

TKO Frequently Asked Questions

1. How will the information be presented?
 - a. Information will be delivered using the informal lecture method in conjunction with PowerPoint. Registrants are strongly encouraged to review and print out if desired, any or all PowerPoints before arriving to the installation. The information is available under the "Once Registered" tab on the TKO Land and Maritime webpage. Click on the "TKO Presentations and training videos are available" link. Use Internet Explorer to open the PowerPoints, as using other browsers might cause the document to open in "code" and be unreadable.

2. If I am having trouble completing my registration, what should I do?
 - a. Ensure you are using Internet Explorer as your browser.
 - b. Attempt to remedy the issue if provided with an error message.
 - c. Contact DLA Land and Maritime Office of Small Business Programs:
Email: dla.land.and.maritime.tko.and.webinar.registration@dla.mil
Phone: 1- 800-262-3772

3. What will the agenda be each day?
 - a. A sample agenda is available on the main Land and Maritime TKO webpage under the "Once Registered" tab.

4. What time is the Seminar?
 - a. The time of the Seminar for both days is 8:00 AM – 4:00 PM EST

5. What should I do if I make reservations but am unable to attend?
 - a. Please send an e-mail with the name(s) of registrant(s) as soon as possible:
dla.land.and.maritime.tko.and.webinar.registration@dla.mil

6. What if I want someone else to attend the Seminar in my place?
 - a. Please send an e-mail with the name of individual attendee and replacement as soon as possible: dla.land.and.maritime.tko.and.webinar.registration@dla.mil

7. Where should I stay for lodging?
 - a. There are numerous hotels close to John Glenn Columbus International Airport (CMH) and DLA Land and Maritime. Where to stay is at the discretion of the participant. DLA employees cannot provide recommendations.
8. Is there a dress code at DLA Land and Maritime during the Seminar?
 - a. There is no prescribed dress code for the Seminar. DLA Small Business staff customarily wear business casual.
9. What will I do for lunch?
 - a. Meals are not provided; however, the Café is available for participants and has a wide selection of foods and drinks. The Café accepts either cash or card.
10. Is Wi-Fi available?
 - a. The room where the TKO is conducted has Wi-Fi, although bandwidth is intermittent during peak hours of usage. Participants are encouraged to bring a 4G (or above) or “hot spot” enabled device.