



# NCOA<sup>®</sup>

## 2018 FACT SHEET

- **SAVE THE DATE** - NCOA's Annual Conference and Vanguard Awards Tribute will be held April 19-22, 2018. Host hotel is the Hilton Crystal City, 2399 Jefferson Davis Hwy, Arlington, VA 22202.
- The host hotel will be the Hilton Crystal City at Washington Reagan National Airport, 2399 Jefferson Davis Hwy, Arlington, VA 22202.

Rate for single/double occupancy is \$149/night plus applicable taxes.

All individual room reservations must be made directly with the Hilton Crystal City. Delegates can make their reservations online by clicking here: [http://www.hilton.com/en/hi/groups/personalized/D/DCANAHF-NCO-20180418/index.jhtml?WT.mc\\_id=POG](http://www.hilton.com/en/hi/groups/personalized/D/DCANAHF-NCO-20180418/index.jhtml?WT.mc_id=POG)

Reservations can also be made by calling the hotel's central reservation department at (800) 695-7551. You **MUST** specify you are with the Non Commissioned Officers Association, Group Code – NCO in order to receive the group rate.

Reservations must be made prior to March 20, 2018 to guarantee rate. Reservations made after March 20 will be subject to space/rate availability. Check-in time at the hotel is 3:00 p.m., check-out is 12:00 p.m. All reservations require a valid method of guarantee. If cancellation is necessary, you must do so 24 hours prior to your scheduled arrival date or you will be billed/charged for one night's room rate plus all applicable taxes.

- The hotel is located approximately a mile from Reagan National Airport. A taxi will cost approximately \$10.00. The hotel does have a courtesy bus; however, it is not on a continuously running schedule. Individuals wanting to use the courtesy bus must call the hotel upon arrival at Reagan National Airport to request transportation.
- The hotel's daily self-parking rate is \$34; however, NCOA has negotiated a special parking rate of \$15 per day for those individuals who will be driving. Valet parking is not available.
- Event registration fee is \$175 per person prior to March 14 and \$200 per person on or after March 14. Each registration fee provides delegate with one ticket to the Opening Icebreaker, Vanguard Banquet and President's Breakfast. Requests for refund of registration fees (minus \$25 administrative fee) must be submitted in writing prior to March 31. Additional event tickets will be available at the NCOA Registration Table at the Hilton Crystal City Hotel. Individual tickets costs are: Opening Icebreaker - \$60, Vanguard Banquet - \$80, President's Breakfast - \$40.
- Invitations have been issued for guest speakers for the Opening Ceremony and the Vanguard Awards Banquet. Additional information will be available on the NCOA website as speakers are confirmed.
- An exciting new twist is being planned for the Opening Icebreaker as well as several informative break-out sessions being added to the agenda.
- A Senior Enlisted Chiefs' Panel featuring the five senior service chiefs has been scheduled for Friday, April 20 during the Opening Ceremony.

## 2018 Fact Sheet

### Page 2

- Dress for most events is casual business attire. Active duty military are asked to wear dress uniform with short sleeves and open collar during the Senior Enlisted Panel. The Opening Icebreaker will provide delegates the opportunity to re-connect with old friends and make new ones, dress is casual. The Vanguard Banquet is semi-formal and the President's Breakfast is casual. Knights of the Square Table will set dress requirements for all Knights' events.
- Chapters or individuals with resolutions to submit on subjects for consideration by the International Board of Directors and the general membership at the 2018 Annual Membership Business Meeting must submit the resolution by February 28 to Executive Director Jon Ostrowski via e-mail to [jostrowski@ncoadc.org](mailto:jostrowski@ncoadc.org).
- Individuals wishing to nominate a person for a position to be filled on NCOA's International Board of Directors must submit nomination packets not later than February 28. Nomination packages should contain a short biographical sketch that will be placed on the NCOA website, a head and shoulders photo and information about NCOA and community involvement. Nomination packets, or requests for more information, should be addressed to NCOA, Attn: Tina Kish, P.O. Box 33790, San Antonio, TX 78265 or via e-mail to [tkish@ncoausa.org](mailto:tkish@ncoausa.org). Elections will take place Saturday, April 21 at the Association's Annual Membership Business Meeting. Members must be present to cast a ballot.
- Individuals wishing to nominate a person for a position to be filled on the International Auxiliary Board of Directors must submit their nomination packets to NCOA Headquarters not later than February 28. Auxiliary members wishing to nominate an individual, or receive additional information, should contact Tina Kish, NCOA International Auxiliary Liaison, P.O. Box 33790, San Antonio, TX 78265 or via e-mail to [tkish@ncoausa.org](mailto:tkish@ncoausa.org). Elections will take place Saturday, April 21 at the Auxiliary's Annual Membership Business Meeting.
- Proxy Ballots for the NCOA International Auxiliary are available from the website. Auxiliary members **not** planning to attend the Auxiliary Annual Business Meeting are urged to assign their proxy to either the Auxiliary Proxy Committee or to an individual who will be attending the Meeting by completing and returning a Proxy Ballot. Proxy Ballots must be postmarked not later than March 31 in order to be valid.