



AUSA 2022

ANNUAL MEETING & EXPOSITION

A PROFESSIONAL DEVELOPMENT FORUM



CHAPTER LEADERS GUIDE

10-12 OCTOBER | WASHINGTON, DC

TABLE OF CONTENTS

Chapter Leaders Guide V2 - as of 25 August 2022	4
PURPOSE	4
CHAPTER PRESIDENT ATTENDANCE	5
Travel	5
Lodging	5
Meals	6
Attendance	6
Travel and Expense Reporting Guidelines ^{NEW}	7
Expense Reporting	7
A. General Standards	7
B. Meals.....	8
C. Lodging.....	9
D. Ground Transportation.....	9
Telephone and Internet Usage.....	10
Airline Rates (August 2022).....	10
Appendix A. Allowable/Non-Allowable Expenses	10
Appendix B. Travel Reimbursement Status Update Definitions	12
HOUSING	13
Chapter Housing Options	13
Hotel Reservations through CMR	13
CMR Customer Contact Center	13
OTHER INFORMATION	14
Walter E. Washington Convention Center & DC Metro	14
Parking	14
Food and Beverage	14
Americans with Disabilities Act	14
AUSA Chapter and Region Events	14
Army Ten Miler	14
REGISTRATION	15
Badges / Security	16
Tickets	16
Ticket Deadline.....	17
Ticket Payment.....	17
Ticket Refunds.....	17
Who to Include in Your Ticket Request.....	17
Ticket & Badge Verification	17
2022 Annual Meeting “By Invitation” and “Ticketed” Events	18

Region Presidents Training (By Invitation)	18
Chapter Presidents Dinner (By Invitation)	18
Cadet Luncheon (By Invitation)	18
Sergeant Major of the Army Luncheon (Ticketed).....	18
President's Reception (Ticketed)	18
Warrant Officer Breakfast (Ticketed)	19
Dwight D. Eisenhower Luncheon (Ticketed)	19
National Partner Breakfast (By Invitation)	19
George Catlett Marshall Reception & Dinner (Ticketed)	19
Invitations to National Congressional Delegations	19
AWARDS.....	20
Award Recipient Tickets & RSVP	20
WHAT SHOULD I ATTEND?.....	22
TAB A - Milestone/Chapter Suspense Dates	23
TAB B - SAMPLE On-Line Ticket Request Form & Confirmation	24
TAB C - On-Line Badge Requests	25
TAB D - Sample Chapter Confirmation Spreadsheet.....	26
TAB E - Sample Award Notification/RSVP Form.....	27
TAB F - VIP Invitations	28

Chapter Leaders Guide V2 - as of 25 August 2022

PURPOSE

The purpose of this guide is to inform Chapter Presidents (or chapter representatives) 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 website below, the website contains the most current information. If necessary, we will also use e-mail to notify chapters of changes.

2022 ANNUAL MEETING CHAPTER INFORMATION PAGE

<https://www.ausa.org/2022-annual-meeting-chapter-information>

The screenshot shows the top portion of the AUSA website. At the top left is the AUSA logo with the text "ASSOCIATION OF THE UNITED STATES ARMY" and "Voice for the Army - Support for the Soldier". To the right are links for "LOG IN", "SHOP", "DONATE", "JOIN", and a search icon. Below this is a navigation menu with links for "About Us", "Membership", "Chapters", "Meetings & Events", "Publications & News", "Government Affairs", "Professional Development", and "Military Families". The main banner features four circular images: a group of men in military uniforms holding a "BEST CHAPTER" award, a person holding a "WELCOME BACK" badge, a person in a military uniform, and a person at a table. Below the images is the text "2022 ANNUAL MEETING - CHAPTER INFORMATION". Underneath are three columns of information: "EVENT TICKETS" (Chapter ticket sales will open late July), "BADGE REGISTRATION" (Click above to download file and send your badge list to chaptersupport@ausa.org), and "CHAPTER LEADERS GUIDE" (View for additional information about annual meeting for chapters). Below this is a section titled "CHAPTER HOUSING" with a sub-section "1. Chapter President Hotel Reservation". The text states: "If you are a Chapter President/Representative, please complete the online form. The Courtyard Washington Downtown/Convention Center and the Grand Hyatt Washington, DC are the official hotels for the AUSA Chapter Presidents attending the Annual Meeting. AUSA is holding a limited number of rooms at each hotel and availability will be on a first-come, first-served basis." It also notes: "Once your request has been received and approved by AUSA, you will receive an email confirmation within 5 business days. Chapter Presidents must stay at their assigned hotel and may not request reimbursement for accommodations confirmed elsewhere."

