



NATIONAL GUARD ASSOCIATION OF TEXAS ANNUAL CONFERENCE

Meeting Specifications

Contact: Rob Casias
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National Guard Association of Texas
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Open Year: 31 March – 1 April 2017

Room Block:

<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
50	300	300	C/O

Agenda: See tentative agenda

**Average Number
of Attendees:** 1000-1200

**Largest Food
Function:** 700

Exhibit Space: Maximum of 100-10 X 10 booths (can use 8 X 10), 1-2 island booth exhibits, outdoor exhibits (18-wheel military vehicles). It is also preferable to have an area large enough to set up snacks, a cash bar and 20-30 rounds within the exhibit area.

**Site-Selection
Responsibility:** Rob Casias, Director, Meetings/Marketing
Ray Lindner, Executive Director

**Deadline to
submit
proposal:** Tentative decision late Fall, 2013

Special Requirements:

- We cannot sign any hotel contracts that contain an attrition clause.
- Transportation subsidy if shuttle or charter transportation is required.
- Consent to bring food & beverage in designated rented parlor suites (we will use for hospitality suites).
- Comp room for the president of the association.
- Complimentary breakfast for NGAT membership briefing for 400 .
- Upgrade at group rate for the executive director of the association.
- 7 staff rooms at a reduced rate.
- 3 speaker rooms at a reduced rate.
- Complimentary parking for staff rooms.
- Complimentary deliveries addressed to the meeting planner.
- We will require comps at 1 per 40 rate.
- Allow comped rooms can be used at a later date, or as prizes or incentives.
- Complimentary internet in guest sleeping rooms.
- Complimentary use of props or table centerpieces.
- Request one comped meal per 100.
- Discounted rate for internet use in meeting rooms.
- One complimentary stand-up microphone and lectern per meeting room.

Hotel Reservations:

All room reservations will be made directly to the hotel on an individual basis. Conference participants are responsible for all room charges, tax (unless exempt) and incidental expenses and will be responsible for payment upon departure. The room charge for staff and a few VIPs will be put on a master account to be direct billed to the National Guard Association.

Catering and Audio-Visual Charges:

Charges for catered functions and audio visual equipment rental will be placed on a master account to be direct billed to the National Guard Association.

Room Rates:

The group is extremely rate conscious.

History

	<u>Date</u>	<u>Block</u>	<u>Pickup</u>
March 22-25, 2012 – Austin, Texas Radisson Austin Hotel *Overflow Holiday Inn Lady Bird Lake	Wed, Mar 21, 2012	0	11
	Th., Mar 22, 2012	140	153(3)*
	Fri., Mar 23, 2012	350	297(56)*
	Sat., Mar 24, 2012	350	271(59)*
	Sun., Mar 25, 2012	0	
	Total Room Nights Picked Up		

	<u>Date</u>	<u>Block</u>	<u>Pickup</u>
March 25-27, 2011 – Corpus Christi, Texas Omni Hotel *Overflow Holiday Inn Emerald Beach	Wed, Mar 23, 2011	30	56(4)*
	Th., Mar 24, 2011	354	294(21)*
	Fri., Mar 25, 2011	504	491(76)*
	Sat., Mar 26, 2011	504	431(66)*
	Sun., Mar 28, 2011	0	
	Total Room Nights Picked Up		

	<u>Date</u>	<u>Block</u>	<u>Pickup</u>
March 26-29, 2010 – Austin, Texas Radisson Austin Hotel *Overflow rooms at Embassy Suites & Hilton Garden Inn	Wed, Mar 24, 2010	75	49
	Th., Mar 25, 2010	140	204
	Fri., Mar 26, 2010	275	304(40)*
	Sat., Mar 27, 2010	275	303(40)*
	Sun., Mar 28, 2010	0	7
	Total Room Nights Picked Up		

NGAT ANNUAL CONFERENCE TENTATIVE AGENDA

Wednesday

8:00 a.m. - 24 hours
through Sun. afternoon

NGAT Office

8:00 a.m. - 24 hours
through Sun. afternoon

Conference Committee Office

Thursday

8:00 a.m. - 24 hours
through Sun. afternoon

NGAT Office

8:00 a.m. - 24 hours
through Sun. afternoon

Conference Committee Office

8:00-8:45 a.m.

