



AUSA

2019 ANNUAL MEETING & EXPOSITION

A Professional Development Forum



CHAPTER LEADERS GUIDE

14-16 OCTOBER 2019 | WALTER E. WASHINGTON CONVENTION CENTER | WASHINGTON, DC

Leaders Guide to the AUSA 2019 Annual Meeting

See AUSA Annual Meeting website (<http://ausameetings.org/2019annualmeeting/>) for the latest information

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PURPOSE

The purpose of this guide is to inform Chapter Presidents and the Chapter's Annual Meeting Point of Contact with the events and administrative requirements of the Annual Meeting. This guide WILL NOT replace the series of email notifications sent to chapters dealing with specific aspects of the Annual Meeting.

To ensure efficient and accurate communication between National Headquarters and its Chapters in preparation for the Annual Meeting, chapters are asked to appoint one of their chapter officers as the Annual Meeting POC. If there is any conflict between information in this guide and any mailing, the mailing contains the most current information. If necessary, we will also use e-mail to notify chapters of changes.

CHAPTER PRESIDENT ATTENDANCE

In 2019, AUSA National will subsidize attendance for Chapter Presidents at the Annual Meeting. The following special instructions pertain to the housing, travel and reimbursement. If it is not possible for the Chapter President to attend, another officer from the chapter may attend in lieu of the Chapter President but that person should be an officer in the chapter's succession plan to become Chapter President.

Travel

(1) Arrival Date & Time.

Region Presidents are conducting a training session on Sunday, 13 October beginning at 1300 hrs. Topics will be determined. All Chapter Presidents should plan their travel to arrive in time for this training. Dress is casual. The training will take place in the Marriott Marquis hotel.

(2) Reimbursement Rates.

Chapters within a 250-mile actual driving distance of Washington D.C. will be reimbursed at the IRS rate of .58 cents/mile with no overnight stays enroute. Chapters outside the 250-mile actual driving distance will be reimbursed up to the least cost of a ticket on 1 August 2019 from the nearest airport.

We will publish the rates the first week of August. Travel to the airport, parking, and baggage fees (one piece of checked luggage) will be reimbursed. This list will also include the airport that we will reimburse your travel from. Car rental is not reimbursable.

Chapter Presidents will make their own travel arrangements. If the Chapter President is outside the 250-mile actual driving distance and elects to drive, the reimbursement will be the lesser of the mileage or airline fare. Likewise, if the Chapter President is inside the 250-mile actual driving distance and decides to fly, the reimbursement will be the lesser of the mileage or airline fare. Chapters in the Eastern Corridor are encouraged to take Amtrak to not incur parking costs. For example, if you are 200 miles away, it is \$218 for your round-trip reimbursement for driving. This would be the maximum that we could reimburse for a flight.

We recommend you make flight arrangements at least three weeks prior to your date of arrival. Also, it is AUSA's standard to use non-refundable coach or economy fares to obtain the lowest logical fare available. Class of service upgrades (e.g. First Class, Business class, Economy Plus, Et al.) at the expense of AUSA are not permitted. When filing your travel voucher, you must have a receipt for the airline tickets purchase showing the itinerary and costs; we cannot take a bank statement.

Lodging

AUSA National will reserve 1 room for each Chapter President at the **Courtyard by Marriott Washington Downtown/Convention Center** (901 L St NW, Washington, DC 20001) and pay for the hotel on the AUSA master account. AUSA will be able to cover the cost of the room for Saturday Night through Wednesday night (accommodating a Thursday morning Departure). If a Chapter President elects to stay at a different hotel, AUSA National will reimburse up to the rate paid at the AUSA selected hotel. We will publish that rate after the Annual Meeting.

Meals

(1) Chapter Presidents will receive a complimentary event ticket for the Chapter Presidents Dinner (Sunday), the Community Partner Luncheon (Monday), and the DA Civilian Luncheon (Wednesday). There will be no other reimbursement for these meals.

(2) Other meals will be reimbursed up to \$25/meal and an itemized receipt is required as proof of expense regardless of the actual amount claimed for reimbursement. You may apply \$25 toward the cost of event tickets such as the Eisenhower Luncheon and/or George C. Marshall Dinner in place of reimbursement for a meal.

Attendance

In consideration of subsidizing attendance at the Annual Meeting; Chapter Presidents (or the representative attending in their place) are **required** to attend the **Region Presidents Training (Sunday), the Chapter Presidents Dinner (Sunday), the Chapter Presidents and Delegates Workshop (Tuesday)**.

New 2019 Taxi/Uber/Lyft/Metro Policy

This year AUSA has arranged for Chapter Presidents to stay at the Courtyard by Marriott Washington Downtown/ Convention Center (901 L St NW, Washington, DC 20001)— a brand new hotel which directly borders the Convention Center. Considering this, **AUSA will no longer reimburse transportation (Taxi, Uber, Metro, Et al.) taken between the hotel and Convention Center regardless of whether you have opted to stay in another hotel.**

We will still be able to reimburse for travel between:

- your home and your local transportation hub (airport, train station, bus terminal) on travel days
- your arrival transportation hub (airport, train station, bus terminal) in DC and your hotel on travel days

HOUSING

Chapter Housing Options (Deadline 28 August)

- **Chapter President Hotel Reservations**

If you are a Chapter President and would like to stay at the designated Chapter President's Hotel please complete the [Chapter President Reservation Form](#). Due to the limited block of rooms available at the Courtyard by Marriott Washington Downtown/Convention Center, these rooms will only be available on a first come first serve basis. Once these rooms have been exhausted, Chapter presidents/representatives will be assigned rooms at the Renaissance Hotel.

- **Chapter Hotel Reservations at the Renaissance (NO LONGER AVAILABLE)**

- **Special Housing Options for Best Chapters and Presidents Club Chapters**

Chapters who qualify for President's Club or as a Best Chapter will be eligible for rooms at the Marriott Marquis. The Chapter will be required to cover the cost of these rooms. Regional Activities have reach out to notify the qualifying Chapters and provide them with the Link for requesting these rooms.

Hotel Reservations through Convention Management Resources

For Chapter's needing additional housing they can contact Convention Management Resources (CMR) to request a room beginning at noon Eastern Time on May 7th. The online terminal for making reservations will be available at: <http://ausameetings.org/2019annualmeeting/hotel-travel/housing/>.

CMR CUSTOMER CONTACT CENTER

Mon-Fri: 0900-2100 ET

(855) 971-2295 (US & Canada)

(202) 831-0980 (International)

(415) 216-2546 (Secure Fax)

For additional questions regarding Housing at AUSA's Annual Meeting please contact:

Lori Wulf

2425 Wilson Blvd.

Arlington VA, 22201

Direct (703) 236-2923

lwulf@ausa.org

OTHER INFORMATION

Walter E. Washington Convention Center & DC Metro

The Walter E. Washington Convention Center is located on the Yellow and Green Metro Lines at the Mount Vernon Square & Convention Center stop. The Gallery Place & Chinatown stop on the Red, Yellow, and Green Metro Lines is three blocks from the Center. The Metro Center stop is four blocks from the Center, and is on the Red, Orange, and Blue Lines.

Parking

There is no parking at the Walter E. Washington Convention Center. There is limited public parking available in the area. If you are not staying within walking distance of the Walter E. Washington Convention Center, it is best to use public transportation to get there. A map with the location of various parking lots is available on the [AUSA Annual Meeting web page](#).

Food and Beverage

Menus are available for the Walter E. Washington Convention Center, Marriott Marquis and the Renaissance Hotel by contacting Lori Wulf at lwulf@ausa.org. If, in the past, you have used outside vendors to supply food and beverages for your events, there will be corkage fees involved in bringing this food and beverage into the Center. These corkage fees will be dependent on the amount and type of food and beverage you wish to import. Please contact Diane FitzGerald at dfitzgerald@ausa.org for assistance in negotiating these fees.