CHAPTER PRESIDENT ATTENDANCE

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, 9 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 business casual.

2. **Reimbursement Rates.**

Chapters within a 400-mile actual driving distance of Washington D.C. will be reimbursed at the IRS rate of **62.5 cents/mile** with no overnight stays enroute. Chapters outside the 400-mile actual driving distance will be reimbursed up to the least cost of a ticket on 1 August 2022 from the nearest airport.

Chapter Presidents will make their own travel arrangements. If the Chapter President is outside the 400-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 400-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 400 miles away, it is **62.5 cents/mile** (rate will change 1 July) for your round-trip reimbursement for driving. This would be the maximum that we could reimburse for a flight.

We will publish the rates the first week of August. Travel to the airport, parking, and baggage fees (**one piece of checked luggage roundtrip**) will be reimbursed. This list will also include the airport that we will reimburse your travel from.

Please check the price of the ticket with us if the amount is greater than 10% over the published cost. 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 following: your name, seat assignment, itinerary, cabin, and costs; we cannot take a bank statement.

Lodging

AUSA National will reserve 1 room for each Chapter President (or representative) at the **Courtyard by Marriott Washington Downtown/Convention Center** (901 L St NW, Washington, DC 20001) or at the **Grand Hyatt Washington** (1000 H 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). Once your request has been received and approved by AUSA, you will receive an email confirmation within 5 business days. Chapter Presidents must stay at their assigned hotel and may not request reimbursement for accommodations confirmed elsewhere.

Meals

1. Chapter Presidents will receive a complimentary event ticket for the Chapter Presidents Dinner (Sunday). There will be no other reimbursement for this meal.
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**:

- ✓ Region Presidents Training (Sunday)
- ✓ Chapter Presidents Dinner (Sunday)
- ✓ Chapter Presidents and Delegates Workshop (Tuesday)
- ✓ Region Breakfasts (if departing late Wednesday/early Thursday)

Travel and Expense Reporting Guidelines **NEW**

The following guidelines are designed to assist Chapter Leadership Presidents or chapter representatives (hereafter referred to as 'attendees') protect AUSA's assets and provide clear travel and expense reporting standards during the duration of the 2022 Annual Meeting. This policy emulates some of AUSA's own employee travel policy, but not in its entirety as this policy has been modified for volunteer chapter leader attending AUSA's 2022 Annual Meeting.

Expense Reporting

Completion and Submission Timing for Expenses. All receipts must include the name of the vendor, location, date and dollar amount. Charges for travel must include the purpose of the trip, destination, date of travel, seat classification along with total fare charged. Charges for hotel must include the itemized hotel folio (bill). Cash and card expenses without a receipt for verification require written approval of Director, Region & Chapter Support prior to submitting to Finance.

Reimbursements should be submitted as soon as possible. All travel voucher forms and receipts are due no later **Friday, 11 November 2022, 1600 EST**. Failure to submit your travel voucher form and supporting receipts before the deadline will result in no reimbursement for your attendance at the 2022 Annual Meeting.

Expensing Meals by Category. Each meal (breakfast, lunch, and dinner) must be accounted for separately.

Overnight Travel for Attendees: Overnight accommodations for those attendees who choose to drive outside the 400-mile Washington, DC radius are not reimbursable. Please contact Chapter Support at chaptersupport@ausa.org with any questions about this policy.

Enforcement of Policy. AUSA retains the right to change any provisions of this policy, at any time, at its discretion. Attendees who do not comply with this policy may be subject to: delay or withholding of reimbursement.

A. General Standards

The following general standards provide guidance concerning appropriate and allowable expenses for travel associated with AUSA's 2022 Annual Meeting.

Chapter Leadership Attendees Responsibilities. All attendees who travel on behalf of AUSA must have a valid business purpose for making the trip. Each attendee is responsible for complying with this policy and is expected to use discretion and good judgment in all matters. Attendees are responsible for ensuring that they incur only necessary and reasonable travel. Attendees are responsible for submitting all receipts and/or explanations regarding all travel expenses incurred. Such expenses must be for purposes of attending the 2022 AUSA Annual Meeting only.