ESGR Registration

1-6' draped table outside of meeting room
Hotel

10:00 a.m. - 12:00 p.m.

Registration Set-Up & Training

Decorating Company Set-Up with booths

12:00 -5:00 p.m.

Exhibit Set-Up & Move-In

Decorating Company Set-Up

12:00-5:00 p.m.

Registration & Awards Dinner Voucher Exchange Booth

1:30-5:30 p.m.

ESGR Meeting

C/R for 50; Podium

2:45 p.m.

ESGR Coffee Break

3:00 - 5:00 p.m.

NGAT Board Meeting

Hollow Square for 20

7-10 p.m.

ESGR Awards Dinner

Rounds for 80

Friday

8:00 a.m. - 24 hours
through Sun. afternoon

NGAT Office

8:00 a.m. - 24 hours
through Sun. afternoon

Conference Committee Office

6:30 a.m. - 1:00 p.m.

Golf Tournament
Off Property

7:30 - 9:00 a.m.

Fun Run
Off Property

8:00 a.m. - 1:00 p.m.

Exhibit Set-Up & Move-In
Decorating Company Set-Up

8:00 a.m. - 6:00 p.m.

Registration & Voucher Exchange Booth

8:00 - 10:00 a.m.

ESGR Meeting
C/R for 50; Podium

9:00 a.m. - 3:00 p.m.

Skeet/Trap Shoot
Off Property

1:00 - 5:00 p.m.

Exhibits

3:00 - 5:00 p.m.

Family Readiness
Theater for 150; Mic w/Podium

3:00 - 5:00 p.m.

Commanders Conference
Theater for 250; Mic w/Podium

4:00-5:30 p.m.

Defense Symposium
Theater for 150; Podium

5:00-6:00 p.m.

Regional Meetings
3 Breakout rooms; theater for 30

6:00-7:00 p.m.

Defense Contractor Reception
Reception for 120

7:00 - 10:00 p.m.

Welcome Party
Rounds for 600

10:00 p.m. - 1:00 a.m.

Unit Hospitality Suites
*Various Hotel Rooms & Parlor Suites – about 10 (or
convention center)*

Saturday

7 a.m.

Breakfast for Commanders & NCOs
Rounds for 150

7 a.m.

Breakfast for Retirees
Rounds for 100

8:00 a.m. - 24 hours
through Sun. afternoon

NGAT Office

8:00 a.m. - 24 hours
through Sun. afternoon

Conference Committee Office

8 a.m. – 3 p.m.

8 Concurrent Sessions to be set:

- 5-Theater for 80; Podium
- 2-Theater for 150; Podium
- 1-Rounds for 50

8 a.m. - 12:30 p.m.

Business Session
Theater for 500; Sergeant of Arms Area w/ 2 podiums & 6 chairs; 35 chairs theater-style for band; Head Table for 8 on 16'X40'X4' stage; 25' rear-screen projection & moving spotlight; 6 headsets

12:45 - 4:00 p.m.

Spouse Luncheon
Possibly off property
Rounds for 100

12:45 - 1:30 p.m.

Lunch with Exhibitors
Rounds & Cocktail rounds for 400
Exhibit Hall

12:45 - 4:30 p.m.

Exhibits
Exhibit Hall

4:30 - 9 p.m.

Exhibit Move Out
Exhibit Hall

6:00 - 6:45 p.m.

Reception (close to dinner)
Flow for 500-600; Cash Bars

6:45 - 10:00 p.m.

Dinner & Dance
Convention Center
Rounds for 700
Theater for 35 for the band

8:30 p.m. - 1:00 a.m.

Unit Hospitality Suites
Various Hotel Rooms & Parlor Suites – about 10 (or convention center)

Sunday

8:00 - 9:00 a.m.

Prayer Breakfast

Hotel

Rounds for 100; Mic w/ Podium

Note: Majority of onsite functions will either be divided between a hotel and convention center or hotel if it is large enough to accommodate all meeting space requirements.