AUSA Chapter and Region Events

If you want to have a reception, lunch, breakfast, or any event that takes place during a specific period of time during the Annual Meeting, AUSA has very limited space available at the Walter E. Washington Convention Center. Please contact Lori Wulf at lwulf@ausa.org for an event request form. There may be meeting space available at some of the hotels within the AUSA block. Please contact Lori to inquire about meeting space at the Marriott Marquis or Renaissance Hotel or to get the contact information for that hotel's event manager.

If your chapter is hosting a hospitality room, please let Regional Activities know in August when, where and whether it is open or by-invitation only. We publish a list of these events to give you maximum visibility.

Gary Sinise & the Lt. Dan Band Concert

All chapter leaders and members are encouraged to attend the special performance on Tuesday, October 15 from 1930-2130 in the Walter E. Washington Convention Center Ballroom. Admittance is free for all registered attendees with ID badge.

REGISTRATION

Registration includes both Ticketing and Badging. Everyone attending the Annual Meeting must have an authorized badge (as described below). Tickets are required for any event described in the Tickets portion below. Chapters who have the electronic capability are required to register on-line for this year's Annual Meeting. Instructions for the On-line Ticket Request Form is included at Tab B, and the instructions for the On-line Badge Request form is at Tab C. Chapters that do not have this capability may use the Ticket Request form at Tab D. These forms are for **Chapter group registration only.** If you would like to register or purchase tickets individually for yourself (including industry groups, family and/or friends), then please visit <http://ausameetings.org/2019annualmeeting/registration-information/> If you have any questions about the registration process you can email your question to sbecker@ausa.org.

The AUSA Annual Meeting is not open to the public. Apart from active AUSA members, attendance at the AUSA Annual Meeting is open to all who demonstrate that they have an “identifiable relationship” with the U.S. Army. As a private association, AUSA reserves the right to deny admission or to cancel any admission without explanation. All registrants at the AUSA Annual Meeting must provide proof of identity by a Government issued photographic ID (military ID, valid US driver’s license, civilian CAC card, or Passport) and must demonstrate that they have an “identifiable relationship” with the U.S. Army. Following are examples of acceptable demonstrations of such a relationship:

- Membership in AUSA
- Employee of an Exhibiting Company
- Government-Contracted employees with documented proof of a contractual relationship
- Invited guest of an exhibiting company on exhibiting company letterhead
- Employee of an AUSA National Partner or Community Partner
- Membership in any component of the U.S. military
- Civilian employee of the Federal Government
- Member of an accredited Federal, State, or Municipal law enforcement agency, a firefighter, or an EMT/EMS
- Member of a designated U.S. military or veteran association
- Member of the military forces of foreign nations with passport
- Any escorted guest of an AUSA Member

Chapter Registration POC - Chapters ordering tickets as a group must appoint ONE individual (POC) and an alternate to be responsible for receipt and distribution of ALL function tickets and name badges. This is needed to eliminate duplicate orders. Name and phone number of the POC should appear on the registration form. Advanced ticket-pick-up for Chapters is on Friday 8:00 a.m. to 5:00 p.m. and Saturday and Sunday 8:00 a.m. until 5:00 p.m. at the “Ticket Pick Up” counter at the Convention Center in West Registration. **No tickets are mailed in advance.**

Ticket Pick-Up/Will Call Counter (West Registration)

Friday, October 11 th	0800 – 1700
Saturday, October 12 th	0800 – 1700
Sunday, October 13 th	0800 – 1800
Monday, October 14 th	0700 – 1830
Tuesday, October 15 th	0700 – 1730
Wednesday, October 16 th	0800 – 1700
* At AUSA Info Booth	1700 - 1830

All POC's picking up registration packets will be required to identify themselves with a U.S. government issued ID card and sign a security statement. Chapters may use space adjacent to the ticket/badge pick-up area to distribute their badges and tickets Friday through Sunday during the above hours. Chapters are responsible for distributing all badges and tickets ordered through them to the individual member. Please advise your members of the arrangements the chapter has made to distribute tickets. No tickets or badges are mailed in advance.

Individual members who do not order tickets through the chapter must register online at the AUSA Annual Meeting Website (ausameetings.org/2019annualmeeting/). Individual members and Community Partners (when registering and purchasing tickets on their own and not through the chapter) will pick-up their badges and tickets at the West Registration area in the Convention Center under Chapter Ticket Pick-Up. Photo ID is required.

Badges / Security

An authorized identification badge is required to be worn by all attendees during the Meeting. In most cases this will be the 2019 AUSA Annual Meeting Badge prepared by AUSA National and distributed to the Chapter POC or individual at the Registration area. For some events (Guard and Reserve Breakfast, SMA Breakfast, Opening Ceremony) the DoD Identification Badge is authorized when the individual is in uniform. All other events (including access to the exhibit floor) require the AUSA Annual Meeting Badge. Chapters that conduct receptions in the Convention Center and extend invitations to individuals that would not otherwise attend the Annual Meeting should contact Regional Activities Office (Stan Crow at scrow@ausa.org) for special arrangements.

Chapters pre-register members and guests of members (i.e. spouses) by submitting a consolidated On-Line Badge Request Form (Tab C) on the Chapter Leader Portal. Pre-registration allows us to prepare badges (with the appropriate award ribbons) prior to their arrival and greatly speeds the registration process. *Ribbons are only affixed to the badges of AUSA members. Chapters may subsequently obtain additional ribbons for individuals who join at the meeting. Regional Activities will verify the membership status of all individuals being pre-registered.* State Presidents, Chapter Presidents, and Chapter Officers should be identified as such on list.

To avoid preparing duplicate badges, chapters should inform their members that their badge has already been requested so they should not register on-line themselves. Go into Chapter Leader Portal to download the Badge List for the Annual Meeting. The badge list should include the names of Chapter members attending the Annual Meeting. Please submit badge list to Sam Becker (sbecker@ausa.org) NLT 18 September 2019. Submit an initial list by the end of August so that we can begin to assemble the ribbon sets. If you have any changes make them on the last complete list submitted.

Tickets

Events are either “**Open**” (badge only required -- Opening Ceremony, access to the exhibit floor, ILW forums, Family forums, etc.); “**By Invitation**” (tickets provided at no cost); or “**Ticketed**” (tickets purchased). Ticketing is separate from the badging process and applies to only the latter two types of events. Some individuals (e.g. award recipients) may receive invitations to events that are otherwise ticketed and some events (e.g. Guard and Reserve Breakfast) are by invitation but a limited number of tickets are available for purchase. A detailed description of each “**By Invitation**” and “**Ticketed**” event is shown beginning on page 10.

Individuals who plan on purchasing tickets at the Annual Meeting should be aware that events sell out before the meeting and tickets may not be available.

Chapters requesting multiple tickets must appoint ONE individual (POC) and an alternate to be responsible for receipt and distribution of ALL function tickets and name badges. This is needed to eliminate duplicate orders. Name and phone number of the POC should appear on the registration form. Advanced ticket-pick-up for Chapters is on Friday 8:00 a.m. to 5:00 p.m. and Saturday and Sunday 8:00 a.m. until 5:00 p.m. at the “Chapter Ticket Pick Up” counter at the Convention Center in West Registration. **No tickets are mailed in advance.**

Ticket Deadline – Completed Chapter Ticket Request forms and full payment must be received at National NLT **18 September 2019**. Ticket requests are filled on a first come, first served basis.

Ticket Payment – Ticket orders must be accompanied with full payment either by check or credit card. Multiple credit cards for one ticket order will not be accepted.

Ticket Refunds – To receive refunds for ticket purchases, cancellations must be made in e-mail writing and must be received by Regional Activities **NLT Wednesday, 18 September 2019**. Cancellations made after that date will be refunded ONLY IF TICKET(S) ARE RESOLD.

Who to Include in Your Ticket Request – Include all those who will sit with your Chapter delegation at the Eisenhower Luncheon and/or Marshall Dinner. (All other events are open seating except for award recipients.) If you have a region officer (other than a Region President) within your Chapter area, his/her ticket request should be submitted through the Chapter to ensure seating with the Chapter delegation.

