

# National Guard Executive Directors Association



## **NGAUS CONFERENCE USER GUIDE FOR EXECUTIVE DIRECTORS**

Updated 1 August 2016

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# **NGAUS CONFERENCE USER GUIDE FOR EXECUTIVE DIRECTORS**

## **INTRODUCTION**

This guide is offered by the National Guard Executive Directors Association (NGEDA) to assist association executive directors (ED) in coordinating and overseeing their association's participation in the National Guard Association of the United States (NGAUS) annual general conference. Use of this guide is strictly voluntary and does not presume to offer a complete or better solution for an effective and successful NGAUS conference than policies currently used by the associations.

This guide captures helpful hints and suggestions that have proven successful for some in the planning and execution of their association's attendance at the NGAUS conference.

## **PRELIMINARY PROCEDURES AND INFORMATION PHASE (JANUARY – MAY)**

There are a number of requirements to be accomplished by the executive director to ensure that his/her association has an enjoyable NGAUS conference experience. The first phase begins at the NGEDA conference and ends after returning home from the conference.

**1. NGEDA CONFERENCE.** Traditionally convened during the month of January, this important conference is conducted at the site of the upcoming NGAUS conference and is the start of planning for that year's event. Executive directors will interact and discuss ideas with other ED's, association officers and corporate entities in attendance. The following preliminary guidelines are offered:

a. Hotel Visits. You will visit the hotels that have contracted to provide sleeping and hospitality rooms for the NGAUS conference. Room rates will have been determined in advance; however, there may be additional fees; i.e., state and city taxes, resort fees, parking fees, etc. The checklist at Attachment #1 (Page 17) may be helpful in selecting the hotel for your state delegation. Copies can be reproduced and used at all the hotels visited. It is also suggested that bringing a camera or smart phone to photograph sleeping and hospitality rooms may help remind you of the various room layouts. If you want to bring outside food and beverages in for your hospitality room, ensure the hotel will allow that.

b. Hotel Selection. When all hotel visits are completed, the hotel selection process begins. Your state should have been assigned a hotel lottery number at the previous year's NGEDA conference. The lower your lottery number, the better chance your state has for the hotel of your choice. The hotel selection form in your NGEDA conference registration packet will let you rank your first three choices and the number of sleeping rooms you estimate you will need for the NGAUS conference. Most states base that number on historical data from previous conferences as well as monetary and transportation factors. Hospitality room choices will also be indicated on the selection form. The hotels offer different sizes of hospitality room space at different rates and may list special names for the suites; e.g., Presidential Suite, Large Suite, Mini-Suite, Executive Suite and Corner Suite, to name a few. Some of the suites may include one or two sleeping rooms, and that may help you reduce the number of sleeping rooms needed. Although the selection form requires only your top three choices, we suggest listing all your choices in order of preference, especially if you have a very high lottery number. Once you know your assigned hotel, you may wish to return to that hotel and meet the appropriate staff you will be working with to coordinate your stay. Suggest meeting with the director of sales or catering/banquet and room service director to coordinate food and drink for your hospitality room. Exchange business cards to help when it is time for direct coordination.

c. Housing Committee. You will have an assigned time to meet with the NGAUS conference housing committee and coordinate your hotel assignment and the

number of sleeping rooms and type hospitality room assignment. These times may change so be flexible. Normally, the NGEDA Executive Committee will assign someone to monitor these times and help you to the room selection area. The NGAUS/Host State will have a computer generated screen to show up to date information as to which hotels and the number of sleeping rooms and suites are still available. Use can this information to help make your final decision. Remember to bring your check because a room deposit payment will be required at that time. Sleeping room deposits are usually \$100 per number of rooms assigned and \$200 for a suite. For example, if you select 40 sleeping rooms and one suite, the deposit to hold those rooms is \$4200. Remember also, that the sleeping room(s) adjacent to your hospitality suite may be included with the hospitality suite. Understand what you are being assigned; and if you have an issue with your assignment, resolve that with the housing committee at this meeting. The NGEDA immediate past president will be present to help ensure your satisfaction.

d. Complimentary Registration for Company Grade Officer. Traditionally, NGAUS and the NGAUS conference exhibition promotion company offer reimbursement of the conference registration fee for one company grade officer per state each year. In your NGEDA conference registration packet, you should receive information and an application for this offer. There is criterion that your association must meet in order to qualify for this benefit. Be sure to ascertain that this is being offered and obtain your information and reimbursement application form.

