

National Guard Executive Directors Association



NGAUS CONFERENCE USER GUIDE FOR EXECUTIVE DIRECTORS

March 2022

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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, and conducted at the site of the upcoming NGAUS conference and starts the planning for that year's event. Executive Directors will interact and discuss ideas with other ED's, association officers, NGAUS staff, and corporate entities in attendance. The following preliminary guidelines are offered:

a. Hotel Visits. Host State (HS) Planning Committee will schedule hotel visits to those hotels they have contracted with for sleeping rooms and hospitality suites for the NGAUS Conference. Rates for sleeping rooms and hospitality suites have already been determined by the HS Housing Committee. Be aware, there may be additional fees such as state and city taxes, resort fees, parking fees, over and above the room rate. The checklist at Attachment #1 (Page 18) may be helpful in selecting the hotel for your state delegation, note pads, smart phones and cameras may be of help as you try to remember each hotel and various room layouts. HS will have already made arrangements with each hotel pertaining to allowing food and beverage to be brought into your hospitality room.

b. Hotel Selection. After your hotel visits, the process begins with the selection of your hotel usually the next morning. Each state will be scheduled a time to visit the Host State Rooming Committee based on your lottery number from the previous year's NGEDA Conference. Prior to your assigned time, you will have the opportunity to review the available inventory of remaining rooms and suites. NGEDA uses a four (4) year rolling average of rooms requested and used in the four (4) previous NGAUS Conferences. Each state, territory and DC will be provided a copy of their four (4) year averages prior to the NGEDA Conference. Those numbers are strictly used as

guidelines for each state, territory and DC. Any deviations of these numbers will be determined by the HS Rooming Chairman. Each state, territory and DC will be provided a form for selecting their hotel, number of sleeping rooms and hospitality room by name and number, place in order top three (3) hotels. If more than three hotels are available, you may select in order more than three. Any additional request for items for your hospitality room need be mentioned on the selection sheet; i.e., second attached bedroom if available, just make sure you know what you are requesting. Room deposit of \$100 each sleeping room and \$200 each hospitality room payable at time of request. Information will be provided if paying by check who to make the check out to, and if they can except credit cards. All payments are due when reserving your sleeping and hospitality rooms. Once your hotel selection is confirmed, at your convenience, 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.

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, including room tax/resort fee, as opposed to the basic room rate. You also have the option to add a line on your registration form assessing a small fee to each of your state delegates to help offset the cost for food and beverage in your hospitality suite. Make the registration form as user friendly as possible. Finally, print copies of all your registration reports and bring those to the NGAUS conference.

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.

c. NGAUS Awards Program. You should 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 Mr. Rich Arnold, 202-454-5301 or richard.arnold@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 NGB 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 receive nominations of 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. The NGAUS by-laws point of contact is listed on Page 16 under Points of Contact.

g. Administrative Leave Requests. In accordance with your state's human resources office (HRO) directives, and NGB 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 main point of contact (POC) for conference attendees from your state. However, you may delegate certain POC responsibilities to others to reduce your workload. 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.

NGAUS CONFERENCE REGISTRATION SOP

PREPARATION PHASE (JUNE TO CONFERENCE TIME)

There are still deadlines to meet, particularly registration and hotel room reservations as well as hotel room deposit refund dates. Also, there is still time to consider some rewarding options to make participation at the conference a great experience for your members. Detailed below are the remaining requirements and some ideas that can add 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; those dates are normally in June-July-August timeframe. Refer to the NGAUS registration and housing instruction letter for those deadlines.
 - a. **Registration.** Ensure you comply with the NGAUS conference registration final submission date, which is normally end-of-July/beginning of August timeframe. The Housing Bureau (registration software portal) will provide a registration link with log-in and password information to each state association. The registration software will require that the officer is a current NGAUS member with your state. You can register the officer (and guest/guests) at the same time or add the guest at a later date. The registration software will ask for address/cell phone/email, arrival & departure dates, mode of transportation, events (Governor's reception, banquet, spouse's reception, golf outing, 5K run). You also will indicate if the NGAUS member will be a delegate, resolutions chair, Task Force chair, OPD attendee, shuttle reservations. The registration software also allows you to preview the registration badges. While NGAUS will provide a suspense date for registrations, that date will only apply to those registration badges which will be pre-printed. Officers can still register after the deadline or at the NGAUS conference; however, their registration badges will be printed on-site. The registration software allows you to send email confirmation to the registered officer. The software also allows you to send an updated group confirmation to the group POC so that you have an updated list on a regular basis. Officers can be registered for the conference without making a hotel reservation.
 - b. **Registration Refunds.** The registration software will allow you to cancel a reservation without penalty up to a specified date, which is provided in the instruction letter. Registrations cancelled after a specific date will incur a nominal administrative cancellation fee. If the cancellation is due to mission requirements, reach out to NGAUS requesting that the cancellation fee be waived; if approved, NGAUS will notify the software registration company. There may also be a date at which point registration fees will be non-refundable.
 - c. **Registration Reimbursement.** NGAUS will reimburse each state \$180 for advertising the NGAUS conference (using the NGAUS conference logo for that year) on their website or in newsletters. States must request reimbursement and provide proof of advertisement to NGAUS.

