeavor to provide a forum for networking, discussion, and connection. Each session will include a discussion facilitator to initiate conversation and encourage participation.

How will this work?
Annual Briefing registrants will need to sign up for the member engagement sessions. Sign ups will begin the week of Nov. 2, and members who have already registered for the AB will be able to sign up first—so register early! Spots will go fast for some popular topics. Attendees will be limited to one session per day. Once a session fills to capacity, individuals will no longer be able to register.

On the day of the session, attendees will click the respective hyperlink that will be sent via email the morning of the session and again at 3 pm. The sessions will be held on the Zoom meeting platform.

Can attendees jump from session to session?
For those sessions that have not reached capacity during sign-up, we will allow OSAC members to join at the last minute. While this will allow for individuals to potentially jump from one open session to another, we discourage it.

Do I need to turn my camera on?
Yes, please. Visual participation will help build an atmosphere of trust and is more likely to lead to a more productive conversation.

I want to attend a member engagement session but it is at capacity. Can I join a waitlist?
Member engagement sessions will not be recorded and waitlists are not available for these sessions.

Will these be recorded?
No. The purpose is to encourage a lively, honest, and open conversation. We don't believe a recording is conducive to that end.

How many people can join a session?
Our target audience is up to 15 people. For some sessions we might adjust the numbers a bit, but overall if there is a great deal of interest, we would prefer to hold multiple sessions instead.

When are they?
The member engagement sessions will be held Tuesday-Thursday (November 17-19) from 3:00 – 4:00 p.m. (EST). Multiple sessions will be available each day for registered OSAC members.

How do I register?
Sign ups will begin the week of Nov. 2, and individuals are limited to one session per day. Once a session fills to capacity, individuals will no longer be able to register.

Sign ups will be available first to OSAC members who have already registered for the Annual Briefing. Keep an eye on your email for the announcement! On the day of the session, attendees will click on the respective hyperlink that will be provided. The sessions will be held on the Zoom meeting platform.

TECH SUPPORT

Who do I contact for tech support?
There will be a virtual Help Desk available during the published event hours. There is a chat box where people can post questions after hours and the support team will follow up on those inquiries when the event reopens. Alternatively, please email OSACSupport@state.gov for assistance.

My system doesn't allow Zoom but I want to take part in the member engagement sessions. What should I do?

Unfortunately, we are tied to the platforms we are using for this event. We encourage you to use a device that will enable you to use Zoom, including forwarding your log on information to a personal device that will allow you to access those sessions. However, please note that forwarding your log on credentials to anyone but yourself is strictly prohibited.

What computer settings will I need?

Prior to engaging with the platform, attendees will be taken through a system check to ensure your computer settings are compatible with the platform prior to logging in. There will be an email sent with instructions on how to conduct this system check.

COMMON INTEREST COMMITTEE & COUNTRY CHAPTER INFORMATION

How do I get involved with a Common Interest Committee (CIC) or Country Chapter?

To join, log in to www.osac.gov, click the **Groups** tab, then select either **Common Interest Committee** or Country Chapter.

Who can join?

All OSAC members are eligible to apply to Regional Committees and Women in Security (WiS). OSAC's Sector Committees have different membership eligibility that various from group to group. To review the criteria, visit the Groups tab on OSAC.gov.

When are the OSAC Common Interest Committee sessions? Is the registration process separate?

It is up to the leadership of each OSAC Common Interest Committee (CIC) to decide if there will be a session for its members alongside the Annual Briefing. Not all CICs will have meetings during the week of the Annual Briefing, and not all CIC meetings are open to non-members. Please check with your CIC leadership to see if a separate meeting will be held. If a meeting will be held, registration for that meeting will occur separately from the Annual Briefing. If interested in joining an OSAC CIC, visit the Groups tab on OSAC.gov.

For this year's Annual Briefing, each OSAC Sector Committee is pre-recording an industry-specific session for all Annual Briefing attendees. The content will be available beginning November 16 on the OSAC Annual Briefing on-demand content library.

ISF VIRTUAL RECEPTION

What is the ISF Virtual Reception?

The International Security Foundation (ISF) is a nonprofit 501(c)3 tax-exempt educational organization with the mission to fund information-sharing programs and networking programs conducted by OSAC. Private sector organizations are able to provide in-kind donations and financial support to the ISF, which are in turn applied to OSAC initiatives. Every year, the ISF

hosts its Annual Dinner to celebrate OSAC's strong public-private partnership and the support of its sponsors and stakeholders. This year, the ISF will host a virtual reception.

When is it?
The virtual ISF reception will be held on Wednesday, November 18th at 5:00pm EST.

How do I register?
Registration for this free event is required.

Who is speaking?
Speakers include keynote speaker Secretary of State Michael R. Pompeo, special remarks from Judge William H. Webster, the Chair Emeritus of the Homeland Security Advisory Council and Former Director of the CIA and FBI, and emcee and ISF President Rich Davis. You can view the event agenda on the ISF Registration page.