Region Presidents and their spouses ARE NOT to be included on your Chapter's registration form. Region Presidents are considered VIPs and will receive invitations to attend some of the events at the Annual Meeting. These invitations will be emailed by the Operations Center in late August and the VIP should RSVP to the invite if they plan on attending.

If your chapter desires to have a VIP seated at your table, please contact Sam Becker (sbecker@ausa.org, 703-907-2631) at Regional Activities. We will coordinate with the Operations Center on the table assignment. Prior to submitting a request for seating of currently serving VIPs, please contact the Regional Activities office at National Headquarters (Stan Crow, 703-907-2689) to ensure we understand and honor your request. If the VIP accepts an invitation, the tickets are non-transferable. A copy of the Widely-Attended Gathering determination letter will be distributed upon receipt at AUSA National.

Ticket & Badge Verification – In mid-September Regional Activities will send each chapter an email showing the number of tickets purchased/ordered, number of badges requested, and who will be accepting any awards at each of the events. This will serve as a double check that all changes have been captured. Chapters will verify that this information is correct or notify Regional Activities of discrepancies.

Americans with Disabilities Act – Please be advised that special needs of registrants under the Americans with Disabilities Act will be met to the extent possible. Please advise us at the time of your registration of any special needs which you anticipate with regard to those persons you are registering. Individuals with special housing accommodations should make that known to CMR when booking rooms.

Annual Meeting 2019 “By Invitation” and “Ticketed” Events:

Chapter Presidents Dinner - Sunday, 13 October at the Marriott Marquis Hotel, to recognize the accomplishments of chapters during the previous Operating Year. This is a “**By Invitation**” event for Region, State, and Chapter Presidents; Immediate Past Chapter Presidents (if that person was Chapter President during any portion of the past Operating Year (1 July 2018 – 30 June 2019) **and** the chapter is being recognized; Council of Trustees and Senior Fellows; and spouses for all invitees. The notification of which awards (if any) the chapter will receive at this event will indicate the number of tickets available. Only current Chapter Presidents may designate a stand-in. The names of the attendees must be provided to Regional Activities **NLT 18 September**. Dress is casual. The awards that will be presented at this dinner are TBD.

Guard/Reserve Breakfast – Held on Monday, 14 October at the Walter E. Washington D.C. Convention Center. In previous years this event was by invitation only. However, because of increasing interest it is now a partially open function. Individual seats are \$50.00 (Members) / \$70.00 (Non-Members). Only a limited number of tickets will be sold. **Expect this event to sell out early.** Dress is Army Service Uniform (ASU), Army Combat Uniform (ACU), Operational Camouflage Pattern (OCP), or business attire. The following award is presented at his breakfast: “Greatest Percent Increase in Reserve Component Membership.” **Chapters receiving this award are eligible for two complimentary tickets. Notify Regional Activities NLT 18 September of the name of the person who will receive the award.**

Cadet Luncheon - Monday, 14 October, at the Marriott Marquis Hotel. This is a “**By Invitation**” only event. This luncheon is limited to Senior ROTC/Military Academy cadets, Professors of Military Science and Cadre. Order only if the chapter is sponsoring cadets. There is no charge for this luncheon for the above. A limited number of tickets will be available for purchase for others for \$50 for members (\$60 Non-members). A separate memo and ticket order form will be sent to each Senior ROTC host institution and extension center informing them of all ROTC related activities at the Annual Meeting; we will continue to allow JROTC cadets to attend on a space available basis. *Coordinate with ROTC units affiliated with your chapter to ensure they received the memorandum and whether the chapter or ROTC unit will request the tickets.* Dress is duty uniform or business attire. The following awards are presented at the luncheon: “Best Community Enhancement Award;” “Largest Company;” and “Most Active Company.”

Community Partner Luncheon - Monday, 14 October. This is a “**By Invitation**” only event – there is no charge for this luncheon, but you must request tickets in advance. The luncheon will honor the Community Partner members and Chapter representatives at the Marriott Marquis. There is no limit to the number of tickets a chapter can request but if the number requested exceeds the number of tickets available (seats plus no-show factor), Regional Activities **will inform the chapters on 23 September** of the number of tickets they will receive. Tickets are only available through chapters and are not available on the AUSA web site. Community Partner members who desire tickets must go through their chapter. After the ticket cutoff date and the number of guests is provided to the hotel, tickets will still be available but will be stamped “WAIT LIST.” Individuals with WAIT LIST tickets will be seated (space permitting) after those with regular tickets. Tickets are collected at the door and matched to the number of tickets each chapter requested. Dress is duty uniform or business attire. Non-Community Partner members may purchase tickets at the \$55 Member or \$75 Non-member rate. The following awards are presented at the luncheon: “Greatest Percent Increase in Community Partner Membership” and “Excellence in Community Partner Growth.” Chapters receiving either of these awards will request for award recipients. **Notify Regional Activities NLT 18 September of the name of the person who will receive the award.**

Sergeant Major of the Army Luncheon — Monday, 14 October, October at the Walter E. Washington D.C. Convention Center. This is a “**Ticketed**” event, tickets must be requested in advance. Please contact Angela King at aking@ausa.org and include Sam Becker (sbecker@ausa.org) in your e-mail request.

President's Reception - Monday evening, 14 October, at the Walter E. Washington Convention Center Ballroom. This is a “**Ticketed**” event. Price per ticket is \$55.00 (Members); \$75.00 (Non-members). Dress is Army Service Uniform or business attire. There will not be a receiving line.

Warrant Officer Breakfast — Tuesday morning, 15 October, at the Walter E. Washington Convention Center. This is a “**Ticketed**” event. This breakfast features a high-level guest speaker who discusses issues of critical importance to the United States Army Warrant Officer Community. Price per ticket is \$35.00 (Members);

Dwight D. Eisenhower Luncheon - Tuesday, 15 October, at the Walter E. Washington Convention Center Ballroom. This is a “**Ticketed**” event. Individual seats are \$70.00 (members); \$90.00 (Non-members) and full tables, \$700.00. Dress is Duty uniform or business attire.

National Partner Luncheon –Wednesday, 16 October, at the Walter E. Washington Convention Center. This is a “**By Invitation**” event for AUSA’s National Partners. AUSA’s Meetings Directorate works with National Partner Member POCs directly on ticket distribution.

Army Civilian Luncheon - Wednesday, 16 October, at the Marriott Marquis Hotel. This is a “**Ticketed**” event. The luncheon will honor U. S. Government Civilian employees (all categories) who attend the Annual Meeting. Chapters should consider including an Army Civilian member as a part of the Chapter delegation, so they may be represented at the Army Civilian Professional Development Seminar and luncheon. Chapters will receive 3 complimentary tickets plus 2 additional complimentary tickets if the Regional DAC of the Year Award winner is from their chapter. Otherwise, individual seats are \$60.00 (Members); \$80.00 (Non-members) and full tables, \$600.00. Dress is Duty uniform or business attire. The following awards are presented at the luncheon: “AUSA Exceptional Service Award (one per Region);” Greatest Percentage Increase in Army Civilian Membership;” and “Greatest Army Civilian Employee Membership.”. **Notify Regional Activities NLT 18 September of the name of the person who will receive the award.**

George Catlett Marshall Reception & Dinner - Wednesday, 16 October, at the Walter E. Washington Convention Center Ballroom. This is a “**Ticketed**” event. Individual seats are \$125.00 (Members); \$150.00 (Non-members) and full tables \$1250.00. Dress is black tie, Dress Blue or Mess Dress.

Army Ten Miler – The Army Ten Miler is run by the Military District of Washington. AUSA is one of the co-lead sponsors and has been a founding sponsor for 35 years. Chapters should contact the ATM Team directly with questions about the race and Hooah Tents. Check the ATM web site www.armytenmiler.com/ for current information on the race and be prepared to make your reservations as soon as registration opens. After the race closes out and all the Hooah Tent space is gone there is little we can do to assist.