- i. NGAUS will reimburse the registration for each state for award winners or Task Force Chairs. States must request reimbursement. All reimbursements will be actioned by NGAUS Finance Department after the Conference.
- d. Hotel Room Reservations. The registration software has two parts – the conference registration and the hotel reservation. Officers can be registered for either part separately or registered for both. At the NGEDA conference, each state committed to a specific number of sleeping rooms (and hospitality suite). Each state has until the suspense date to make changes within their room block in the registration software program. Names must be assigned to each room, even if that means that rooms within your block do not have a conference attendee assigned to it. You may need to assign multiple rooms to yourself or another conference attendee; those names can be adjusted. Or, those extra rooms can be ultimately cancelled. Each state will need to determine if they want to hold hotel rooms for late registrants. You might also want to reach out to other states who are looking for last-minute rooms. Even after the registration portal deadline passes, you can still make reservation adjustments (names & dates) directly with the hotel. If you need additional hotel rooms, your first choice should be to contact the HS Housing Chairman. Another option is to contact other State EDs who are in your hotel to see if they have extra rooms they were planning to turn back in to the HS.
- e. Hotel Room Deposit Refunds. The NGAUS instruction letter will contain a cutoff date for hotel refunds. No refunds will be made after the cutoff date. However, check with the hotel concerning its cancellation policy; you may be able to recover the deposit from the hotel.
- f. Software Registration Cut-off Date. Unfortunately, at a certain point (1-3 weeks before the conference) you will no longer have access to the software registration portal, so it is important that you print off regular registration and hotel room updates.
- g. Registration Packet Pick-up. Each state must make an appointment to pick up their registration packets (including name tags) via the software registration portal.

1. **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.

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 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 those 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 at 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. NGAUS will give each state the option to sign-up for a specific time to pick up your delegation's name tags and pay any fees. 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. Check your name tags for correct spelling, completeness and accuracy. 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. 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 "swag" bags. These bags will include lanyards, 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. HS representatives normally bring your swag bags to your hotel lobby or your hospitality room.

- 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. 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 Mr. Rich Arnold at NGAUS for pictures of the awards ceremony.
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.

NGAUS Points of Contacts (POC)

The below list of NGAUS POCs may change periodically. A complete list of NGAUS staff and contact information are available at www.ngaus.org. Click on “About NGAUS” then click on “NGAUS staff.” You can also click on this [link](#).

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HOTEL:

Rank

1 2 3 4 5 6 7 8 9 10

Distance from Convention Center:

NOTES:

HOSPITALITY SUITES

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:

Daily News



Exciting Times! ... Monday September 10, 2022

- 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, 2022



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



Dear _____:

We are making plans for the 2022 National Guard Association of the United States General Conference to be conducted in Columbus, OH, in August. 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 itto other state associations as well. In addition, we will participate as one of seven statesponsoring 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



National Guard Association of the United States 143rd General Conference & Exhibition

August 27-30, 2021 | Las Vegas, Nevada

State Attendee Conference Registration Form



MEMBER REGISTRATION

For information about the conference and events, visit www.ngaus.org/conference.

Registration includes limited transportation, coffee breaks, professional development sessions, exhibit hall access, exhibit hall ribbon cutting, brunch, hospitality night, the Governor's Reception, the Spouses Luncheon and the States Dinner.

Registration fee for all members, spouse and additional guest is \$180 per person.

