



Annual Computer Security Applications Conference

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Sponsored by:

- Applied Computer Security Associates (ACSA)

July 30, 2013

Mr. Simson L. Garfinkel
1186 N Utah Street
Arlington VA 22201

Dear Simson L. :

Congratulations! On behalf of the ACSAC Training Committee, I am informing you that we have accepted your proposal for a full-day course titled "Finding Data Leaks in Applications, Network Protocols, and Systems with Open Source Computer Forensics Tools." Upon successful completion of the delivery milestones mentioned in this letter, we plan to have you present your course on Tuesday, December 10, 2013.

First and foremost, there are two things you need to do immediately:

- ✉ Attached with this letter is the professional development courses contract from the Applied Computer Security Associates (ACSA), who is the sponsor of this conference. Please complete all blanks and sign. Return the signed contract to the Training Chair at the address above, who will sign the contract in his capacity as Secretary of ACSA, and return a copy to you. Please do this as soon as possible. If there are to be delays due to vacations or other factors, please inform the Training Chair as soon as possible. **Note: The Training Chair has incorporated any known special arrangements into the contract. Please review the contractual special arrangement to ensure they are correct. If you need corrections to the special arrangements for the contract, please inform the Training Chair ASAP, and the contract will be reissued.¹**
- ✉ Attached with this letter is the draft of the description of the course program for the Advance Program and the conference web page. This is based on the proposals submitted. Please proof the portion of this related to your course and return it, with any necessary redlines, **NO LATER THAN 8:00 AM Pacific Time, August 15, 2013**. If no comments are received, the draft will be considered acceptable (of course, a positive "The draft is OK" is really appreciated).

Please read the remainder of this letter *carefully*, for it summarizes the relationship between you and the Training Committee. Note that in the case of any conflicts between this letter and contract, the contract takes precedence.

For your reference, the following is the current schedule for the Professional Development Course Program for 2013:

¹ For international folks: Feel free to scan just the last page, and then send me a PDF of that page, and I can do the same to return it to you. Alternatively, we can fax to each other.

MONDAY

M1	Mobile Security: Securing Mobile Devices & Applications (Lindner, Aspect Security)
M2	Integrating Security Engineering and Software Engineering (Maña, University of Malaga; Lightman, NIST; Rudolph, Fraunhofer SIT; Ruiz, Fraunhofer SIT)
M3	Introduction to Reverse Engineering Malware (Richard, University of New Orleans)

TUESDAY

T4	Analysing Android Malware at Runtime (Russello, Univ of Aukland)	
T5	Finding Data Leaks in Applications, Network Protocols, and Systems with Open Source Computer Forensics Tools (Garfinkel, NPS)	
T6	Authentication & Authorization Standards for the Cloud (Takabi, U North Texas)	T7 Cyber-Physical Systems Security (Cardenas, UT Dallas)

Address for Delivery of Course Materials

I will be your liaison for all deliveries of course material. I may be reached at the following address:

Daniel P. Faigin
The Aerospace Corporation
MS M1/055

(mailing)
P. O. Box 92957
Los Angeles CA 90009-2957

(deliveries)
2310 E. El Segundo Blvd
El Segundo CA 90245

(310) 336-8228 [Voice]
(818) 772-5098 [Home]
(720) 293-3191 [FAX]
faigin@aero.org [Email]

Please make sure I know where and how to reach you. Having a current electronic mail address on file greatly helps in communications.

Deadlines and Deliveries

The “Professional Development Course Instructors Agreement” from ACSA spells out your responsibilities as an instructor at the ACSAC conference. The agreement also spells out the responsibilities of ACSA with respect to the support provided to you. This agreement spells out two milestones, with corresponding deadlines, that must be met. These are as follows (all times are start of business, Pacific Time):

Milestone	Deadline
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<ul style="list-style-type: none"> ◦ Sample Vugraphs (and Notes) ◦ Information on textbooks or List of supplemental readings. <i>Textbook information is particularly critical.</i> ◦ Audio-Visual Requirements 	Wednesday, September 23, 2013
<ul style="list-style-type: none"> ◦ Entire Set of Vugraphs ◦ Student Notes, if different ◦ Supplemental Readings (if necessary) ◦ Evidence of copyright clearances 	Thursday, November 1, 2013

These dates are *firm* dates, and represent the date by which I must have received the indicated materials. I will send you reminders as the deadlines draw near. You should be aware that there are financial penalties and the risk of cancellation for late delivery.

Material may be delivered in any of the following formats:

- Hardcopy, all sheets set up for single-sided input
- Hardcopy, all sheets double-sided.
- PDF (preferred)

I can also accept the following presentation program formats. Note that I cannot guarantee that I will have the same fonts, so you may wish to package any uncommon fonts or embed them (I know Powerpoint allows TrueType fonts to be saved with the file):

- Microsoft Powerpoint
- Corel Presentations X3 or earlier

Copyrights

One recurring problem is the issue of copyright clearances. Please remember that it is *your responsibility* to obtain copyright clearances acceptable to ACSA for any copyrighted material that ACSA will be duplicating. This clearance must allow ACSA or its contracted agent to perform duplication in quantities necessary for the course. The contract you will receive will spell out the detailed requirements. You will be required to provide evidence that you have obtained clearances for any supplemental readings to be duplicated by ACSA, as well as providing clearance for ACSA to duplicate your vugraphs/notes (if necessary).

