



# STAND DOWN 2013

July 17, 2013

Stand Down 2013 will be held on Friday, September 20, 2013 from 7:00 a.m. to 3:00 p.m. If you were able to participate last year, we look forward to having you join us again this year. This year we will return to our location of previous Stand Downs. If your organization is planning to participate in Stand Down 2013, please complete and return this form by Friday, August 09, 2012. The form can be faxed to **(860) 616-3556**, e-mailed to **chuck.leone@ct.gov** or mailed to me at the address below. If you have any questions please feel free to contact me at **(860) 616-3804**.

**Chuck Leone, Benefits & Legal Coordinator  
Connecticut Department of Veterans' Affairs  
287 West Street, Rocky Hill, Connecticut 06067**

<b>Agency Name:</b>		
<b>Staff Coordinator Contact Information:</b>		
Name:	Phone:	Email Address:
<b>Agency Technical Staff Contact:</b>		
Name:	Phone:	Email Address:
<b>Logistical Support Requirements:</b>		
Number of participants attending from your organization/agency <i>(Please give an accurate count to help us better plan for the number of meals needed)</i>		
Number of tables needed		
Number of chairs needed (for your staff & veterans)		
Electricity: All tents will be equipped with electrical outlets and we would encourage you to bring a surge protector with multiple outlets and extension cords.		
<b>Telecommunications Support:</b>		<b>We ask that all organizations and agencies utilize cell phones</b>
<b>Information Technology Support:</b>		<b>We will be providing wireless internet access for your use.</b>
If you need any specialized technology support please indicate in this space provided:		

Thank you for your timely attention to this matter and as always thank you for your continued support of Connecticut Stand Down.

Sincerely,  
Chuck Leone  
Benefits & Legal Coordinator