



NCOA[®]

2019 FACT SHEET

- **SAVE THE DATE** - NCOA's Annual Conference and Vanguard Awards Tribute will be held July 16-18, 2019.
- The host hotel is the Holiday Inn–San Antonio International Airport, 77 NE Loop 410, San Antonio, TX 78216.

Rate for single/double occupancy is \$89/night plus applicable taxes. This rate is available 3 days prior and 3 days following the Conference.

All individual room reservations must be made directly with the hotel. Delegates can make their reservations online by [clicking here](#).

Reservations can also be made by calling the hotel's directly (210) 349-9900 (Front Desk). 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 Tuesday, June 25, 2019. Reservations made after June 25, 2019 will be subject to space/rate availability.

Check-in time at the hotel is 3:00 p.m., check-out time is 12:00 noon. 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 the San Antonio International Airport. The hotel does have a complimentary airport shuttle; however, it is not on a continuously running schedule. Individuals wanting to use the hotel's complimentary airport shuttle must, upon arrival at San Antonio International Airport, collect your luggage, go to Terminal B, between columns 19 and 22 and call the hotel at (210) 349-9900. The hotel shuttle is available from 4:00 a.m. to 2:00 a.m.
- The hotel shuttle is also available for transportation within a 3-mile radius of the hotel.
- Parking at the Holiday Inn–San Antonio International Airport is complimentary. Valet parking is not available.
- Event registration fee is \$150 per person prior to June 1 and \$175 per person on or after June 1. Each registration fee provides delegate with one ticket to the Opening Icebreaker and Vanguard Banquet. Requests for refund of registration fees (minus a non-negotiable \$25 administrative fee) must be submitted in writing prior to June 30. Additional event tickets will be available at the NCOA Registration Table at the Holiday Inn–San Antonio International Airport. Individual tickets prices are: Opening Icebreaker - \$50, Vanguard Banquet - \$75.
- 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.

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- A Senior Enlisted Chiefs' Panel featuring the five senior service chiefs has been scheduled for Wednesday, July 17 during the Opening Ceremony.
- 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 business casual. The Vanguard Banquet is semi-formal. 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 2019 Annual Membership Business Meeting must submit the resolution not later than May 1 to Jon Ostrowski, NCOA Director of Government Affairs via e-mail to joostrowski@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 May 1. 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. Elections will take place Wednesday, July 17 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 May 1. 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. Elections will take place Wednesday, July 17 at the Auxiliary's Annual Membership Business Meeting.