**2. FOLLOWING THE NGEDA CONFERENCE.** Additional information from NGAUS will be provided to the states following the NGEDA conference. You may be answering NGAUS conference email and meeting early conference deadlines concurrently with your own state association conference preparation and execution.

a. NGAUS Conference Registration. In February, the NGAUS registration committee will provide (1) the official NGAUS conference registration information/program software via e-mail, (2) a registration and housing instruction letter listing hard deadline dates that must be met using the registration program software, and (3) a sample conference registration form that you will modify to fit your state association circumstances. The modified registration form will allow your association members to register for the conference through you. You will collect the monies and registration forms in your state and provide that information via the official conference software program and send it in electronically. Note that some events cost extra, and you will want to recover the \$100 room deposits you paid at the NGEDA conference, so be sure to collect all monies required. Your registration form should include payment method options and deadline date for return of completed forms to you. You may want to show the total actual hotel room charge as opposed to the basic room rate. Make the registration form as user friendly as possible. Finally, print copies of all your registration reports and bring those to the NGAUS conference to confirm with the NGAUS registration representative.

b. NGAUS Resolutions. You should receive e-mail from NGAUS headquarters in the April timeframe reminding you that the deadline to submit proposed resolutions to

NGAUS is 1 July. The POC for the resolutions process is Mark Maliza, 202-454-5326, [mark.malizia@ngaus.org](mailto:mark.malizia@ngaus.org).

c. NGAUS Awards Program. You should also receive information about the NGAUS awards program in the April timeframe. Should you wish to submit a nomination(s) for a NGAUS award, that information is your guide. The NGAUS website Awards link is another good source of information. The NGAUS awards program POC is Elizabeth Colson, 202-454-5319, [Elizabeth.colson@ngaus.org](mailto:Elizabeth.colson@ngaus.org).

d. Official Conference Call Letter. You will receive the official call of the NGAUS General Conference from the NGAUS president in the May timeframe. You should print, read and keep that information handy. In addition, visit the NGAUS website often for updated information concerning the conference, especially the conference schedule of events that provides information about the day to day activities.

e. Officer Development Program (ODP). Your state adjutant general should receive information from NGAUS in the May timeframe concerning the officer development program (OPD). NGAUS has been asked to provide a copy of that information to association executive directors as well; however, if you do not receive that, request a copy from your adjutant general or contact NGAUS and ask for the information. Again, that information should arrive in May; however, it is sometimes later and does not allow much time to disseminate the information and coordinate officers to attend the NGAUS conference to participate in the program.

f. By-Laws Changes. All proposed by-laws changes are due at NGAUS the first week of June each year.

g. Administrative Leave Requests. In accordance with your state's human resources office (HRO) directives, administrative leave/permissive TDY for full time technician/AGR personnel may be granted to members attending as delegates to the NGAUS conference.

h. Executive Director as POC. As executive director, you are the point of contact (POC) for conference attendees from your state. Questions will arise prior to and during the conference that your members will expect you to answer or know where to get the answers. It may be helpful to make a folder or three ring binder for all preliminary information and future data. That will give you a one stop location for information to answer inquiries and remind you of what you have coordinated.

We are now well into June and you can really start putting your own special signature on your association's participation at the conference. Your imagination and of course, your budget, will determine how much you can provide for the enjoyment of your state's delegation.

## **PREPARATION PHASE (JUNE TO CONFERENCE TIME)**

There are still deadlines to meet, particularly registration and hotel room deposit refund dates. Also, there is still time to consider some nonessential and rewarding supplemental options to make participation at the conference beyond enjoyable and a sensational and great experience for your members. Detailed below are the remaining requirements and some ideas that can add much to the conference experience. You will have to determine if the extras are affordable and whether you are willing to put forth the effort to provide them.

**1. Conference Requirements.** There are some very important deadlines that you do not want to overlook, and those dates are normally in July and August. Refer to the information provided by NGAUS to determine those deadlines.

a. Registration. You must comply with the NGAUS conference registration final submission date, normally in July or August. You may have to enter erroneous data if you expect late registration submissions from your members or still have not received the OPD attendee names, then correct that later when those registrations are received.

b. Hotel Room Deposit Refunds. Recovery of room deposits paid at the NGEDA conference must be requested by the deadline indicated. No refunds will be made by the host state for unused hotel rooms after the cutoff date. If you find yourself with unused rooms after the deadline, check with the hotel concerning its cancellation policy. You may be able to recover the deposit from the hotel. Another consideration is whether you want to risk losing some room deposits in order to save hotel rooms for late registrants. If registered members cancel unexpectedly after the deposit refund date or if they call you at the conference and cancel, be sure to ask the hotel to cancel that room so that your association or the member that cancelled is not charged for the room. Earlier it was suggested that you meet with your assigned hotel's director of sales prior to departing the NGEDA conference. That individual may be able to help with unused room conflicts and cancellations. Another thing to consider if you have rooms that you do not need, is to contact another state ED whose delegation is assigned to your hotel and determine if he/she has a need for extra rooms.

