

Operational Security Checklist for Election Conferences

QUICK REFERENCE | USE ALONGSIDE THE OPERATIONAL
SECURITY GUIDE FOR ELECTION CONFERENCES



Before the Conference

VENUE & SECURITY SETUP	Confirm venue can physically separate conference spaces and control access from public areas	
	Require venue to prohibit public advertising of conference details or attendee information	
	Conduct a pre-event physical and operational security assessment	
	Coordinate with local/state law enforcement or fusion centers as appropriate	
	Develop an incident response plan covering swatting, protests, credential abuse, and emergencies	
	Assign clear leadership roles, security responsibilities, and incident reporting chains	
	Evaluate and select appropriate security staffing (venue, private, or off-duty law enforcement)	
	Identify secure rally points and emergency assembly locations	
	Begin monitoring social media and public channels for emerging threats	
	Conduct a final pre-conference security walkthrough before attendees arrive	

COMMUNICATIONS & INFORMATION CONTROL	Require comprehensive registration, identity verification, and credentialing for all participants	
	Design badges to minimize unnecessary identifying or organizational information	
	Restrict entry to centralized, controlled access points with credential verification	
	Train frontline and registration staff on security awareness, suspicious behavior, and de-escalation	
	Establish media, photography, social media, and public communications policies	
	Limit publicly posted agenda details to session titles only; distribute full schedules through secure channels	
	Screen all presentation materials, handouts, and signage for sensitive operational or personal information	
	Distribute participant conduct, OpSec and safety policies to all attendees, staff and vendors	

ATTENDEE PREPARATION	Require attendees to review and formally acknowledge all security, OpSec, and conduct requirements before travel	
	Prohibit social media posting and public sharing of conference activities during travel and throughout the event	
	Instruct attendees to reduce digital exposure: disable location services, Bluetooth auto-connect, and non-essential wireless features	

During the Conference

CONFERENCE LEADERSHIP & STAFF	Secure and clearly designate all restricted and staff-only operational areas with signage and barriers	
	Maintain continuous security oversight: monitor hallways, entrances, common areas, and restricted zones	
	Enforce badge display, credential verification, and access control consistently throughout the event	
	Model and reinforce strong OpSec and ensure leadership adheres to security standards throughout the event	

ALL ATTENDEES	Remove or conceal badges and conference identification when outside secured event spaces	
	Secure sensitive documents, devices, and screens from shoulder surfing and unauthorized access	
	Use only trusted networks (VPN or secure hotspot); avoid public Wi-Fi for sensitive activities	
	Limit use of personal or unsecured devices for any sensitive conference or election-related activities	
	Stay alert to social engineering, eavesdropping, and intelligence-gathering in public and semi-public spaces	

After the Conference

CONFERENCE LEADERSHIP & STAFF	Securely dispose of temporary records, access lists, and nonessential materials; archive essential documents	
	Conduct a post-event security review: document incidents, assess OpSec compliance, and update procedures	

ALL ATTENDEES	Remove or conceal badges and conference identification before departing event spaces	
	Avoid discussing sensitive conference details, procedures, or attendee information during post-event travel	
	Ensure all sensitive materials and devices are securely transported and stored during return travel	

This checklist is a companion reference to the Operational Security Guide to Election Conferences. It is designed for election officials, staff, and vendors attending or organizing election-related conferences. Review the full guide for detailed rationale, implementation steps, and recommendations for each item above.