



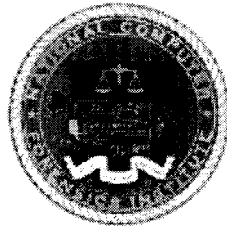
NCFI Prosecutor Course JUNE 16-20

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Tue, May 6, 2014 at 2:42 PM

To: NCFI NCFI <ncfi@alabamada.gov>

Cc: Barry Page <barry.page@alabamada.gov>



We are pleased that you have been selected to attend the Computer Forensics for Prosecutors course at the National Computer Forensics Institute (NCFI) in Hoover, Alabama on June 16-20, 2014. The NCFI is a partnership between the United States Secret Service (USSS), Department of Homeland Security, and the Alabama District Attorney's Association to train state and local law enforcement, judges and prosecutors in computer forensics and digital evidence. You will be attending this course with twenty-three other prosecutors from all over the United States. The course will be taught by nationally recognized instructors.

HOTEL

All participants who live and work outside of a 50 mile radius of Hoover, Alabama have room reservations beginning on 6/15/14 (Sunday) at the **Hyatt Regency Birmingham-The Wynfrey Hotel**, 1000 Riverchase Galleria, Hoover, AL 35244, telephone 205-987-1600. Hoover is located 10 miles south of Birmingham, Alabama. The hotel will bill the NCFI directly, so there is no need for you to confirm the reservation. You only need to give your name at the time of check-in. You may be asked to provide a credit card at check-in for incidentals only. Your hotel is located within the Galleria Mall with many restaurants and places to shop. In room internet service is included. Ask at the front desk for the pass code if it is not provided to you at check in.

FLIGHT

Your flight for this course will be pre-booked and paid in advance. Another e-mail will be sent before your departure with your reservation information. Note that while every effort is made to get your flight information to you as soon as possible, we sometimes do not receive the flights until the week before the departure. You can expect to fly out of your home airport on Sunday, June 15th, and depart Birmingham on Friday afternoon, June 20th. (Flights to Hawaii and Alaska may require a Saturday departure). The airline you will be flying with is determined by the federal contract for flights between your city and Birmingham. Upon arrival at the Birmingham International Airport, you are requested to utilize a cab for transportation to the hotel (approximately \$40-60). You are required to keep the receipt for your transportation from the airport to the hotel and turn it in at the beginning of the course to be included in your reimbursement. Also, keep any receipts for baggage fees charged by the airline, and bring with you on Monday morning. You will be reimbursed for extra bags (up to two), but not overweight bags. If you prefer not

to take a cab, the Hyatt Regency-Wynfrey offers a free shuttle to the hotel. You will need to make arrangements prior to your arrival for them to pick you up without lengthy delay. Contact the hotel for details concerning their airport shuttle.

DRIVING

Please let me know if you wish to drive in lieu of flying to Birmingham. If so, we will need to submit a cost comparison to the federal government. You can only be reimbursed up to what the cost of your flight would be. I can provide you with that information if you are considering driving. Only mileage to the NCFI on the first day and returning to your home on the last day would be reimbursed. Please note that if you drive a government vehicle as opposed to your personal vehicle, you cannot receive reimbursement for mileage. Any travel arrangements other than those provided by USSS will be at the expense of the individual or their agency.

REIMBURSEMENT

Travel vouchers and paperwork will be handled by the NCFI staff. In the coming weeks you will be receiving another email from us with a form to be completed to facilitate your reimbursement. You will receive a direct deposit into your personal bank account during the training for per diem (a total amount of \$308 for the week). There will be a second direct deposit after the course to reimburse for cab fare to the hotel on Sunday, airline baggage fees, and hotel parking (if you are driving a personal vehicle). Any costs associated with parking and transportation from your home to your home airport as well as from your home airport to your home will be the responsibility of you or your agency. (Note: if you work or live within 50 miles of the NCFI in Hoover, AL, you cannot be provided lodging, per diem or transportation per federal guidelines).

BREAKFAST & LUNCH

There will be coffee and vending machines available at the facility, but breakfast is not provided. There is a breakfast available at the hotel. It is not complimentary, but the hotel gives discounted coupons to our participants at check-in. There is a Starbuck's located in the food court of the attached mall that opens at 7:00 AM. In order to maximize time, two days during the week we will bring lunch in. The afternoon before those days, we will pass around a menu and order form and collect cash (between \$8-10). We have a large refrigerator and freezer, as well microwave and toaster ovens in the dining area. You are welcome to utilize those and bring lunch with you if you prefer.

SHUTTLE BUS

You will meet NCFI Deputy Director Barry Page in the lobby of the hotel at **7:30 AM** (Central Time Zone) on 6/16/14 (Monday) for transportation to the training facility. There will be a shuttle service provided for transportation to and from the NCFI, as well as for lunch and dinner (except Sunday the 15th). For Sunday night, note that there are several restaurants within walking distance of the hotel as well as Shula's Steakhouse and Merk's in the lobby. The front desk at the hotel can assist with any private transportation needs. Your bus will offer the option to shuttle you from your hotel to a restaurant each evening (except Sunday), usually around 6:00 and return back by 9:00 (at the latest). Some of the restaurants we typically visit include Jim & Nick's, The Fish Market, and Flip Burger (for those who like to do your food homework). If you prefer, you can stay in at the hotel and dine at one of the restaurants on site. The bus will also be used to transport attendees back to the Birmingham International Airport on Friday afternoon.

CLE

This course has been approved in Alabama for 32 CLE credit hours (including 1 ethics hour). If you are interested in CLE in your home state, you may want to contact your state bar (or appropriate agency) to determine what information and documentation you will need. We will be happy to assist you.

Merk's

A frequent suggestion from past class participants was to offer an opportunity for you to meet each other on Sunday evening. I will make this suggestion. Merk's is a restaurant/bar in the lobby of the Wynfrey. Anyone interested in meeting your classmates before Monday morning, come to Merk's bar around 8:00-9:00 and look for those that have the look of a prosecutor. Or just ask.

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Homework

Prior to your departure we will email you a case file to read. You will need to be familiar enough with the materials to participate in two in-court exercises. Additional instructions will be sent with the assignment.

Dress

Dress for this course is casual, but please do not wear shorts. Note that the classroom can at times be cool.

You are welcome to bring your laptop computer to the course, but it is not necessary. You will have a computer available to you at your classroom desk.

Questions regarding this training can be directed to Barry Page (barry.page@alabamada.gov) or Brooke Grigsby (brooke.grigsby@alabamada.gov) at 205-989-5300. We look forward to seeing you at the NCFI.