AUSA assumes no obligation to reimburse attendees or otherwise pay for expenses that are not in compliance with this policy.

Travel expenses are subject to examination by state and federal tax and revenue authorities, including the Internal Revenue Service (IRS). To the extent that such expenses are found to have been lavish or extravagant in nature, not to have been properly accounted for, or otherwise not conforming to the IRS

guidelines, such expenses could be considered “compensation” to attendees, and therefore taxable to the attendee.

Travel Arrangements. Attendees should strive to make air reservations at least 60-days in advance of travel to take advantage of advance purchase discounts. AUSA will make travel arrangement directly, when possible. If the attendee lives more than 400 miles from the class location, reimbursement is limited to the cost of airfare.

Travel Insurance. Travel insurance on airline or train tickets are not an allowable expense. AUSA does not reimburse expenses for additional travel insurance coverage.

Class of Service. It is AUSA’s standard to use non-refundable coach or economy fares to obtain the lowest logical fare available. Attendees are encouraged to explore a variety of resources to minimize trip expenses.

Class of Service Upgrades. Upgrades at the expense of AUSA are not permitted. Upgrades are allowed at the attendee’s personal expense. Frequent flyer miles may be used for upgrades if no additional expense to AUSA is incurred. First Class and economy plus upgrades at the expense of the AUSA are not permitted. If you require an upgrade for a medical need, please contact Angelina Flores at aflores@ausa.org.

Frequent Flyer Programs. Traveling attendees may retain frequent flyer program benefits. However, travelers may not refuse a low fare offering for accruing mileage on a specific carrier or in preference of a favorite airline. AUSA does not reimburse attendees for “mileage (or frequent flyer) booster” fees.

Global Entry or TSA Precheck. AUSA will not pay Global Entry or TSA Precheck program registration fees for attendees.

Baggage/Excess Baggage Fees. Airline baggage fees should be kept to a minimum. Attendees are allowed 1 checked baggage for your roundtrip. Charges for baggage needed only for personal travel immediately before and after business travel should not be expensed to AUSA.

Lost Baggage. AUSA will not reimburse attendees for personal items lost while traveling on business. Any claims for lost or damaged luggage or items must be made through the airline’s claim process.

Unused/Voided Airline Tickets. Attendees must make every effort to avoid unnecessary expense due to trip cancellation or change by making sure dates of travel are confirmed and final before booking tickets. A non-refundable airline ticket that is not used for the date of travel will have potential value if re-issued for a subsequent trip by the same traveler. Tickets may be valid for one year from the original date of issue, depending on specific airline rules.

Airport Parking. Attendees should use best judgment when selecting parking option available. Attendees can expense the cost of parking in airport lots or transportation to and/or from the airport, whichever is less expensive.

B. Meals

Personal Meal Expense. Personal meals are defined as meal expenses incurred by the attendee when dining out while attending the annual meeting.

Attendees will receive a complimentary event ticket for the Chapter Presidents Dinner (Sunday). There will be no other reimbursement for this meal. 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. As an example, 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.

Attendees must expense personal meals according to actual and reasonable cost. Good judgment should be used always regarding costs incurred for personal meals. Attendees are entitled to three meals per day. Itemized receipts for expenses are required as proof of expense.

Tipping. Tips and gratuities should be limited to 15%-20% of meal expense.

Alcohol Consumption. AUSA will **not** reimburse attendees for alcoholic beverages.

C. Lodging

Hotel Reservation. AUSA National will reserve 1 room for each attendee at the **Courtyard by Marriott Washington Downtown/Convention Center** (901 L St NW, Washington, DC 20001) or at the **Grand Hyatt Washington** (1000 H 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). Attendees must stay at their assigned hotel and may not request reimbursement for accommodations confirmed elsewhere.

Room Guarantee. If the room is booked through the AUSA master account, it is the attendee's responsibility to confirm that the arrival and departure dates are correct when they receive the confirmation, and to notify the AUSA if arrangements change as soon as possible.

Tipping. Housekeeping tips will be reimbursed to attendees with a limit of \$2-\$5.00 per day. Tips to bell hops will be reimbursed with a limit of \$1-\$5.00 per bag.