Invitations to National Congressional Delegations — Chapters are encouraged to extend invitations to their congressional delegations to attend the professional sessions. Remember to include them when making reservations for any of the social activities requiring tickets. Please identify by name any Senators or Representatives who will attend and notify our Directorate of Government Affairs, Julie Rudowski at jrudowski@ausa.org.

AWARDS

Award Recipient Tickets & RSVP –Two tickets will be provided free of charge for recipients of chapter awards presented at the Guard and Reserve Breakfast. Award recipients for the Community Partner Luncheon are included in the free tickets available to each chapter. Two free tickets are available to the winners of the DAC Regional Civilian of the Year awards, chapter level award recipients at the DAC Luncheon are included in the 3 complimentary tickets each chapter receives. Since award winners will not be known until July, chapters registering early will receive a refund, if appropriate.

All chapter award recipients will have designated seating, check the assigned seating chart at the door for each event.

Chapters will receive a letter shortly after AUSA National releases the results of the awards (Tab F). The letter will formally notify the chapter of each award it won and request the chapter RSVP with the name(s) of the individual(s) who will accept the award NLT 13 September 2019. This is necessary for completing the event scripts. In the event a change is necessary in who will accept the award, please notify Regional Activities as soon as possible so the change can be made to the script.

The following chapter awards are presented at the events listed:

EVENT	DATE	AWARD	NOTES
Chapter Presidents Dinner	Sunday, 13 Oct	<ul style="list-style-type: none"> • TBD 	1, 2
Guard and Reserve Breakfast	Monday, 14 Oct	<ul style="list-style-type: none"> • Greatest Reserve Component Increase 	1
Opening Ceremony	Monday, 14 Oct	<ul style="list-style-type: none"> • Best Chapter • Best Overseas Chapter • Largest Chapter at end of Operating Year 	1, 4, 5
		<ul style="list-style-type: none"> • Largest AC Division • Largest ARNG Division • Best USAR RSC 	1, 5, 6
Cadet Luncheon	Monday, 14 Oct	<ul style="list-style-type: none"> • Best Community Enhancement Activities • Largest Company • Most Active Company 	
Community Partner Luncheon	Monday, 14 Oct	<ul style="list-style-type: none"> • Greatest Percent Increase in Community Partner Membership • Excellence in Community Partner Growth 	
Region Breakfasts	Wednesday, 16 Oct	<ul style="list-style-type: none"> • Superior Chapter • Eagle Chapter • Largest Chapter* • Merit Chapter • Special Awards • Family Programs • Greatest % Increase in Membership • Greatest % Increase in Retired Soldier Membership • Best Support of Reserve Components • Excellence in Reserve Component Growth 	*3, 7

		<ul style="list-style-type: none"> • Best General Membership Meetings • Take the Hill • Member Communications • Community Partner Support • ILW Streamer • Army Birthday • ROTC Support • USAREC Support • Army History Streamer • Vietnam Commemorative Partner • Volunteer Development • Soldier for Life • Department of the Army Civilian Support • Regional Awards • Young Professionals 	
DA Civilian Luncheon	Wednesday, 16 Oct	<ul style="list-style-type: none"> • AUSA Exceptional Service Award (one per Region) • Greatest % Increase in Govt. Civilian Membership. • Greatest Govt. Civilian Employee Membership 	8

NOTES:

1. Chapter President is accompanied by Immediate Past President if that individual served in that position for any portion of the past Operating Year 1 July 2018- 30 June 2019.
2. A stand-in is acceptable if the chapter is receiving an award and there is no qualifying Immediate Past President attending.
3. These are the streamers to accompany the awards received at the Opening Ceremony.
4. Chapter President may be accompanied by up to three representatives of the unit or installation they are affiliated with (e.g. Division Commander & CSM).
5. Designated seating is provided. Check in with the Regional Activities POC at the Opening Ceremony NLT 0915. Spouses may be seated with the recipients but will not accompany them on stage for the presentation. Inform AUSA National of seating requirements for spouses in the RSVP. Verify that the senior leadership will accompany the chapter on stage and whether they require seating with the chapter or will join the chapter on stage from the designated GO or CSM seating.
6. The President for the affiliated chapter will accompany the recipient. Chapters will coordinate with the winning unit and provide the name(s) of **all** recipients to Regional Activities.
7. Provide the name(s) of award recipients to your Region Breakfast POC.
8. The Region President will join the recipient at the podium for the presentation.

WHAT SHOULD I ATTEND?

When planning your schedule for the Annual Meeting you should plan on attending the following:

EVENT	DATE & TIME	REGION PRESIDENTS	CHAPTER PRESIDENTS
Chapter Presidents Training	Sunday, 13 Oct 1300	Required	
Chapter Presidents Dinner*	Sunday, 13 Oct; 1900	Yes	Required (Optional Guest)
Guard and Reserve Breakfast	Monday, 14 Oct; 0730	Optional	YES (if Chapter is receiving an award)
Opening Ceremony	Monday, 14 Oct; 0930**	YES	YES
Cadet Luncheon	Monday, 14 Oct; 1230	Optional	NO
Community Partner Luncheon	Monday, 14 Oct; 1230	Optional	YES
President's Reception	Monday, 14 Oct; 1830	YES	YES
Chapter President's & Delegates Workshop	Tuesday, 15 Oct; 0800	YES	Required
Eisenhower Luncheon	Tuesday, 15 Oct; 1230	YES	Optional
Region Breakfasts	Wednesday, 16 Oct; 0700	YES	YES
DA Civilian Luncheon	Wednesday, 16 Oct; 1200	YES	YES
GA George C. Marshall Reception & Dinner	Wednesday, 16 Oct; 1830	YES	Optional

*State Presidents will receive a separate invitation to the Chapter Presidents Dinner on Sunday evening.

**If receiving a Best Chapter award at the Opening Ceremony, check-in NLT 0915 to Regional Activities point of contact.

Download and check the AUSA App for locations and time confirmation for each event.

Note: Chapter representatives will not receive meal reimbursements for complimentary events (Chapter Presidents Dinner, Community Partner Luncheon, DA Civilian Luncheon).

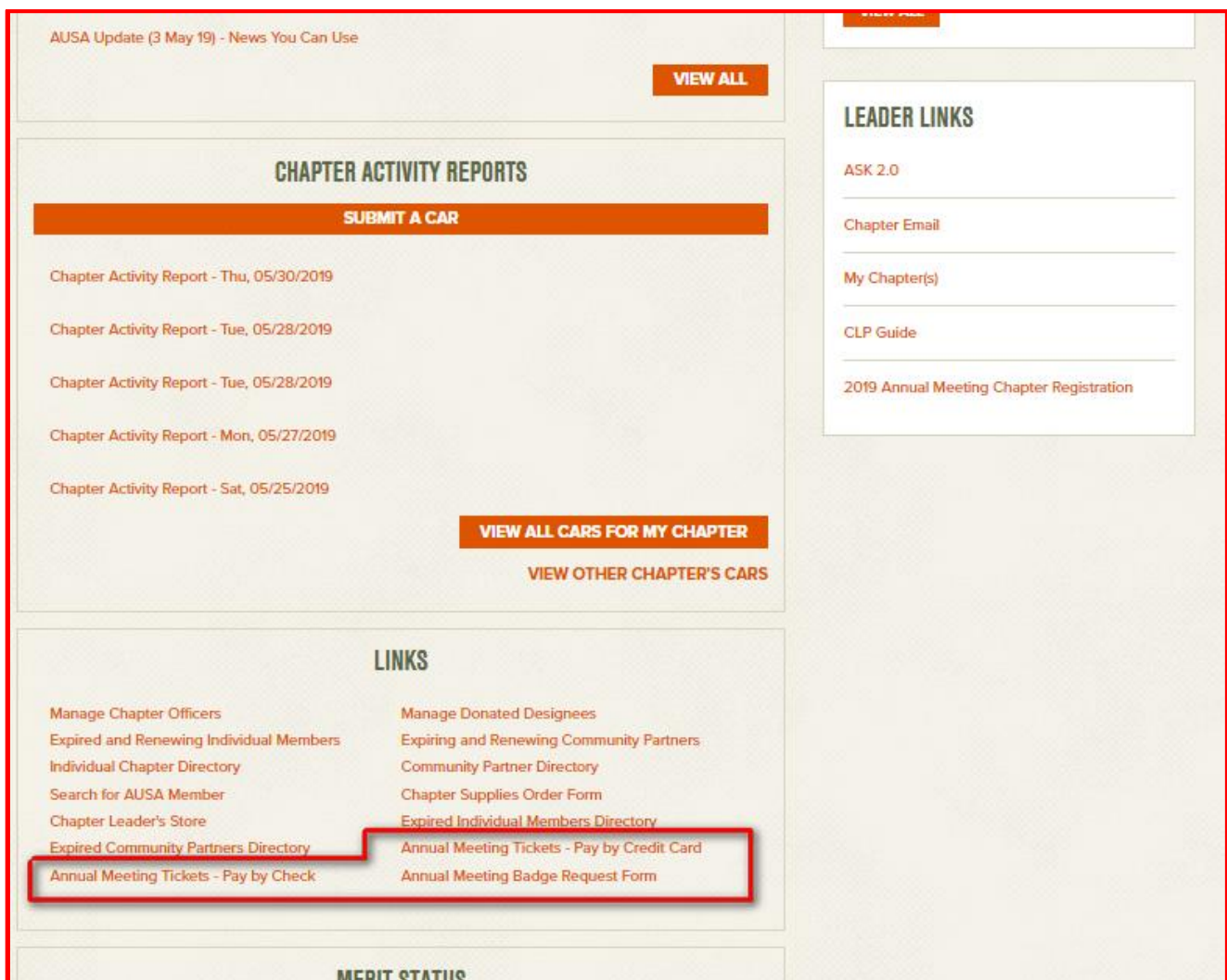
TAB A - 2019 Annual Meeting Milestones & Suspense Dates