**2. Added Options.** The following options are offered for your information and suggest ideas for a smoother process and added bonuses. You can, however, still execute a great NGAUS conference for your members without these extras.

a. Publicize State Registration. You developed your state registration form during the preliminary phase; now you need to get that information to you members. This can be done in a number of ways, to include:

- \* Use the National Guard electronic bulletin board or similar publication in your state to announce the NGAUS conference
- \* Place information posters with National Guard units



- \* Send invitations to specific individuals, especially retirees and those that have attended past conferences
- \* Send information to administrative officers at NG units (include copies of the registration form)
- \* Promote the conference at meetings with National Guard personnel
- \* Request announcements be made at unit training assemblies
- \* Update the association website, Facebook, etc., with conference information to include a copy of the registration form

b. Trading Pins. Most states have lapel trading pins made each year that highlight their state. You can develop your state pin yourself or you might want to form a committee to do this. The pins might feature a specific theme or highlight something unique that identifies and emphasizes your state. Some examples of pins that have been used in past years are various motor vehicle pins by Michigan and Wizard of Oz characters by Kansas; and the Arkansas pin usually portrays a razorback hog for the University of Arkansas Razorbacks football team. Everybody enjoys trading the pins with other states, and some even try to collect all fifty-four pins during the conference! If your association is able to purchase the pins and provide them to your attendees, it is sure to be a big hit with them.

c. Hospitality Room. Hosting a hospitality suite/room within your assigned hotel is always an added treat for your delegation. It provides a focal point for your people to meet, relax and enjoy themselves. It also allows you to showcase your state to visitors that stop in. It provides a place for your association executive committee and/or your entire delegation to meet to discuss items of concern/interest. Everyone can meet there before going to a function as a group. Whatever you can provide in the way of refreshment is always appreciated. Since lunch is provided by NGAUS in the convention exhibition center, many states simply provide light snacks and drinks as a way to stay within budget. States with larger budgets may offer breakfast during the conference for their delegates. If you have a specific theme for your state, the hospitality room is a great place to decorate and add more enjoyment for your delegation and visitors. It is a good idea to have someone in the hospitality room at all times to meet and greet visitors. Another avenue to consider is to combine with another state in the same hotel and share the cost of a hospitality room.

d. Apparel. Providing matching shirts, caps, vests, etc., to your delegation is an extra way to thank them for supporting the conference and shows unity among your delegates at conference functions. Following the conference, those items become souvenirs of the event. Depending on your budget, your association can donate the apparel or charge your attendees for this option.

e. Rental Vehicle. Although shuttle buses are usually provided by the host state to and from the airport and hotel on the assigned arrival and departure days and to/from the convention center during the conference, a rental vehicle is always an asset. They can be used for trips to local vendors in order to stock and replenish your hospitality room at a more affordable price than buying on site. You can add a VIP touch for individuals

needing a ride to the airport on days that shuttles do not run. And, by all means you will want to assist your adjutant general and other general officers with this option to accommodate their schedules. If someone needs transportation for non-emergency medical treatment, this will save time. You may want to transport VIPs or corporate members to a local restaurant for a special meal/event.

f. Staff. If possible, enlist someone to help you. There are times when you need to attend meetings or entertain certain individuals. If you have a least one person to work the hospitality room, you will have time to accomplish your duties as ED. You may be able to use officers attending the OPD program by scheduling them to work in your hospitality room when not attending the OPD sessions.

g. OPD Mentor. Arrange for a responsible senior officer within your state delegation to oversee the OPD program junior officers. The junior officers are usually first time attendees at the NGAUS conference and require guidance to help them with the OPD requirements and to understand their schedule of events and the functions they should attend.

h. Hotel Coordination. Contact your hotel prior to arrival to confirm the rooms reserved for your attendees and any banquet event orders (BEO's) or purchases for your hospitality room. The start date that allows direct coordination with the hotel is provided in the registration and housing instruction letter.