Lodging in a Private Residence. Attendees must stay at their assigned hotel and may not request reimbursement for accommodations confirmed elsewhere.

D. Ground Transportation

AUSA has arranged for Chapter Presidents to stay at the Courtyard by Marriott Washington Downtown/Convention Center (a hotel which directly borders the Convention Center) and Grand Hyatt Washington, DC. AUSA will not reimburse transportation (taxi, Uber, Metro, Et al.) taken between the hotel and Convention Center if you opt to stay in another hotel.

We will only 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.

Shuttle/Taxi. The most cost-effective option for ground transportation should be pursued. Hotel or airport shuttle service should be considered the first means of transportation to/from an airport, as such transportation typically is the most cost effective. Transportation by Taxi, "Uber" or other ride-share companies, or by subway or other mass-transit systems, may also be an acceptable ground transportation method under certain circumstances.

Taxi Tipping. Tips for taxi service should not exceed 20%. Tips should be included with the credit card transaction when using your personal credit card. Attendees who use ride-sharing services (such as Uber, Lyft, etc.) will not be reimbursed for a cash tip paid to the driver if a tip is already included in the fare charged to your credit card.

Car Service (Limousine and Sedan Service). Car service can be used only if other means of transportation (taxi/shuttle) are more expensive.

Rental Cars. Car rentals are not permitted and not reimbursable.

Reimbursement for Personal Vehicle Usage. Attendees traveling by personal automobile on a business trip on behalf of AUSA will be reimbursed on a “per mile” rate established and published each year by the IRS. This rate includes all gas charges. Attendees will be reimbursed for all tolls, parking, and for costs that are directly associated with the conduct of company business.

Telephone and Internet Usage

Cell Phones. Attendees should plan so they do not incur excessive roaming charges while traveling, especially while traveling from internationally. Attendees without a cell phone will be not reimbursed for calls made on paid calling devices (pay phones, phone cards, etc.). AUSA will not reimburse attendees for the cost of a personal cell phone, even if it is used for business purposes.

Internet. Wireless Internet hotspots/Wi-Fi; and Internet connections are not reimbursable.

Airline Rates (August 2022)

[Click here to access the airline rates.](#)

Appendix A. Allowable/Non-Allowable Expenses

Allowable/Non-allowable expenses (these guidelines are extracted from AUSA’s employee policy and not all provisions are applicable for your attendance at the annual meeting; the intent in providing this list is to give general, common sense direction. If you have any questions about applicability, please contact the Director of Chapter Support):

In general, AUSA’s policies, with respect to business expenses, strive to be consistent with the guidelines contained in the **Internal Revenue Service (IRS) Publication 463** (Travel, Entertainment, Gift, and Car Expenses), Tax Topic 511 (Business Travel Expenses), and 512 (Business Entertainment Expenses). For further details, please download the respective publications from the IRS web site.

Allowable Expenses

Listed below are other reimbursable travel, meals, and other fees associated for your travel:

- Items listed under Table A-1
- Parking in DC, only if you are driving
- Airfare; Train fare, taxis, rideshare services, tolls;
- Baggage charges (1 max roundtrip; each way);
- Meals while on travel;

Table A-1

<u>DAY</u>	<u>REIMBURSABLE TRAVEL EXPENSES</u>	<u>REIMBURSABLE MEALS</u> Up to \$25 per meal
Saturday, 8 October	<ul style="list-style-type: none"> Your home to 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; 1 checked baggage fee (if flying) 	Breakfast, lunch, dinner
<u>OR</u> Sunday, 9 October		Breakfast and lunch
Monday, 10 October	N/A	Breakfast, lunch, dinner
Tuesday, 11 October	N/A	Breakfast, lunch, dinner
Wednesday, 12 October	<ul style="list-style-type: none"> Your hotel in DC to your departure transportation hub (airport, train station, bus terminal) on travel days; Your local transportation hub (airport, train station, bus terminal) to Your home on travel days; 1 checked baggage fee (if flying) 	Breakfast, lunch, dinner
<u>OR</u> Thursday, 13 October		Breakfast, lunch, dinner