Date	Milestone/Chapter Suspense
Opens 1 May	Applications for Hooah Tents. See ATM website: www.armytenmiler.com/race-org/hooah-tent
1 May	Army Ten-Miler Priority Registration opens at 7 am Eastern Time www.armytenmiler.com
1 May	DAC award Nominations due to Region President
7 May	Housing opens! Chapters can begin reserving rooms by going online or call the number listed.
15 May	Army Ten Miler General & Team Registration opens at 7 am Eastern Time - maximum of 35,000 runners
3 June	DAC Award Nominations due to Steve Canonico at scanonico@ausa.org at AUSA National
3 June	Ticket Sales Open
12 June	Army Ten Miler – Registration Transfer Program opens – See website for details
12 June	ATM Race-weekend Volunteer Registration opens
17 June	2019 AUSA Individual Awards Due to National
16 July	Awards Committee Meeting – Awardees will be posted in CLP on afternoon of 17 July
5 August	Regional Activities Distributes Award Notifications/RSVP Form
7 August	Online ATM Youth Run registration opens (Army Ten Miler)
16 August	Region Presidents notify National of Breakfast speakers.
19-23 August	VIP Invitations are emailed
23 August	Last day for army ten-miler transfer program at www.armytenmiler.com
28 August	Last day for chapters to supply a rooming list to the Housing Bureau.
28 August	Last day for chapters to reserve rooms. (Chapter Presidents/ Representatives, Presidents Club, Best Chapter, Chapter rooms at Renaissance)
30 August	ATM Team changes can no longer be made
13 September	Housing reservations close for all.
13 September	Chapters notify Regional Activities of award recipients.
18 September	Last day for chapter Ticket Request Forms with full payment to Regional Activities. After this date, tickets (if available) may be purchased at the Ticket Sales Counter at the Convention Center. Last day to request ticket refunds. Refunds after this date only if tickets are resold. Last day for chapters to submit Badge Request Forms to Regional Activities.
23 September	Last day for any changes and/or cancellations to the AUSA Housing Bureau (CMR) in writing. Changes and cancellations must be made with the hotel directly after this date.
9 October	Region Presidents provide breakfast guarantees to Lori Wulf

TAB B - SAMPLE On-Line Ticket Request Form & Confirmation

The 2019 Annual Meeting Chapter Registration will be posted under the **LINKS** section of My Chapter.

The process for ordering tickets for the chapter is unchanged from last year and begins with logging into My Chapter (some screen shots may be from the past year but are unchanged in 2019). If you are not already signed into My Chapter, any links from outside My Chapter to tickets or badges will bring you to the log in page. Locate Annual Meeting Chapter Registration under the LINKS section of My Chapter— here you will find individual links for Annual Meeting Tickets-Pay by Credit Card, Annual Meeting Tickets-Pay by Check, and Annual Meeting Badge Request Form. The method of payment will determine which order form you use. If you pay by credit card, you'll be entering your order directly into the system and will get a confirmation and receipt immediately. If you complete the ticket order form for paying by check, Regional Activities will receive the request but will not process the order until the check is received.



Any changes (requests for more tickets or requests for refunds) must be sent to Regional Activities by e-mail (sbecker@ausa.org).

On-line Order Form (Pay by Credit Card)

When you click on this URL you will come to Chapter Ticket On-Line Order form (image below).



Return to previous page

Select	Time	Title/Description	Fee
October 9, 2017			
<input type="checkbox"/>	7:30 AM to 9:00 AM	Family Readiness Network Breakfast Available	Your Price: CHAPTER - Chapter Registration - \$10.00
<input checked="" type="checkbox"/>	7:30 AM to 9:00 AM	MG Robert G. Moorhead Guard/Reserve Breakfast Available	Your Price: CHAPTER - Chapter Registration - \$50.00
<input checked="" type="checkbox"/>	12:30 PM to 2:30 PM	Corporate Member Luncheon Available	Your Price: CHAPTER - Chapter Registration - \$0.00
<input checked="" type="checkbox"/>	12:30 PM to 2:30 PM	to ROTC Luncheon Available	Your Price: CHAPTER - Chapter Registration - \$0.00
<input checked="" type="checkbox"/>	6:30 PM to 8:15 PM	President's Reception Available	Your Price: CHAPTER - Chapter Registration - \$55.00
October 10, 2017			
<input type="checkbox"/>	7:30 AM to 8:30 AM	Warrant Officer Breakfast Available	Your Price: CHAPTER - Chapter Registration - \$35.00
<input checked="" type="checkbox"/>	12:30 PM to 2:30 PM	to Dwight David Eisenhower Luncheon Available	Your Price: CHAPTER - Chapter Registration - \$70.00
October 11, 2017			
<input checked="" type="checkbox"/>	12:00 PM to 2:00 PM	to Department of the Army Civilian Luncheon Available	Your Price: CHAPTER - Chapter Registration - \$60.00
<input checked="" type="checkbox"/>	12:00 PM to 2:00 PM	to Department of the Army Civilian Lunch Comp Available	Your Price: CHAPTER - Chapter Registration - \$0.00
<input type="checkbox"/>	6:30 PM to 10:00 PM	George C. Marshall Memorial Reception & Dinner Available	Your Price: CHAPTER - Chapter Registration - \$125.00

Add Meeting to Cart Cancel

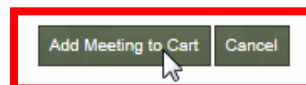
If you attempt to order more tickets than the limit you'll get this error message

Message from webpage

Maximum tickets for "undefined" are 3. Quantity cannot exceed this limit.

OK

For each event that you wish to order tickets for enter the quantity. The limit on the number of tickets is shown in red beneath the quantity box. After you enter a number and click on "Tab" the check box to the right of the number will automatically check. When you complete the form click on "Add Meeting to Cart"



You will be brought to the Shopping Cart.