i. Hospitality Night Event. This is an awesome evening that can be hosted in your own hospitality room or moved to another location. You can save money by joining with other states for a combined event unique to your group. One combined group of ten states within the Southeast Conference (SEC) has hosted a SEC hospitality night event for the past few years. Planning for that can be initiated during the NGEDA conference and every effort made to find a location, obtain information, and decide on a lead state. Final preparations can be accomplished prior to the NGAUS conference to ensure everything is set for the big event.

j. Administrative Items. Bring items such as blank checks to pay registration and appropriate fees, a small cork bulletin board or dry erase board for posting of important information, Post-it notes, pens, tape, thumbtacks, paper and envelopes. A first aid kit is a good idea. Your attendees will appreciate your thoughtfulness and concern. Do not forget your NGAUS conference planning binder.

k. Conference Guide. An economical asset that will be helpful to your state delegation is an abridged informational pamphlet. Prepared in advance, this guide provides a quick reference that captures each day's conference meetings, events, etc., showing what, when, and where events are taking place. It can also show reminders concerning appropriate attire and information about your hospitality room. If you will serve meals in your hospitality room, the guide can include menus and serving times. See Attachment 2 for a sample guide.

l. Sponsorship Letters. You might want to develop a letter requesting financial contributions to support your association's attendance at the NGAUS conference. Establish a list of businesses and individuals in your state that might assist you with a donation. You will be pleasantly surprised with the result of this effort. Donations received can be used to help offset your hospitality room expenses or sponsor a particular junior officer. Include a self addressed stamped envelope with each letter. See Attachment 3 on Page 20 for a sample letter.

m. Photographs. Ask an association staff member or member of your state delegation to bring a camera and take photographs during the conference for later posting on your association website. And, ask for copies of photographs made by others in your delegation.

n. Delegate Contact List. Develop an e-mail list of your conference delegates. This handy tool will allow you to provide information as it develops and keep everyone up to date right up to departure time.

The preplanning and coordinating of the above options will add significantly to a smoothly run conference that will be a tremendous experience for your members in attendance. The more you prepare and coordinate for your attendees, the better their experience will be. They in turn will be sure to advertise future conferences to their friends, and attendance is sure to grow!

This brings us to the next phase ... the conference itself.

## CONFERENCE PHASE

Hooray, it's Conference time! Your conference binder is now full of all the information compiled during the first two phases. There is still work to do .... some to be accomplished prior to your attendees arriving, and some coordination that is necessary after they arrive. What's first?

**1. Prior to Attendee Arrival.** Some people do not travel well and will arrive after a long day crying, "What else can go wrong!" The following suggestions may offer a calming transition for those individuals.

a. Hotel Coordination Meeting. A meeting with the appropriate hotel staff should be arranged prior to your arrival wherein your attendee hotel registration list is checked to ensure it matches the hotel guest list, to include ensuring that everyone has a room for the correct number of nights. If you have special needs attendees, check that those are being met. Check banquet event orders (BEO's) and other prearranged plans to ensure those agree with the times and dates shown by the hotel. Confirm that the hotel POC understands your attendees should receive credit on their invoices for the \$100 room deposit. If any attendees cancel at the last minute, inform the hotel so as not to be responsible for any charges; and you may also be able to receive a refund of the \$100 room deposit.

b. Hotel Check-In. Arrive early enough to coordinate outstanding issues. Check your hospitality room as soon as it is available and consider when your first guests will arrive. If possible, have refreshments available for your guests upon their arrival. Many states' association and corporate members arrive early to play in the NGAUS golf tournament.

c. On-Site Registration. Check the conference schedule of events at the NGAUS website for the conference registration booth hours of operation and the last date you can claim a conference registration refund in the event of a late cancellation by one of your members. To complete your state's registration at the registration booth, bring a check for registration payments and determine any refunds due to you because of cancellations. Review all paperwork you receive to ensure that event tickets, name tags, etc., are in order. This will prevent dealing with misspelled names, shortage of event tickets or other mistakes that require correction. Pick up registration reimbursement forms as appropriate; i.e., complimentary registration reimbursement for NGAUS award recipients and the company grade officer if that is offered and if that information was not provided at the NGEDA conference.

d. On-Site Membership Booth. This area should be located near the registration booth and is where you will confirm the NGAUS membership status of your delegates and other committee members.

e. Conference Administrative Areas. After completing the on-site registration, locate the NGAUS and host state administrative areas for event location information.

