CONFERENCE MEMORANDUM

TO: Arkansas Attendees to the 2018 NGAUS Conference

FROM: MG (Ret) Kendall W. Penn, NGAA Executive Director

SUBJECT: 140th NGAUS GENERAL CONFERENCE & EXHIBITION New Orleans, LA

REFERENCE: NGAUS Memorandum, Subject: Same, dtd 20 JUN 18

1. SITUATION: The National Guard Association of Louisiana will host the 140th annual NGAUS General Conference and Exhibition in New Orleans, LA 24-27 AUG 18

2. MISSION: The National Guard Association of Arkansas delegation participates in the 140th NGAUS General Conference in New Orleans, LA on 24-27 AUG 18 in order to provide input into NGAUS decision making.

3. EXECUTION: The delegation advance party (ADVON) will move to the Hilton in New Orleans on 22 AUG 18 in order to complete registration and receive delegates. Delegates will begin moving to New Orleans individually on 24 AUG 18. Upon arrival, check in with the ADVON in Suite 5086, fifth floor of the Hilton for registration packets and updates. The delegation will execute the schedule of events at enclosure. Each day upon completion of formal events, the delegation will conduct a synchronization meeting in Suite 5086 to go over the events of the evening and next day. Upon completion on the 27th, delegates will individually redeploy to home station.

4. TRANSPORTATION:

 a. Commercial Air: Air travel can be booked directly with the carrier or online. The NGAUS website Conference page has discount codes for travel into Louis Armstrong New Orleans International Airport (MSY).

 b. Ground Transportation (from/to airport): Members traveling by commercial air can arrange for airport pick up from NGAA staff by contacting James at 501-766-7950. Arrangements should be made no later than 20 AUG to provide adequate time for deconfliction. Staff transportation will be available for those members departing on 28 AUG however please arrange shuttle time to with NGAA staff by the last Delegation Sync meeting on 27 AUG. Delegates desiring other transportation to the airport should plan for scheduled shuttle transportation or utilize taxi/Uber/etc.

 c. Airport Shuttle Transportation: Commercial Transportation Shuttles: Transportation will be offered for a minimum fee ($5 one way/$10 roundtrip) for all registered attendees staying in centrally contracted hotels. Please make your reservation prior to your travels. Attendees can schedule their shuttle from Airport to Hotel and back using the Airport Transportation link ngaa.org/ngaus-conference/ must be scheduled at least 24 hours prior to your arrival flight. Airport shuttles will operate for guests arriving on 23 and 24 AUG and at the conclusion of the conference on 28 AUG.

 d. Conference Event Transportation: Transportation will be provided for all official functions beyond walking distance, defined as no more than three blocks from the hotels. Shuttle times and route information will be posted and available for attendees on the NGAUS App, at each conference hotel, Louis Armstrong New Orleans International Airport (MSY), and at the Earnest N. Morial Convention Center. Attendee arrival and departure information is important to annotate during the registration process to ensure adequate transportation resources are planned.

5. LODGING: The Arkansas delegation will stay in the Hilton at 2 Poydras, New Orleans, LA 70130.

1. Parking: Overnight parking at the Hilton will be $44 each night for standard parking; valet parking will be $49 each night.
2. The second option for parking is to park in the longterm parking lot at $16 a day or the credit card lot for $11 a day and either call NGAA for shuttle to and from the hotel or Uber/taxi/etc. The airport is 16 miles (approximately 30 mins) from the Hilton.
3. Please plan ahead to use NGAA operated shuttle it will take 30 minutes minimum for James to get to the airport to pick anyone up. He can be reached at 501-766-7590.

6. SUSISTENCE:

a. Breakfast: To be announced later when details are available.

b. Lunch: Lunch will be provided per the attached schedule of events. Sack lunches will be provided to officers attending Officer Professional Development (OPD). These sack lunches will be available in the Hospitality Suite, Room 5086 during breakfast meal hours.

c. Afternoon Hors d'oeuvres: Heavy hors d’oeuvres and open bar will be available during the afternoon delegation synchronization meeting in Suite 5086 on the fifth floor. Tentative times are per the attached schedule of events and updated daily.

7. HOSPITALITY: NGAA will host a hospitality suite on the fifth floor. As a minimum, drinks and snacks will be available. A concept of operations will be published NLT the first delegation sync meeting on 24 AUG and reviewed daily. Maximum participation is encouraged at the sync meetings.

8. MISCELLANEOUS INSTRUCTIONS:

 a. Uniform/dress codes are included in the schedule of events. NGAUS requires attendees wear name badges issued with registration packets at all official functions, including States Dinner.

 b. NGAUS is launching a mobile app for #NGAUS2018. The NGAUS Conference app will be a one–stop–shop for information on the schedule of events, speakers, exhibitors, social media and more. Conference–goers will be able to create in-app profiles and individualized itineraries, Write to Congress and win exclusive prizes. The app will be available early August in Apple and Android stores.

 c. Upon check in, each delegate should provide a cell phone number. The staff will build distribution lists and provide last minute updates via text as they occur.

9. PHONE NUMBERS:

 a. Kendall Penn – 501-732-6055

 b. James Lamb – 501-766-7590

 c. Barbara Scott – 870-503-3669

 d. Christel Combs – 501-940-7940