SHOPPING CART
My Shopping Cart Subtotal: \$1,270.00

Shopping Cart Items	Price:	Qty:
Item was added on 8/4/2017 2017 AUSA Annual Meeting 2017 AUSA Annual Meeting Add/Remove Additional Items	\$0.00	1
MG Robert G. Moorhead Guard/Reserve Breakfast MG Robert G. Moorhead Guard/Reserve Breakfast Maximum Quantity Allowed: 99999	\$50.00	3 Remove
Corporate Member Luncheon Corporate Member Luncheon Maximum Quantity Allowed: 50	\$0.00	25 Remove
ROTC Luncheon ROTC Luncheon Maximum Quantity Allowed: 99999	\$0.00	10 Remove
President's Reception President's Reception Maximum Quantity Allowed: 99999	\$55.00	5 Remove
Dwight David Eisenhower Luncheon Dwight David Eisenhower Luncheon Maximum Quantity Allowed: 99999	\$70.00	5 Remove
Department of the Army Civilian Luncheon Department of the Army Civilian Luncheon Maximum Quantity Allowed: 99999	\$60.00	2 Remove
Department of the Army Civilian Lunch Comp Department of the Army Civilian Lunch Comp Maximum Quantity Allowed: 3	\$0.00	3 Remove
George C. Marshall Memorial Reception & Dinner George C. Marshall Memorial Reception & Dinner Maximum Quantity Allowed: 99999	\$125.00	3 Remove

Shipping, Tax and Discounts will be calculated during the checkout process.

Update Cart Empty Cart Checkout >

If you make any changes on this page click on “Update the Cart” and the Subtotal at the top of the page will change. You can also remove any events from the order or the entire order. When you are satisfied with the order click on “Checkout.”

Verify the order by clicking “Review Order and Make Payment” or click on Change Quantity or Delete Item to go back to the previous page to make changes.

Change Quantity or Delete Item

2017 AUSA Annual Meeting	CHAPTER	1	\$0.00
MG Robert G. Moorhead Guard/Reserve Breakfast	CHAPTER	3	\$150.00
Corporate Member Luncheon	CHAPTER	25	\$0.00
ROTC Luncheon	CHAPTER	10	\$0.00
President's Reception	CHAPTER	5	\$275.00
Dwight David Eisenhower Luncheon	CHAPTER	5	\$350.00
Department of the Army Civilian Luncheon	CHAPTER	2	\$120.00
Department of the Army Civilian Lunch Comp	CHAPTER	3	\$0.00
George C. Marshall Memorial Reception & Dinner	CHAPTER	3	\$375.00

Review Order and Make Payment

The Complete Checkout page will show the chapter and the name of the person who completed the order. While it says “Ship to Address” no tickets are actually mailed; they must be picked up at the Chapter Ticket Registration window at the Walter E. Washington Convention Center during the posted pick-up dates and times. DO NOT make any changes to the Bill to or Ship To Addresses. There is no validation check between the credit card and these fields. If you need to update them do so in CLP.

ORDER PAYMENT

COMPLETE CHECKOUT

You Bought	Qty	Price	Discount	Coupon Amount	Total
• 2017 AUSA Annual Meeting Proforma	1	\$0.00	\$0.00	\$0.00	\$0.00
↳ MG Robert G. Moorhead Guard/Reserve Breakfast	3	\$50.00	\$0.00	\$0.00	\$150.00
↳ Corporate Member Luncheon	25	\$0.00	\$0.00	\$0.00	\$0.00
↳ ROTC Luncheon	10	\$0.00	\$0.00	\$0.00	\$0.00
↳ President's Reception	5	\$55.00	\$0.00	\$0.00	\$275.00
↳ Dwight David Eisenhower Luncheon	5	\$70.00	\$0.00	\$0.00	\$350.00
↳ Department of the Army Civilian Luncheon	2	\$60.00	\$0.00	\$0.00	\$120.00
↳ Department of the Army Civilian Lunch Commemorative	3	\$0.00	\$0.00	\$0.00	\$0.00
↳ George C. Marshall Memorial Luncheon	3	\$125.00	\$0.00	\$0.00	\$375.00

Promotional Code

Bill To Address **Ship to Address**

Do not change even if you want to pay with a personal card.

Enter Payment Information

Card Type:

Card Number:

CVV Number:

Expiration:

Name On Card:


Complete the credit card information at the bottom and click

Change the "Name on Card" field from the default first line of the Bill To Address to the actual name on the card.

You will receive a confirmation Order Summary:

OrderSummary		
Order Number: 1000175340		
Redstone-Huntsville Alabama Chapter (000000627041-0)		
FINALAM	2011 Annual Meeting Final Version	Line Sub Total: \$0.00
Ship Via:		Ship Amount: \$0.00
Coupon Code:		Coupon Amount: \$0.00
Shipping Address:		Discount Applied: \$0.00
Order Date:	6/14/2011	Line Tax: \$0.00
LineStatus:	Active	Line Total: \$0.00
FulfillStatus:	Active	Amount Paid: \$0.00
		Balance Due: \$0.00
GUARD/RESERVE BREAKFAST	Guard and Reserve Breakfast	Line Sub Total: \$105.00
Ship Via:		Ship Amount: \$0.00
Coupon Code:		Coupon Amount: \$0.00
Shipping Address:		Discount Applied: \$0.00
Order Date:	6/14/2011	Line Tax: \$0.00
LineStatus:	Active	Line Total: \$105.00
FulfillStatus:	Active	Amount Paid: \$105.00
		Balance Due: \$0.00
CORPORATE LUNCH	Corporate Member's Luncheon	Line Sub Total: \$0.00
Ship Via:		Ship Amount: \$0.00
Coupon Code:		Coupon Amount: \$0.00
Shipping Address:		Discount Applied: \$0.00
Order Date:	6/14/2011	Line Tax: \$0.00
LineStatus:	Active	Line Total: \$0.00
FulfillStatus:	Active	Amount Paid: \$0.00
		Balance Due: \$0.00

Changes to the Initial Order with Credit Card Payments: If you attempt to place a follow-up order (or change the initial order) you'll get this error message:

 You have already registered for the meeting. Please contact AUSA for assistance at admin@ausa.com

Contact Regional Activities, Sam Becker (sbecker@ausa.org) to make any subsequent changes.

Order Form (Pay by Check)

When you click on this link you will be entering your ticket order on a form which will be held in suspense pending receipt of the check. When payment is received Regional Activities will enter the order on-line and generate a receipt that will be sent to you.

LINKS

Manage Chapter Officers	Manage Donated Designees
Expired and Renewing Individual Members	Expiring and Renewing Community Partners
Individual Chapter Directory	Community Partner Directory
Search for AUSA Member	Chapter Supplies Order Form
Chapter Leader's Store	Expired Individual Members Directory
Expired Community Partners Directory	Annual Meeting Tickets - Pay by Credit Card
Annual Meeting Tickets - Pay by Check	Annual Meeting Badge Request Form

2019 Annual Meeting Chapter Ticket Order Form
 For any changes on your ticket order please contact Sam Becker at sbecker@ausa.org or by calling (703) 907-2631.

Please make checks payable to AUSA
 Mail your check to:
Association of the United States Army
 ATTN: Sam Becker
 2426 Wilson Blvd.
 Arlington, VA 22201

Chapter *

Point of Contact *
 First Name Last Name

Email *

Please use a non-military (.mil) email address

Phone Number *
 Area Code - Phone Number

Monday, 14 October 2018

Guard and Reserve Breakfast
 \$50 (No Limit)

Community Partner Luncheon
 \$0 (Limit \$0)

Cadet Luncheon
 \$0 (No Limit - Cadet & Cadets Only)

President's Reception
 \$55 (No Limit)

Tuesday, 15 October 2018

Senior Warrant Officer Breakfast
 \$35 (No Limit)

Dwight D. Eisenhower Luncheon
 \$70 (No Limit)

Wednesday, 16 October 2018

Department of the Army Civilian Luncheon (Complimentary)
 \$0 (Limit 3)