Everyone will be looking to you to find out where to go and how to get there. Some of the places you should locate are:

- Administration Room. Each state's mailbox is located here. Sign in with the personnel there and let them know who will be picking up mail for your state. Check for mail at least once each day and more often if possible. Reimbursement checks may be placed in your mailbox prior to the end of the conference.

- Operations Room. This is where you can address issues or concerns you have with the conduct of the conference.

- Host State Room. Address questions/concerns that the host state can answer or correct. For example,

- Host state reimbursements such as returned hotel room deposits.

- Registration welcome packets. These include local area information and NGAUS conference information. Identify how many welcome packets you need for your attendees and coordinate their arrival times and drop locations at your hotel.

- Hotel Welcome Couple. The host state customarily assigns a couple to assist each state during the conference. You can get information as to when you can meet with your state's assigned couple and determine whether they will have your welcome packets.

**2. Post Attendee Arrival.** Your attendees will arrive at different times and possibly by different modes of travel. It is good to have an idea of expected arrivals and departures. The following tips are offered to help make them welcome and provide an enjoyable conference.

- a. Executive Director Role. Be available. You might meet some members of your delegation at the airport and escort them to the hotel. Assist with hotel check-in problems. Ensure everybody has satisfactory accommodations. Do not be so busy that your attendees never see you. Be visible not only at scheduled business meetings and events, but intermingle with them in your state hospitality room. Get involved and make sure they are having a good time. Be accessible to answer questions and help with problems. Keep them informed with information/changes that you feel are important to pass along. Keep your association president abreast of situations and decisions that are important. Meet with your association officers as necessary.

- b. Host State Welcome Couple. Normally the host state will assign one or two people to man an information station in the hotel lobby. Many times this is a retired married couple. These individuals will be available to answer questions during the conference concerning scheduling, location, etc. Make these people welcome among your state attendees. Invite them to your hospitality room and establish a friendly bond

with them. These people know a lot about the area and can provide a wealth of information.

c. Hospitality Room. At conference end, make necessary arrangements to clear the room with the hotel and return items as appropriate. Coordinate items to be returned to your home state.

d. Hotel Checkout. Determine scheduled hotel checkout times and any rules or fees. There may be an added charge for late checkouts. Remind attendees to make sure their \$100 room deposit has been credited to their hotel invoice. It is better to resolve this issue before leaving than for them to contact you after they return home.

e. Hotel Cancellations. Some individuals may cancel or fail to attend the conference after their registration fees have been paid. Be prepared to coordinate this with the NGAUS registration office and the hotel staff. If you are charged for a night's lodging or lose the hotel deposit, decide whether that expense will be passed to the member or your association will absorb it.

f. Transportation. Obtain shuttle transportation scheduling information prior to the end of the conference from one of the conference administration offices. Inform your attendees of hotel shuttle procedures and airport information as well.

## **AFTER CONFERENCE PHASE**

The conference is over and now there are a few administrative items to address:

1. Write a story for your website and include pictures if possible of all the exciting events at the conference.
2. Send a note or email thanking your delegation and others for participating in the NGAUS conference.
3. Keep in touch with NGAUS to ensure that you receive all appropriate reimbursements. These may include:
  - a. NGAUS Award Recipients. Each award recipient is entitled to reimbursement for their conference registration. Contact Elizabeth Colson at NGAUS for pictures of the awards ceremony.
  - b. Complimentary Company Grade Officer Registration. If your association applied for complimentary registration for a company grade officer from your association, you must submit the appropriate paperwork to request reimbursement.
4. Local Announcements. Utilize local newspapers or National Guard publications to advertise noteworthy events relating to your attendees; i.e., recognize award recipients, name OPD program attendees, etc.
5. Save your conference information binder. Everything starts over again in four months at the NGEDA Conference.

## **Points of Contacts**

### **NGAUS**

#### **Awards**

Elizabeth Colson, 202-454-5319, Elizabeth.colson@ngaus.org

#### **Resolutions**

Mark Malizia, 202-454-5326, mark.malizia@ngaus.org

#### **Membership**

Gil Roberts, 202-408-5880, gil.roberts@ngaus.org

#### **NGAUS Chief of Staff**

Jake Jakubek, 202-408-5895, cos@ngaus.org

### **Other**

To update or make changes to this guide please contact the NGEDA Secretary, Kenny Moix at kmoix@ngaa.org



HOTEL:

Rank

1 2 3 4 5 6 7 8 9 10

Distance from Convention Center:

NOTES:

<b>HOSPITALITY SUITES</b>			
NAME/TYPE			
PRICE			
NUMBER			
SIZE			
MICROWAVE	S M L or None	S M L or None	S M L or None
CONVENTIONAL OVEN	S M L or None	S M L or None	S M L or None
STOVE	S M L or None	S M L or None	S M L or None
REFRIGERATOR	S M L or None	S M L or None	S M L or None
COUCH	Y/N	Y/N	Y/N
# OF LOUNGE CHAIRS			
DINING TABLE, SHAPE	oval/rectangle/square	oval/rectangle/square	oval/rectangle/square
# OF DINING CHAIRS			
TV	Y/N	Y/N	Y/N
RESTROOM IN SUITE	Y/N	Y/N	Y/N
ADJOINING SLEEPING ROOMS	0, 1, 2	0, 1, 2	0, 1, 2
ROOM INCLUDED WITH HOSPITALITY SUITE	Y/N	Y/N	Y/N

**SLEEPING ROOMS**

NAME/TYPE			
PRICE			
NUMBER OF ROOMS			
SIZE			
MICROWAVE	S M L or None	S M L or None	S M L or None
CONVENTIONAL OVEN	S M L or None	S M L or None	S M L or None
STOVE	S M L or None	S M L or None	S M L or None
REFRIGERATOR	S M L or None	S M L or None	S M L or None
COUCH	Y/N	Y/N	Y/N

**MEETING ROOMS**

NAME/TYPE			
PRICE			
NUMBER OF ROOMS			
SIZE			
TV	Y/N	Y/N	Y/N

NOTES:

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# Daily News



## Exciting Times! ... Monday .... September 10, 2012

- 0630-0730 5K Fun Run (Rancho San Raphael)
- 0630-0930 \*Breakfast (Arkansas Hospitality Room)
- 0800-0900 Professional Development (Convention Center C4)
- 0800-1200 Resolutions Committee (Army) (Convention Center E2)
- 0800-1200 Resolutions Committee (Air) (Convention Center E3)
- 0900-1100 Area IV Meeting/Caucuses (Convention Center F5)  
(OPD attendees are encouraged to attend Area IV events)
- 1030-1200 Company Grade Professional Development/Brunch  
(Convention Center C4)  
(Other OPD attendees visit exhibits — Exhibit Hall 1,2,3)
- 1130-1300 Light lunch/snacks (Arkansas Hospitality Room)
- 1200-1700 First Business Session (Exhibit Hall 4,5)  
\_\_\_\_\_ Hotel pickup for Governor's Reception  
(Meet in Arkansas Hospitality Room at 1730 hours)
- 1800-2300 Governor's Reception (Reno Aces Baseball Stadium)
- 2100-2300 Bus transportation to hotels

**\*Menu attached**

### **Attire:**

**Meetings/Business Session: Military Class B/Civilian Business Casual**

**Governor's Reception: Civilian Casual/Conference Shirts**

**Exhibition Hall hours: 1030-1700 hours**

**(Ribbon Cutting ceremony at 1030 hours)**

## *Menu*

*Monday, September 10, 2012*



### **Arkansas Hospitality Room**

**Breakfast 6:30 a.m. — 9:30 a.m.**

#### **Breakfast Croissant Sandwich Station**

*Fresh baked butter croissants*

*Scrambled eggs*

*Diced ham*

*Breakfast potatoes*

*Fresh sliced fruit*

*Coffee*

*Juice*

*Water*

**11:30 a.m. — 1:00 p.m.**

***Light Lunch/Snacks***



\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

We are making plans for the 2012 National Guard Association of the United States General Conference to be conducted in Reno, Nevada, in September. Our association will be well represented with approximately \_\_\_\_\_ members and guests making up the \_\_\_\_\_ *(state)* delegation. We will host a hospitality room for our members and open it to other state associations as well. In addition, we will participate as one of seven states sponsoring a special hospitality event to help strengthen the bonds among the other associations.

These events are costly, and any monetary support your organization can provide to help defray our expense of approximately \$\_\_\_\_\_ will be greatly appreciated and will add significantly to the enjoyment of the activities. Your company's generosity will be recognized and exhibited throughout the conference.

A postage-paid envelope is enclosed for your convenience, and we thank you in advance for whatever you can do. If we can provide additional information, please contact our office at \_\_\_\_\_ or e-mail \_\_\_\_\_.

Thank you again for your support.

Kindest regards,

\_\_\_\_\_  
Executive Director