Non-Allowable Expenses

- Airline club membership dues, airport lounge fees;
- Barber shop/beauty salon;
- Business meals with staff, members or other stakeholders;
- Class of Service Upgrades (for flight, train, bus airline seats);
- Clothing and other personal items;
- Currency conversion, traveler's checks, and ATM bank fees;
- Damage to the attendee's vehicle while on travel;
- Expenses for travel companions/family members/pets;
- Expenses related to vacation or personal days while on a business trip;
- Fines for traffic violations and parking tickets;
- Health clubs and sports facilities (unless it is part of the hotel fee);
- Hotel deposits;
- Hotel costs, including deposit, for small committee meetings;
- In-flight telephone charges;
- Insurance: travel (ticket), baggage, life, personal property, personal accident, or additional Collision Damage Waiver (CDW/LDW) on rental vehicles;
- Late fees or finance charges;
- Laundry/Valet: for trips more than 5 business days or due to extreme weather conditions or other emergencies;
- Loss of cash advance money, paid airline tickets, personal funds;
- Loss of personal property - luggage, clothes, jewelry, laptops, electronics, and cell phones, etc;
- Luggage and briefcases;
- Medical expenses;
- Mini-bar refreshments;
- Movies (including in-flight and hotel in-house movies);
- Newspapers, books and magazines;
- No-show charges for hotel or car service that the attendee has booked on their own or through an AUSA meeting planner;
- Passport fees; TSA precheck fees; Global Entry fees; Nexus fees;
- Personal entertainment, including sports events and sightseeing tours;
- Personal postage costs, postcards;
- Personal property repairs or maintenance;
- Pro-shop and gift shop items (e.g., gum, candy or tobacco products) except food and beverage items that are substituting for a meal;
- Rental car and fees associated with the rental;
- Shoeshine;
- Spa Services (massages, facials, etc.);

- Transportation tickets upgrades (unless one of the previously mentioned exceptions apply);
- Wireless Internet hotspot/Wi-Fi; and Internet connections, faxes and postal charges.

Appendix B. Travel Reimbursement Status Update Definitions

Your voucher has been received and logged.

AUSA Chapter Support has your voucher. Thank you for your patience, we will process your voucher soon. Vouchers are processed in the order they are received. If you provided an email address on your voucher, you should have received an email letting you know you've reached this step. Remember, your voucher must still be examined and approved before being released for payment.

Your voucher has been assigned to the examiners.

Your voucher is being reviewed by Chapter Support; receipts and totals are being reviewed. This is the stage where we will contact you for additional information or questions we may have about your voucher. Once approved by Chapter Support we will release the voucher to our Accounting examiner.

Your voucher is awaiting final approval.

Once approved by Accounting, the payment system will release the funds.

Your voucher has been released for payment.

Please allow 7-10 business days for your payment to be reflected in your account.

Your voucher has been returned.

There was an error with your voucher, and we had to send it back to you for correction. Please confirm the corrective actions required and return for processing and payment.

If your voucher was missing receipt(s), error in dollar amount(s), or missing other requirements, your voucher will be emailed to you explaining what corrective action is needed in order to be ready for payment.

We do not have a record in our system.

We have not received your voucher form and receipts. Your voucher might be in transit if submitted by mail. We may have your voucher and it is not yet in the system. Please allow a few days for our staff to enter your information into the system then try again.

HOUSING

Chapter Housing Options

1. Chapter President Hotel Reservation (Deadline 16 August) **NOW CLOSED**

If you are a Chapter President/Representative, please complete the online form. The Courtyard Washington Downtown/Convention Center and the Grand Hyatt Washington, DC are the official hotels for the AUSA Chapter Presidents attending the Annual Meeting. AUSA is holding a limited number of rooms at each hotel and availability will be on a first-come, first-served basis.

2. Chapter Hotel Reservations (Deadline 9 August) **NOW CLOSED**

AUSA is holding a limited number of rooms at the AC Hotel Washington DC Convention Center and the Grand Hyatt, with a maximum of up to 2 rooms for each chapter, on a first come, first served basis. The confirmed rates are listed below, exclusive of tax. If you qualify for chapter housing and per diem housing, please contact Shelby Parish as soon as possible. Once your request has been received and approved by the AUSA, you will receive an email confirmation within 5 business days

- AC Hotel Washington DC Convention Center: \$309
- Grand Hyatt Washington DC: \$349

Special Housing Options for Best Chapters **NOW CLOSED**

Best Chapters will be announced late July. Chapters who qualify for Best Chapter will be eligible to book hotel rooms at the Marriott Marquis. The Chapter will be required to cover the cost of these rooms. Chapter Support have reach out to notify the qualifying Chapters and provide them with the special housing link for requesting these rooms.