Presentation Style

You are strongly urged to obtain a copy of the ACSAC Speakers Guide (<http://www.acsac.org/speakers.pdf>). It contains recommendations regarding the style of your presentation based on the contract, our prior experience with ACSAC courses, as well as some recommendations from ACSAC's sponsors. I am sure that you are probably well aware of these recommendations because you are not new to presenting; however, it can never hurt to review them. The following is a summary of the key recommendations:

1. The course title should be printed on the front cover of the notes for that course.
2. There is a limit of 250 pages of student notes for a full day presentation (125 for a half-day). You can also specify *either* a published textbook or up to 200 pages of selected reading materials (copyright clearances required) to be provided to the students at the course. **If you are going to need to exceed this limit, please**

coordinate with me as soon as possible.

You need to identify your reading materials or your textbook in the *second delivery*. If you anticipate having trouble meeting this date, please contact your liaison as soon as possible.

3. Please make sure that all vugraphs that you plan on presenting are included in your notes, in the order you plan on presenting them.
4. Please make sure that all vugraphs in your presentation are numbered. They do not need to be numbered sequentially from the beginning to the end of the presentation; if you wish, you may number them sequentially within subject matter groups (for example: METHODS-1). If you do the latter, please make sure that there is a table-of-contents (agenda) vugraph in presentation that gives the order of the subject matter groups.
5. Please make sure you pass your vugraphs through a spelling checker and/or have someone review your vugraphs. I'm sure none of us make spelling errors, but our fingers do slip on the keyboards from time to time.
6. Don't try to cram too much material into a vugraph. I always try and use the 7±2 rule (i.e., the goal of 7±2 bullets on a vugraph).
7. Typeset or type your vugraphs; do not use handwritten vugraphs. Use large print, at least 18 point, in your vugraphs. The information must be visible from the back of the room.
8. If possible, use landscape (11"×8½") mode for your vugraphs. This corresponds better with the aspect ratio of the screen.
9. Try not to use wordy sentences—use single words or sentence fragments. The vugraph should highlight what you are saying—not repeat it.
10. Graphical representations or charts make much more impact than simple bulleted lists. Use them if they are appropriate.
11. Remember that photographs don't reproduce well. Try to avoid using them in your documentation or your vugraphs.
12. Separate the material into sections. If you are not using section numbering, a title vugraph between sections is highly recommended (a copy of the agenda vugraph, with an arrow showing the current section, works well for this). Note that I will not count title vugraphs in the slide count.
13. Include, in the material handed out, a bibliography and glossary of terms. Remember that different things have different meanings in different contexts. I once tried explaining database keys to a security crowd, who applied a different meaning to the word “keys”.

Audio Visual Requirements

In general, presenters are provided with a clip-on microphone and an overhead projector and/or laptop projector. If you need additional audio-visual equipment, please contact the Training Chair as soon as possible.

Reviewer's Comments

The Training Committee had the following comments about your course that should prove constructive as you prepare the final version:

- There are no timings on the 4 modules of this full-day course.
- Introduction seems more extensive than modules making up the rest of the course.
- Not sure how open source tools are adapted for embedded controller software scans.

Relationship to the Conference

Please note that the course program is distinct from the conference. The course contract *does not* cover the main conference fee.

Honorarium

The amount of the honorarium at ACSAC depends on the number of attendees. The rates are \$500 (half-day)/\$1000 (full-day) if there are under 10 registered attendees as of the start of the course; \$1000 (half-day)/\$2000 (full-day) if there are 10 or more registered attendees as of the start of the course. Hopefully, you as an instructor can work with the conference to promote your course and increase attendance.

If you need special arrangements regarding the honorarium, please contact me so we can get it in writing. There are provisions for alternatives in the contract, such as using the honorarium to cover additional hotel nights, but they *must be approved* by the Training Chair in advance. If you have provided me these before I generate the contract, you'll find them listed in Clause 2.14.

Travel Notes

A few reminders regarding travel:

- In previous years, we had a number of folks who booked their travel within a month of the conference, presumably waiting for other plans to stabilize. This created a *significant* jump in the travel costs for the courses portion of the conference. What the conference is concerned about is the total net cost of the ticket. Given that it is unlikely that your course will be cancelled (we've had only two cancellations in the twenty-plus years I've been Training Chair), it may be cheaper to purchase a non-refundable ticket and pay the change fee (or even eat the cost of the ticket in the case of the rare cancellation) than to purchase a refundable ticket on a non-advance purchase. The cost difference can be sizable (around \$600).
- The conference does not *require* a Saturday night stayover to get the cheaper airfare. However, if that option, when combined with the additional hotel and meal costs, is cheaper than that normal advance purchase without a Saturday night stayover, we will cover the hotel and meals. If there is a significant difference with the Saturday night stayover, we may ask you to use take advantage of it. **This is especially true for our international instructors, and your contract does indicate a request for a Saturday Night stayover.**
- If there are multiple instructors in your course, please coordinate with me the allocation of expenses. Note that (modulo the changes above) only the expenses for one "logical individual"² are covered.
- For those courses with two instructors: We'll cover the travel expenses for the second instructor, along the same lines as the primary instructor, if there are 20 or more registered attendees as of the start of the course. As with the primary instructor, travel funds are fronted by the instructor and reimbursed. Given that this fronting is at greater risk for the secondary instructor, we're willing to write into the contract alternate provisions (such as reduction of honorarium in lieu of travel) if the 20 student threshold is not reached.

Note

All expenses must be submitted within 30 days of your course presentation, or you run the risk of not being reimbursed! You will be provided with an expense form at the conference.

Conclusion

I want to say again, on behalf of the entire Training Committee, that we look forward to working with you and seeing your (what I expect will be) excellent presentation.

Welcome to the ACSAC team,

Daniel P. Faigin

Training Chair, ACSAC 1990-2013