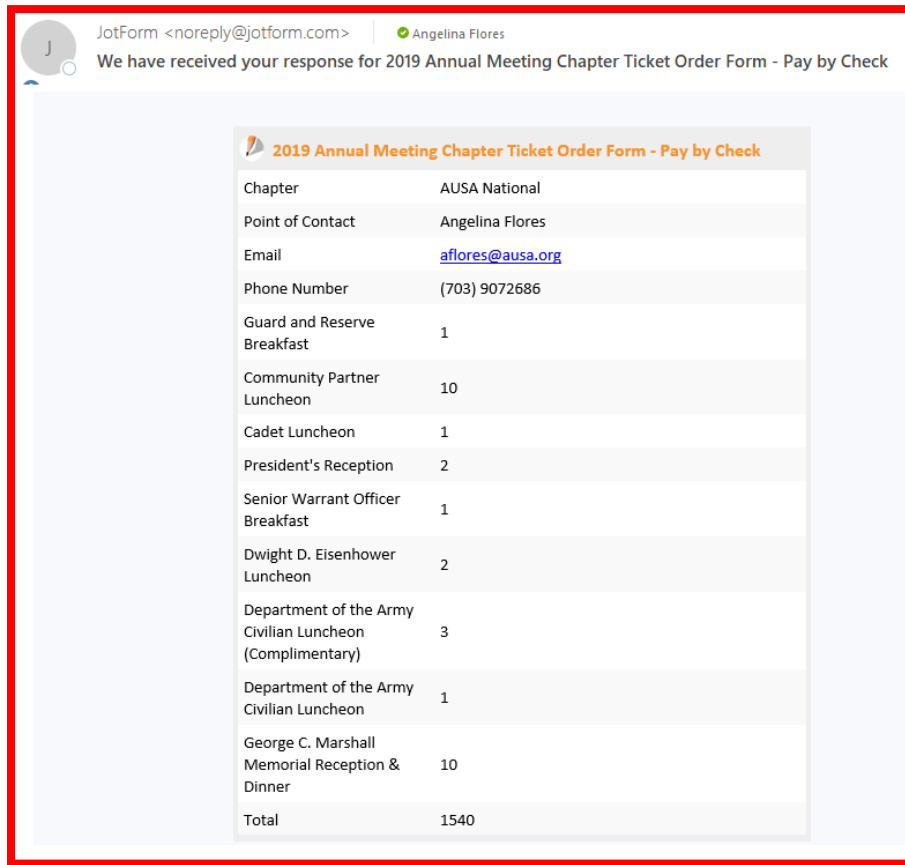
Department of the Army Civilian Luncheon
 \$55 (No Limit)

George C. Marshall Memorial Reception & Dinner
 \$125 (No Limit)

Confirmation Page:



Confirmation E-mail:



NOTE: If you order tickets through the Annual Meeting web site and not through the Chapter Leader Portal, your tickets will have to be picked up at the Individual Member Registration windows and not at the Regional Activities' Chapter Ticket Pick-up Window. **Your ticket order will be coded as an "INDIVIDUAL" versus "CHAPTER" purchase and not be visible to Regional Activities.** Additionally, for events with reserved seating such as the Marshall Dinner and Eisenhower Luncheon, you will not be seated with other chapter members.

TAB C - On-Line Badge Requests

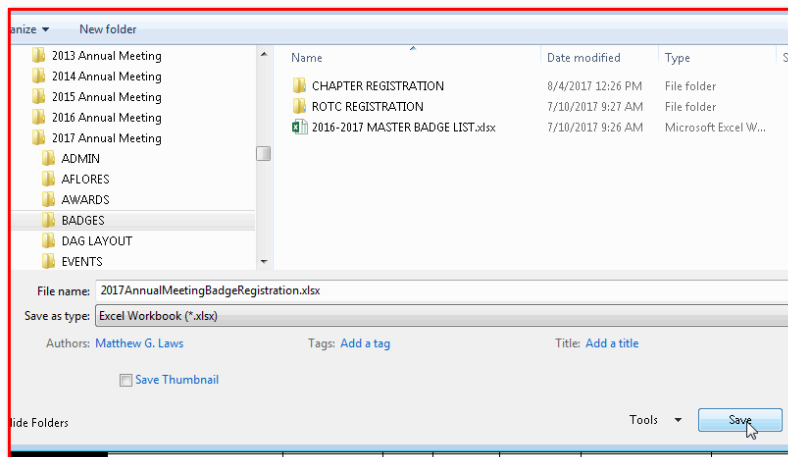
Click on “Annual Meeting Badge Request Form” and you’ll get a message asking whether you want to open, save or save as the Excel file “2019 Annual Meeting Badge Registration.” Click “Save As” and then save it to your Annual Meeting folder. The process calls for you to enter the name of the person you want a badge for in the Excel file and then, no later than 18 Sep, send us the file. We will verify the person’s membership and/or relationship to a current member and forward the list to the vendor who will produce the badges. If you submit your list earlier, you can make any changes to it and resubmit it. (see screen shots)

Click “Annual Meeting Badge Request Form”

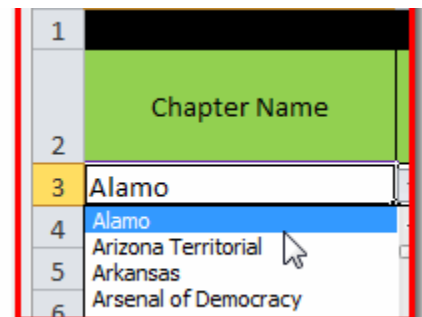


Note: By clicking on “Annual Meeting Badge Request Form” this will automatically download the file.

Click “Save As”



Open the spreadsheet and in column B use the pull-down list to select the chapter name. Once you select the name in cell A2 it will populate the next 160 rows with the chapter name.



Enter the rank, and first and last name of the member you are requesting the badge for.

Rank	First	Last
COL	John	Doe

In column G use the pull-down menu to select a position the person is filling.

Position
<div style="border: 1px solid gray; padding: 2px;"> CHAPTER PRESIDENT STATE PRESIDENT ADVISORY BOARD MEMBER CHAPTER OFFICER </div>

In columns C and H use the drop-down lists to indicate if the member is retired and which service.

Retired?	If Retired Military, What Branch
Retired	<div style="border: 1px solid gray; padding: 2px;"> Does Not Apply USA Retired USMC Retired </div>

If the person is not a member, please add the additional information in columns J:O.

	B	C	D	E	F	G	H	I
1								
2	Chapter Name	Retired Military?	Rank/Prefix	First	Last	Position	If Retired Military, What Service	Member #
3	Alamo	YES	MAJ	John	Doe	CHAPTER PRESIDENT	US Army	123456
4	Alamo	NO	Ms	Jane	Doe			
5	Alamo	NO	Mr	Tom	Doe			
6	Alamo	YES	CSM	Jim	Howard	CHAPTER OFFICER	USArmy	765321

	J	K	L	M	N	O
1	NON-MEMBERS ONLY					
2	Relationship to Member	Address1	Address 2	City	State	Postal Code
3						
4	Wife					
5	Brother	12 Tipper Dr.		Hamde	NM	87875
6						
7						

If the non-member is a spouse no additional information is required. Please list the non-member immediately after the member.

Badges, along with tickets, can be picked up at Chapter Registration by the chapter POC. Please make arrangements for distributing the badges to your members.

TAB D - Ticket Request Form



2019 Annual Meeting Ticket Request Form

Chapter Information	
Chapter Name & Number	
Address	
Official POC & Position in Chapter	
POC's Email *	
POC's Phone	

** POC will be responsible for distributing the tickets ordered below.*

Date	Event	Price	# Tickets	Total
Monday, 14 October	Guard/Reserve Leadership Breakfast	\$50.00		
Monday, 14 October	Community Partner Luncheon (Max 50)	\$0.00		
Monday, 14 October	Presidents' Reception	\$55.00		
Tuesday, 15 October	Senior Warrant Officer Breakfast	\$35.00		
Tuesday, 15 October	Dwight D. Eisenhower Luncheon **	\$70.00		
Wednesday, 16 October	Army Civilian Luncheon (Comp 3 tickets)	\$0.00		
Wednesday, 16 October	Army Civilian Luncheon (Payment required)	\$60.00		
Wednesday, 16 October	George C. Marshall Reception & Dinner **	\$125.00		
		Grand Total		

Payment Information	
Name on Card	
Credit Card Type	
Credit Card Number	
Expiration Date	
CVV Code	
Billing Address	

** Indicates assigned seating.

(IMPORTANT: Full payment must accompany registration form either by check, money order or credit card. Multiple credit cards for one ticket order cannot be accepted)

Submit completed ticket order forms to Sam Becker at sbecker@ausa.org or by calling 703-907-2631.