Hotel Reservations through CMR

For Chapter's needing additional housing they can contact Convention Management Resources (CMR) to request a room https://meetings.ausa.org/annual/2022/hotel_travel.cfm.

CMR Customer Contact Center

U.S. and Canada: 855.971.2295

International: +1 202.831.0980

Secure Fax: +1 415.216.2546

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

Shelby Parish (Senior Meetings Manager) 703-907-2657 sparish@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. [WMATA Color System Map](#).

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.

Food and Beverage

Menus are available for the Walter E. Washington Convention Center, Marriott Marquis and the Renaissance Hotel by contacting Colleen Stembridge at cstembridge@ausa.org.

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 regarding those persons you are registering. Individuals with special housing accommodations should make that known to CMR when booking rooms.

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. [Click here to access the meeting space form](#). Please contact Colleen Stembridge at cstembridge@ausa.org for any questions about chapter events. There may be meeting space available at some of the hotels within the AUSA block.

Please contact Shelby Parish at sparish@ausa.org 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 Chapter Support at chaptersupport@ausa.org 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.

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 more than 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.

REGISTRATION

Registration includes both Ticketing and Badging. Pre-Badge Registration and Ticket Sales will be open mid-August.

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 years' 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. These forms are for **Chapter group registration only**.

If would like to register or purchase tickets individually for yourself (including industry groups, family and/or friends), then please register online at the [AUSA Annual Meeting Website](#). If you have any questions about the registration process, you can email your questions to Chapter Support at chaptersupport@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:

As a private association, AUSA reserves the right to deny admission or to cancel any registration without explanation. Registrants at AM 2022 should have an “identifiable relationship” with AUSA. The following are examples of acceptable demonstrations of such a relationship:

- AUSA Membership
- Any member of the US Armed Forces or their immediate family
- Employee of an exhibiting company
- Employee of an AUSA National Partner or Community Partner
- Civilian or contracted employee of the Federal Government
- Member of a designated U.S. military or veteran association
- Member of the military forces of foreign nations, or civilian embassy employee
- Military Cadet (service academies or JROTC/ROTC, OCS)
- Media
- Member of a Federal, State, Tribal or municipal law enforcement agency, a firefighter, or an EMT/EMS

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 “Chapter 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 7 th	0800 – 1700
Saturday, October 8 th	0800 – 1700
Sunday, October 9 th	0800 – 1800
Monday, October 10 th	0700 – 1830
Tuesday, October 11 th	0700 – 1730
Wednesday, October 12 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**. 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 2022 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 event, 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 Chapter Support Office (Angelina Flores at aflores@ausa.org) for special arrangements.

Tickets

Events are either “**Open**” (badge only required -- Opening Ceremony, access to the exhibit floor, Education & Programs 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 12. *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 19 September 2022**. 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 Chapter Support **NLT 19 September 2022**. 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 confirm with Angelina Flores at aflores@ausa.org. 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 Chapter Support office at National Headquarters (Angelina Flores at aflores@ausa.org) 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 Chapter Support 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 Chapter Support of discrepancies.

2022 Annual Meeting “By Invitation” and “Ticketed” Events

SUNDAY, 9 October 2022

Region Presidents Training (By Invitation)

National Museum of the United States Army

Attire: Business Casual

Chapter Presidents Dinner (By Invitation)

Marriott Marquis Hotel, Level M2, Salons 1-5

Attire: Business Casual

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 2021-30 June 2022) **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 Chapter Support **NLT 19 September 2022**. The awards that will be presented at this dinner are TBD.

MONDAY, 10 October 2022

Cadet Luncheon (By Invitation)

Marriott Marquis Hotel

Attire: ASU, or business attire

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. 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.

Sergeant Major of the Army Luncheon (Ticketed)

Marriott Marquis Hotel, Level M2, Salons 1-5

Attire: ASU

Tickets must be requested in advance. Please contact Chapter Support at chaptersupport@ausa.org for ticket requests for this event.

