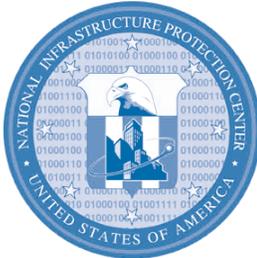




COMPUTER SECURITY

is Good Business

Thursday, July 11, 2002, 8:30am – 4:00pm
Small Business Administration • Washington Office Center
409 Third St., SW • Washington, DC



SBA Authorization
No. 02-7630-01

This workshop was designed to deliver cost effective, information security (IS) training to the small business owner. Attendees will have the opportunity to explore practical tools and techniques that can help them to assess, enhance, and maintain the security of their information systems.

Agenda

Open/Welcome (8:30am)

1. Making the Right Investment (8:45am)

Email, Payroll, Proprietary Information, Client and Employee Data—Learn how to define information security (IS) for your organization and demonstrate the necessity of IS in your operations. Hear examples of the most common types of threats to information security and understand how to do a cost-benefits analysis to determine the extent to which your organization should proactively address known threats.

2. Defining Your Information Security Needs (10:00am)

Learn to create a security policy that supports your organization's mission. Understand the fundamentals of risk assessment and risk mitigation.

3. Common Information Security Practices (11:15am)

Internet, E-mail, Desktop, Personnel—learn common Best Practices and procedures and operate more securely. (Focus on procedures.)

Break—Lunch Provided

4. Common Information Security Practices (1:15pm)

Internet, E-mail, Desktop, Personnel—Learn common Best Practices and Procedures and operate more securely. (Focus on personnel.)

5. Federal Computer Crime and InfraGard (2:00pm)

Are you a victim? Would you know how to recognize a federal computer crime or how to respond? Hear an FBI special agent speak on fighting federal computer crime and federal crime prevention.

6. Mechanisms and Technologies of Information Security (3:00pm)

Hear an overview of current technologies used in reducing IS vulnerabilities and learn about NIST resources available to your organization.

NIST IS guidelines are used around the world. The NIPC has a frontline view of IS threats. SBA sustains an extensive network to help small businesses. This is a GREAT place to start your IS training!

LIMITED SPACE AVAILABLE! For additional information or to register on-line visit <http://csrc.nist.gov/securebiz>



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Washington Office Center
409 Third St., SW
Washington, DC

Please place in an envelope and return by **June 27, 2002** to:
NIST
100 Bureau Dr., Stop 3751
Gaithersburg, MD 20899-3751
or fax to:
Teresa Vicente (301) 948-2067

Registration Form

NAME _____

TITLE _____

ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ E-MAIL _____

REGISTRATION FEE: \$45.00—Includes lunch and training materials

FORM OF PAYMENT:

CHECK ENCLOSED, PAYABLE TO NIST MASTERCARD VISA DISCOVER AMEX
(CHECKS FROM OUTSIDE THE U.S.A. SHOULD BE WRITTEN ON A U.S.A. BANK)

CARD NUMBER _____ EXPIRATION DATE _____

AUTHORIZED SIGNATURE _____

PURCHASE ORDER NUMBER/TRAINING FORM _____

The support given by SBA, NIST, and NIPC to this activity does not constitute an express or implied endorsement of any cosponsor's or participant's opinions, products or services. All SBA, NIST, and NIPC programs are extended to the public on a nondiscriminatory basis. Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Contact Teresa Vicente for assistance.