Mail ticket order form
Association of the United States Army
ATTN: Regional Activities
2425 Wilson Blvd.
Arlington, VA 22201.

**Ticket Order Cancellation
Policy:**

Cancellations must be made in writing **by 18 September 2019** for a full refund. After that date, refunds will be made if the table or seat(s) can be resold.

TAB E - Sample Chapter Confirmation Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1			BADGES			TICKETS											
2		As of: 29 SEP 14	MEMBER	NON-MEMBER	TOTAL	CHAPTER PRES DINNER*	CIVILIAN LUNCH (\$0)	CIVILIAN LUNCH (\$5)	CORP LUNCH	DDE LUNCH	GCM DINNER	GD/RES BREAKFAST	PRES RECEPTION	ROTC LUNCH	TOTAL TICKETS	OPENING CEREMONY	
3	1101	CONNECTICUT	15	0	15	4	0	0	8	0	0	2	0	0	14		
4	1201	JOSHUA CHAMBERLAIN	1	0	1	3	2	0	11	0	0	0	0	0	16		
5	1301	DELAWARE				1	0	0	2	0	0	1	1	2	7		
6	1401	MASSACHUSETTS BAY	9	0	9	2	0	0	2	3	2	0	3	0	12		
7	1402	MINUTEMEN															
8	1501	FORT DIX	1	0	1	1	0	0	0	0	0	0	1	0	2		
9	1502	NORTHERN NEW JERSEY	2	3	2	2	0	0	0	0	0	0	0	0	2		
10	1503	PICATINNY ARSENAL-MIDDLE FORGE	5	2	5	2	3	0	0	0	0	0	0	0	5		

We will send this spreadsheet to all chapters in September to ensure that any discrepancies in the number of badges and tickets ordered is rectified early.

Badges: Confirm the badge total matches what you requested. These will be the number of badges ready for you to pick-up at Chapter Ticket Pick-up. The number of ribbon sets to accompany the badges will be based on the number of verified members on your badge list.

Tickets:

- This list shows the number of tickets for each event.
- *These numbers WILL NOT include any tickets purchased by a member directly on-line.* We will review the list of the individual member ticket purchases looking for any chapter officer to recode as a chapter purchase to give you credit for being represented.
- If the number of tickets for the Chapter Presidents Dinner is higher than you expect, it may include tickets for a State President. These will be included in your chapter envelope.
- A green shaded cell under tickets indicates the chapter is receiving an award at that event and we have the name of the recipient.
- A red shaded cell indicates the chapter is receiving an award at that event, but we don't have the name of the recipient. We need that ASAP to complete the scripts.
- If there are no numbers in these columns we have not received any ticket orders for your chapter.

TAB F - Sample Award Notification/RSVP Form

**Submit this RSVP form to Sam Becker (sbecker@ausa.org) no later than 13 September 2019

2019 ANNUAL MEETING CHAPTER AWARDS NOTIFICATION LETTER		
CHAPTER # - CHAPTER NAME		
CHAPTER PRESIDENT		
Sunday, October 13, 2019		
1800 – 2200 Chapter Presidents Dinner Marriott Marquis Level M2, Salon 1-5	Award(s)	Award Recipient(s)*
	Best Chapter Greatest % Increase in Membership Chapter of Excellence	Tickets Available: 2 Tickets Requested: <input type="text"/> Guest: <input type="text"/>
Monday, October 14, 2019		
0730 - 0900 MG Robert G. Moorhead Guard Reserve Breakfast Convention Center Room 146 ABC	Award(s)	Award Recipient(s) *
	Greatest % Increase in Reserve Component Members	<input type="text"/>
0930 - 1115 Opening Ceremony Convention Center Main Ballroom	Best Chapter	<i>If your chapter is receiving an award at the Opening Ceremony, further instructions will be provided by Regional Activities early September.</i>
1230 - 1430 Community Partner Luncheon Marriott Marquis Level M2, Salon 1-5	Award(s)	Award Recipient(s) *
	Greatest % Increase in Community Partners Excellence in Community Partner Growth	<input type="text"/>
Wednesday, October 16, 2019		
0700 - 0930 Region Breakfast Marriott Marquis Level M2	Award(s)	Award Recipient(s)*
	Superior Chapter Merit Chapter Chapter of Distinction Star Excellence in Reserve Component Growth Vietnam Commemorative Partnership Reserve Component Support Community Partner Support Member Communications Take the Hill Family Programs Institute for Land Warfare Support ROTC Support Army History Army Birthday Professional Development Department of the Army Civilian Support Soldier for Life Volunteer Development Support to USAREC	<i>Contact your Region POC for any special instructions. Regional Activities provides a list of all awards and streamers to the Region POC</i>
REGION ROOM 1 st /European Salon 6 2 nd Salon 5 3 rd Salons 9-10 4 th Salons 3-4 5 th /6 th /7 th Salons 1-2 Pacific Salons 7-8		
1200 - 1400 Department of the Army Civilian Luncheon Marriott Marquis Level M2, Salon 5	Award(s)	Award Recipient(s)*
	Greatest % Increase in Government Civilian Membership	DAC of the Year: <input type="text"/> DAC of the Year Guest: <input type="text"/>
<i>*Chapter President or Representative</i>		
Please provide the name(s) of the award recipient(s) no later than 13 September 2019		

Chapters will receive one form for **ALL** events at which they will receive an award. The award(s) the chapter will receive will be listed under the award(s) column; a ‘No awards for this event’ will be listed if the chapter is not receiving an award for each specified event.

Enter in the name of the individual(s) who will receive this award on the stage.

For the Chapter Presidents Dinner, we will enter the name of the Immediate Past President (under the award(s) list area) if that person is eligible to attend. Otherwise the space will show “N/A” and the number of tickets available will show 2.

TAB G – VIP Invitations

Chapters frequently ask which events the senior military and civilian leaders on their installation will receive invitations to and then whether that individual has RSVP'd to the invitation.

Soon after the VIP invitations are emailed, Regional Activities will forward a list to each chapter with the list of VIPs affiliated with that chapter either by membership or ZIP Code for non-members. The list will indicate which events the individual is being invited to. Subsequent versions of the list will show if the person RSVP'd ("0" = Declined the invitation; "#" Accepted the invitation with the number indicating the number of tickets requested). An X in the column indicates the person has not yet RSVP'd while a blank indicates no invitation for that event.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
1	Annual Meeting Guest List - 2016AM																													
2	ID	Mail Code	Name	RATE CODE	ZIP	CHAP		CHAPDN	CIVLUNI	CIVLUNI	CONGBKFS	CORPLUN	EISLUN	EISLUN	GCMDIN	GRBKFS	GRREC	HTRD	HTRL	INTLEKST	INTLREC	DC	PRESEC	ROTCUN	SMALUN	SHLUN	SPOUSELUN	SWORKFS	TOUR	
3	182188	G27	COL Carl R. Venditto	VIP	06489	1101										X						X	X							X
4	473802	G55A	MajGen Thaddeus J. Martin	VIP	06078	1101							X		X	X	X					X	X							X
5	567283	E93	William F. Murdy	VIP	06840	1101					X		X		X							X	X							X
6	572452	G41, R01	BO Mark A Russo	VIP	06105	0							X		X	X						X	X							X
7	771955	G27	COL Ronald E. Weil, USA Retired	VIP	06518	1101									X							X	X							X
8	987287	G26	CSM John Carragher	VIP	06105	0							X		X							X	X		X					X

A "0" in column F for the chapter indicates no membership for that person with that Member ID number. If the person has another ID with an active member we may have missed that in our review. If you find that to be the case, please send an email to Sam Becker at sbecker@ausa.org so we can merge records.