

CONFERENCE MEMORANDUM

TO: Arkansas Attendees to the 2019 NGAUS Conference

FROM: Ms. Barbara Scott, NGAA Interim Executive Director

SUBJECT: 141st NGAUS GENERAL CONFERENCE & EXHIBITION Denver, Colorado

REFERENCE: NGAUS AR Delegation Memorandum

1. SITUATION: The National Guard Association of Colorado will host the 141st annual NGAUS General Conference and Exhibition in Denver, CO 30 AUG- 02 SEP 2019

2. MISSION: The National Guard Association of Arkansas delegation participates in the 141st NGAUS General Conference in Denver, CO on 28 AUG- 02 SEP 19 in order to provide input into NGAUS decision making.

3. EXECUTION: The delegation advance party (ADVON) will move to the Sheraton in Denver on 28 AUG 19 in order to complete registration and receive delegates. Delegates will begin moving to Denver individually on 30 AUG 19. Upon arrival, check in with the ADVON in Suite 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 790 to go over the events of the evening and next day. Upon completion on the 2nd, delegates will individually redeploy to home station.

4. TRANSPORTATION:

a. Commercial Air: Air travel can be booked directly with the carrier or online.

b. Ground Transportation (from/to airport): Members traveling by commercial air can arrange for airport pick up from NGAA staff by contacting Barbara at officestaff@gmail.com. Arrangements should be made no later than 23 AUG to provide adequate time for deconfliction. Staff transportation will be available for those members departing on 03 SEP however please arrange shuttle time to with NGAA staff by the last Delegation Sync meeting on 01 SEP. 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 <https://www.prestoregister.com/cgi-bin/order.pl?ref=ImprintGroup&fm=1> must be scheduled at least 24 hours prior to your arrival flight. Airport shuttles will operate for guests arriving on 29 and 30 AUG and at the conclusion of the conference on 03 SEP.

d. Alternate Airport Transportation: There is a train that will go from the DEN airport to Union Station near the hotels. The cost is \$10.50 one way. Then you can take an uber/taxi to the hotel or walk a block to the 16th Street mall and take the free shuttle closer to the hotels/convention center.

e. 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, and at each conference hotel. Attendee arrival and departure information is important to annotate during the registration process to ensure adequate transportation resources are planned.

f. If you need special assistance to and from conference events please let the NGAA staff know.

5. LODGING: The Arkansas delegation will stay in the Sheraton at 1550 Court PI, Denver, CO 80202.

- a. Parking: Overnight parking at the Sheraton will be \$40.00 each night for standard parking; valet parking will be \$49.00 each night or \$55.00 for oversized vehicles.
- b. The second option for parking is to park at the Colorado Convention Center for \$100.00 for the duration of the conference. Any interested parties must contact Angie Stowell at angela.e.stowell@gmail.com by 21 AUG to receive parking.
- c. If you are not using the NGAUS shuttle or the Train please plan ahead to use NGAA operated shuttle it will take 30-45 minutes minimum for James to get to the airport to pick anyone up. He can be reached at 501-766-7590.

6. Sustenance:

a. Breakfast: Breakfast tokens will be given Saturday, Sunday, and Monday mornings in the hospitality room Suite 790 for use at The Delectable Egg. 1625 Court Place, Denver, CO 80202. This is less than a block from the Sheraton hotel. Each token will cover \$15 of your meal.

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 790 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 790. 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 30 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 #NGAUS2019. 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/GroupMe as they occur.

9. PHONE NUMBERS:

a. Barbara Scott – 870-503-3669

b. Christel Combs – 501-940-7940

c. James Lamb – 501-766-7590