Please check as appropriate:

- Retiree Current TAG NGAUS Board of Directors Company Grade OPD/TDY
 Legion de Lafayette Former TAG I would like to be considered as a delegate for my state

Full Name (Include Rank/Title/Prefix/Suffix if applicable) Name on Badge

NGAUS Member: Yes No NGAUS Member ID Number

Organization Name (if applicable)

Street Address or PO Box

City State Zip

Cell Phone Civilian E-mail

NGAUS will use email addresses to send out conference updates, special event invitations, etc.

ADDITIONAL GUEST REGISTRATION | Registration Fee \$180 Per Person

A new form must be completed if there are additional guests.

1. Check one if applicable: Spouse Guest

Full Name (Include Rank/Title/Prefix/Suffix if applicable) Name on Badge

Civilian E-mail NGAUS Member ID Number

NGAUS will use email addresses to send out conference updates, special event invitations, etc.

2. Check one if applicable: Spouse Guest

Full Name (Include Rank/Title/Prefix/Suffix if applicable) Name on Badge

Civilian E-mail NGAUS Member ID Number

NGAUS will use email addresses to send out conference updates, special event invitations, etc.

TRANSPORTATION

Transportation Used for Travel to Conference: Plane Train Personal Operated Vehicle

FLIGHT/RAIL INFORMATION (if applicable):

Arrival Airline /Rail Name	<input type="text"/>	Flight Number	<input type="text"/>	Arrival Date	<input type="text"/>	Arrival Time	<input type="text"/>
Departure Airline/ Rail Name	<input type="text"/>	Flight Number	<input type="text"/>	Departure Date	<input type="text"/>	Departure Time	<input type="text"/>

SPECIAL REQUIREMENTS

Please note any special requirements or dietary restrictions.

CONFERENCE EVENTS

Check which of the following events you and/or your guest(s) will attend. **Please note some events are exclusive.**

EVENT	ATTENDEES			DATE	EVENT FEE
	Primary	Guest 1	Guest 2		
NGAUS Golf Tournament	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fri., Aug. 27	\$100 per person
Company Grade/Warrant Officer Mixer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fri., Aug. 27	FREE (must be O1, O2, O3, WO1, CW2, CW3)
Senior Warrant Officer Mixer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fri., Aug. 28	FREE
Governor's Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sat., Aug. 28	FREE
Fun Run	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sat., Aug. 28	\$20 per person
Fun Run T-shirt: please mark one size per person - S, M, L, XL, XXL	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Spouses Luncheon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sun., Aug. 29	FREE (Spouses & Guests only)
Retired/Separated Luncheon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sun., Aug. 29	\$5 per person
Warrant Officer Luncheon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sun., Aug. 29	FREE
Reception & States Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mon., Aug. 30	FREE

HOTEL ACCOMMODATIONS

Please note that the last day to book a room within a block is August 2, 2021.

A \$100 deposit is required to reserve a room. Your state's hotel room block is at:

Do you need lodging? Yes No Check-In Date Check-Out Date

Room Type Request: King Double Queen No Preference

TRAVEL ACCOMMODATIONS

Shuttle transportation **from the airport to the hotel** is \$7 per person. Shuttles will run Aug. 26 - 27 from 9am - 9pm.

Shuttle Transportation Needed? Primary Attendee Guest 1 Guest 2

Shuttle transportation **from the hotel to the airport** is \$7 per person. Shuttles will run Aug. 31 from 9am - 9pm.

Shuttle Transportation Needed? Primary Attendee Guest 1 Guest 2

METHOD OF PAYMENT | Check or Credit Card

\$ <input type="text"/>	Total Cost for Conference Registration Fees	Check Number <input type="text"/>
\$ <input type="text"/>	Total Cost of Additional Conference Events	Make check payable to: <input type="text"/>
\$ <input type="text"/>	Hotel Deposit	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX
\$ <input type="text"/>	Total Cost for Shuttle Transportation	Card Number <input type="text"/>
\$ <input type="text"/>	Other Fee (i.e. Assn. Hospitality Suite)	Exp. Date <input type="text"/> CCV <input type="text"/> Zip <input type="text"/>
\$ <input type="text"/>	TOTAL AMOUNT	

REGISTRATION CANCELLATION POLICY

Refunds less a \$15.00 administrative fee will be granted for requests received in writing prior to **12:00 PM EST August 2, 2021**. Email cancellation requests to ngausregistration@spargoinc.com. All refunds will be processed after the conclusion of the conference. After **August 2, 2021**, all sales are final and no refunds will be processed.

PLEASE RETURN YOUR COMPLETED FORM WITH PAYMENT TO:

For additional conference information, visit www.ngaus.org/conference