



**NATIONAL GUARD EXECUTIVE DIRECTORS ASSOCIATION**  
**1 Massachusetts Ave NW Suite 200**  
**Washington DC 20001**  
**614-989-6894**

DATE: October 3, 2023  
MEMO TO: Executive Directors, Association Presidents, Insurance Administrators, Industry Partners, Life Members, Gamble Award Winners and Friends  
FROM: Maria Kelly, Secretary  
SUBJECT: Official Call, 2024 Annual Meeting, Detroit, Michigan

The Annual Meeting of the National Guard Executive Directors Association will be held January 15-19, 2024, at the Fort Pontchartrain Hotel - a Wyndham Hotel, 2 Washington Blvd., Detroit, Michigan. The attire for the meeting will be business casual.

**Monday 15 January 2024**

Travel Day  
Registration opens at 4:00

**Tuesday 16 January 2024**

NGAUS Training Day  
Hosted Reception by NGAUS and NGAM

**Wednesday 17 January - Friday 19 January 2024**

NGEDA Annual Meeting for all participants  
Includes business meetings, hotel tours and selection, Corporate Advisory Panel (CAP) meetings, Tradeshow Hall site visit, Payroll Deduction Coordinating Board (PDCB) meeting, breakout sessions, elected officer sessions, social events, sponsored events, awards dinner and more!

**Registration**

You may register using the **online registration form** found at [www.ngeda.org](http://www.ngeda.org). Please ensure your registration is completed online or returned to [mariakellyllc@gmail.com](mailto:mariakellyllc@gmail.com) by December 31, 2023. Please note that your association or company must first be a member to register for the conference. Association annual membership is \$300.00 and then an additional \$150.00 registration fee per person attending. Corporate Membership is \$200 per company and then an additional \$150.00 per person attending the conference. State associations are encouraged to bring elected officers to participate in collaborative sessions. Additionally, enlisted association Executive Directors can attend as a guest if the state association chooses to list them as one of their named members.

**Hotel**

The group rate at the hotel is \$149.00 plus taxes. All hotel reservations can be made through the hotel's Reservation site or by calling 313-662-9477 and using conference code - 011424NAT: <http://www.wyndhamhotels.com/hotels/55399?checkInDate=01/14/2024&checkOutDate=01/20/2024&groupCode=011424NAT>

Please reserve your room early. **The *hotel cut-off date to guarantee the group rate is December 31, 2023.*** Rooms are only available until the NGEDA room block is filled. The cutoff date of December 31st does not guarantee that rooms will still be available on that date. The hotel will honor the conference rate from January 14 - January 20 and earlier or later depending on room and rate availability. Check-in time for hotel rooms is 3:00 p.m. and check-out time is 11:00 am.

### **Transportation:**

The most affordable transportation to and from the airport is available via rideshares. Local metro cabs can be requested for about \$60 from DTW to downtown Detroit.

### **Agenda**

A **draft** agenda for this year's conference is posted at [www.ngeda.org](http://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](http://www.ngeda.org).

### **NGAUS 2024 Hotel Visit**

The NGAUS Conference hotel visits are scheduled for Wednesday, January 17th. States should be prepared to pay room deposits (\$100 per room and \$200 for suites) by check or credit card at the time of their meeting with the Motorcity committee on Thursday, 18, January. 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 Friday. The hotel lottery for the Annual Conference in Milwaukee in 2025 will be conducted on Friday, January 19th.

### **Sponsorship**

There are many opportunities for our industry representatives to sponsor some of the breaks and entertainment functions. Your 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 attached sponsorship form.

### **For Industry Partners:**

NGAUS will also be conducting a tour of the Convention Center for our Industry partners on Wednesday, January 17th at 1 pm while the States tour the hotels. The tour will include a brief visit to the Tradeshow floor space, Loading Dock Area, Registration area.

If you have any questions or comments concerning the NGEDA meeting please do not hesitate to call Maria Kelly at 614-989-6894.

We look forward to seeing you in Detroit!

Maria Kelly  
NGEDA Secretary