



NATIONAL GUARD EXECUTIVE DIRECTORS ASSOCIATION
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Kansas City, MO 64151
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DATE: 24 October 2018
MEMO TO: Executive Directors, Association Presidents, Insurance Administrators,
Defense Contractors and Friends of the Guard
FROM: Michele Mahoney, Secretary
SUBJECT: Official Call, 2019 Annual Meeting, Denver, CO

The Annual Meeting of the National Guard Executive Directors Association will be held 21-24 January 2019, at the Grand Hyatt Denver, 1750 Welton Street, Denver, Colorado - 303-295-1234. The attire for the meeting will be business casual.

Conference Format - Important

Monday, 21 January 2019

NGAUS Sponsored State Association Training

Executive Directors and state association support staff are encouraged to attend this one-day training focused on membership, conference, the resolutions process, forging corporate partnerships and all things insurance.

Tuesday, 22 January - Thursday, 24 January 2019

NGEDA Annual Meeting for all participants

Registration

You may register using the **online registration form** found at www.ngeda.org. **Registration online is preferred.** If you must use a paper form, you can download the form and mail it with your payment to NGEDA, 3917 NW 82nd Street, Kansas City, MO 64151. Please ensure your registration is completed online or returned to the NGEDA office by 20 December 2018.

Hotel

The group rate at the hotel is \$172.00 day. All hotel reservations must be made individually through the hotel's Reservation site:

NATL GUARD EXEC DIR ASSN:

<https://www.hyatt.com/en-US/group-booking/DENRD/G-NGED> or by calling **303-295-1234**

When making individual reservations, indicate that you are with the National Guard Executive Directors Association Annual Meeting or Group Code **G-NGED**.

Please reserve your room early. The *hotel cut-off date* to guarantee the group rate is *27 December 2018*. Rooms are only available until the NGEDA room block is filled. The cutoff date

of 27 December does not guarantee that rooms will still be available on that date. The hotel will honor the conference rate 3-days prior to and after the conference *based on availability*. Check-in time for hotel rooms is 3:00 p.m. This is a busy time of the year in Denver, so make your reservations today!!

Transportation

The hotel is located 35 minutes from the Denver Airport. Airport shuttles are available for \$20 one way. Taxis average about \$55 one way. Light rail from the airport averages \$5.00.

Agenda

A draft agenda for this year's conference may be found at www.ngeda.org. This year will feature many classes designed to meet the needs of our executive directors, association officers, and insurance administrators. As the agenda is finalized updates will be posted at www.ngeda.org.

NGAUS 2019 Hotel Visit

The NGAUS Annual Conference hotel visit is scheduled for 1330-1600 hours on Tuesday 22, January. States are required to pay for room deposits by check at the time of their meeting with the Colorado Committee on Wednesday, 23, January. Hotel room deposit amounts are \$100 per sleeping room and \$200 per suite. Credit card payment will not be accepted for room deposit payment. Failure to pay room deposits will jeopardize lottery standing and may result in a lack of rooms for your state. Please note that only two persons from a state are allowed on the hotel site visit. All hotel assignments will be confirmed prior to the adjournment of the NGEDA meeting on Thursday, 24, January. The hotel lottery for the NGAUS Annual Conference in Boston in 2020 will be conducted on Thursday, 24 January. Please make checks payable to: **MileHi NGAUS 2019**.

Sponsorship

Once again, we look to our defense contractor and industry representatives for sponsorship of some of the food and entertainment functions. Their generous support in the past has provided the opportunity to experience a first-class meeting with a very low registration fee. We ask our industry friends to please support us with their sponsorship of an event as noted on the sponsorship form.

For Industry Partners:

NGAUS will also be conducting a convention center tour for our Industry partners while the states tour the hotels within the blocks.

The tour will start in the Denver Convention Center right inside the lobby area by the big blue bear. We will begin at 1:00pm on Tuesday, 22 Jan and end by 3:00pm.

Planned tour will be a brief tour of the tradeshow floor space, loading dock area, theater for the general business session, registration area and a quick walk-through of the ballroom for the states dinner and the meeting rooms.

The tour will end around 3:00pm back at the front lobby by the big blue bear.

If you have any questions or comments concerning the NGEDA meeting please do not hesitate to call Michele Mahoney at the NGEDA office Cell 785-215-4787.

We look forward to seeing you in Denver!

Michele Mahoney
NGEDA Secretary