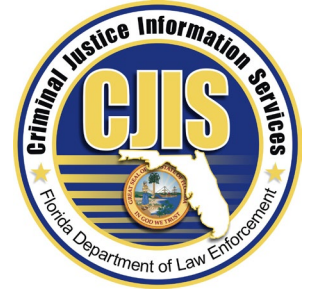




The Florida Department of Law Enforcement

Important Update:

2016 Criminal Justice Information Services (CJIS) Annual Training Symposium – First Announcement



Released: February 2016

CJIS Memorandum: 2016-2

Executive Summary:

The Florida Department of Law Enforcement (FDLE) is pleased to announce the 2016 Criminal Justice Information Services (CJIS) Annual Training Symposium hosted July 19–22, 2016 at the Omni Orlando Resort in ChampionsGate, FL (right outside the city of Orlando, FL).

The Florida Department of Law Enforcement is pleased to announce the 2016 Criminal Justice Information Services (CJIS) Annual Training Symposium hosted July 19 - 22, 2016 at the Omni Orlando Resort at ChampionsGate located at 1500 Masters Boulevard, ChampionsGate, Florida, 33896.

This year, we are utilizing an event management software to help streamline the registration and payment process, session tracking, and certificate issuance. The registration process is a little different compared to previous years; however, we hope the all-in-one step process of registering for the event and the hotel is easier and more appealing. Additionally, we have extended the symposium to include the morning of Friday, July 22.

Unlike previous years, hotel requests must be submitted through the [registration website](#). Registrants will no longer have the ability to contact the hotel to book a hotel room. After submitting a hotel request during the registration process, registrants will receive a reservation confirmation number within 7-10 business days of the request. You can obtain your confirmation number by signing into the registration website with your email address and registration confirmation number.

Important Information for:

All Criminal Justice Agency Personnel, Agency Heads, Terminal Agency Coordinators (TAC), Record Clerks, Dispatchers, Information Technology (IT) Personnel and Jail Administrators

The attendee registration fee is \$210.00 if received prior to June 10, 2016, and increases to \$230.00 if received after that date. Registration will close after July 1, 2016 and no registrations can be made.

The hotel room rate for attendees is \$115.00 per night for single and double occupancy; however, there is a \$30.00 per room, per night charge for each additional adult. The hotel provides complimentary self-parking for attendees and vendors. Valet parking is also available daily for \$14.00 per car and \$18.00 for overnight, and is subject to availability.

The pre-symposium event, offered Monday July 18 from 1:00 – 4:00 p.m., is the Statewide Terminal Agency Coordinator (TAC) Meeting, where attendees can hear presentations related to information that is vital to the day-to-day operations of a TAC. This meeting also gives TACs an opportunity to ask questions pertaining to their agency TAC roles and responsibilities of ensuring CJIS security policy compliance.

In an effort to assist agencies in dedicating appropriate personnel for training, FDLE has posted a list of confirmed session topics on the [registration site](#). Within the next month, attendees can select the sessions they are interested in attending thereby creating a symposium session schedule. Please monitor the registration website for updated information about the symposium hotel, attendee registration, and sessions. The dress code for the symposium is business/professional attire.

Please mark your calendar for July 19 - 22, 2016, and notify appropriate members of your agency about the event.

If you have any questions or require additional information, regarding the 2016 CJIS Annual Training Symposium, please email the symposium coordinators at CJISAnnualTraining@fdle.state.fl.us.