



## 2020 FACT SHEET

- **SAVE THE DATE** - NCOA's Annual Conference and Vanguard Awards Tribute will be held July 14-17, 2020.

- The host hotel is the DoubleTree by Hilton San Antonio Airport, 37 NE Loop 410, San Antonio, TX 78216.

Rate for single/double occupancy is \$116/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. Reservations can be made by calling (210) 366-2424 or (800) 535-1980. You **MUST** specify you are with the Non Commissioned Officers Association (NCOA) and request the conference rate.

Reservations must be made prior to Friday, June 19, 2020 to guarantee the conference rate. Reservations made after June 19, 2020 will be subject to space/rate availability.

Check-in time at the hotel is 4:00 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. If you will be arriving after midnight, you will need to mention this when making your reservation.

In the event you depart prior to your reserved departure date, the DoubleTree by Hilton San Antonio Airport will add an early check-out fee of \$50 to your account. Guests wishing to avoid an early check-out fee must advise the DoubleTree by Hilton San Antonio Airport at or before check-in of any change in their planned length of stay.

- The hotel is located approximately 1 mile from the San Antonio International Airport. The hotel does have a complimentary 24 hour airport shuttle; however, it is not on a continuously running schedule. Individuals wanting to use the hotel's complimentary airport shuttle will need to first pick up your baggage and then call the hotel at (210) 366-2424.
- The hotel shuttle is also available for transportation within a 2-mile radius of the hotel.
- Parking at the DoubleTree by Hilton San Antonio Airport is complimentary. Valet parking is not available.
- Event registration fee is \$175 per person prior to June 1 and \$200 per person on or after June 1. Each registration fee provides delegate with one ticket to the Opening Icebreaker, Vanguard Banquet and the Breakfast with the Board. 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 DoubleTree by Hilton San Antonio Airport. Individual tickets prices are: Opening Icebreaker - \$50, Vanguard Banquet - \$75, Breakfast with the Board - \$30.
- 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 15 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 (Fiesta NCOA!) will provide delegates the opportunity to re-connect with old friends and make new ones. The Vanguard Banquet is formal/dinner dress for active military, optional semi-formal civilian attire for all others. Dress for the Breakfast with the Board is travel 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 2020 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](mailto: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 the nominee's 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 Thursday, July 16 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](mailto:tkish@ncoausa.org). Elections will take place Thursday, July 16 at the Auxiliary's Annual Membership Business Meeting.