President's Reception (Ticketed)

Walter E. Washington Convention Center, Ballroom

Attire: ASU or business

TUESDAY, 11 October 2022

Warrant Officer Breakfast (Ticketed)

Walter E. Washington Convention Center

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

Dwight D. Eisenhower Luncheon (Ticketed)

Walter E. Washington Convention Center, Ballroom

Attire: ASU or business

WEDNESDAY, 12 October 2022

National Partner Breakfast (By Invitation)

Walter E. Washington Convention Center, Room

Attire: Business

AUSA's Meetings Directorate works with National Partner Member POCs directly on ticket distribution.

George Catlett Marshall Reception & Dinner (Ticketed)

Walter E. Washington Convention Center, Ballroom

Attire: Black tie, Dress Blue or Mess Dress.

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, Mark Haaland at mhaaland@ausa.org.

AWARDS

Award Recipient Tickets & RSVP

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 E). 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 21 September 2022. This is necessary for completing the event scripts. In the event a change is necessary in who will accept the award, please notify Chapter Support as soon as possible so the change can be made to the script.

The following chapter awards are presented at the events listed:

EVENT (NOTES)	DATE	AWARD
Chapter Presidents Dinner (1, 2, 3)	Sunday, 9 Oct	<ul style="list-style-type: none"> • Best Chapter and Best Chapter Overseas Streamer • Support to U.S. Army Recruiting Command • Support to Army Cadets • President's Club
Opening Ceremony (4,5)	Monday, 10 Oct	<ul style="list-style-type: none"> • Best Chapter Banner • Best Overseas Chapter Banner • Largest Chapter at end of Operating Year
		<ul style="list-style-type: none"> • Largest AC Division • Largest ARNG Division • Best USAR RSC
Cadet Luncheon	Monday, 10 Oct	<ul style="list-style-type: none"> • Best Community Enhancement Activities • Largest Company • Most Active Company
Region Breakfasts (6,7)	Wednesday, 12 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 • Greatest Percent Increase in Community Partner Membership • Excellence in Community Partner Growth • Greatest Reserve Component Increase • Best Support of Reserve Components • Excellence in Reserve Component Growth • Best General Membership Meetings • Take the Hill • Member Communications • Community Partner Support • Education & Programs 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 • AUSA Exceptional Service Award (one per Region) • Greatest % Increase in Govt. Civilian Membership. • Greatest Govt. Civilian Employee Membership

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 2021- 30 June 2022
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 Chapter Support 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 Chapter Support.
7. Provide the name(s) of award recipients to your Region Breakfast POC.

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, 9 Oct 1300	REQUIRED	
Chapter Presidents Dinner*	Sunday, 9 Oct; 1900	REQUIRED	
Guard and Reserve Event (TBD)	Monday, 10 Oct; 0730	Optional	YES
Opening Ceremony**	Monday, 10 Oct; 0930	YES	YES
Cadet Luncheon	Monday, 10 Oct; 1230	Optional	NO
President's Reception	Monday, 10 Oct; 1830	YES	YES
Chapter President's & Delegates Workshop	Tuesday, 11 Oct; 0800	YES	REQUIRED
Eisenhower Luncheon	Tuesday, 11 Oct; 1230	YES	Optional
Region Breakfasts	Wednesday, 12 Oct; 0700	YES	YES
George C. Marshall Reception & Dinner	Wednesday, 12 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 Chapter Support point of contact.

Note: Chapter representatives will not receive meal reimbursements for any complimentary event(s) (Chapter Presidents Dinner).

TAB A - Milestone/Chapter 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	DAC award Nominations due to Region Presidents
3 June	DAC Award Nominations due to Steve Canonico at scanonico@ausa.org at AUSA National 2022 AUSA Individual Awards Due to National
14 June	Army Ten-Miler Priority Registration opens at 7 am Eastern Time www.armytenmiler.com Army Ten Miler General & Team Registration opens at 7 am Eastern Time - maximum of 35,000 runners ATM Race-weekend Volunteer Registration opens Army Ten Miler – Registration Transfer Program opens – See website for details Online ATM Youth Run registration opens (Army Ten Miler)
9 June	Housing opens! Chapters can begin reserving rooms by going online or call the number listed
Mid-July	Registration & Ticket Sales Open
22 July	Awards Committee Meeting – Awardees will be posted in CLP on afternoon of 23 July
Mid-August	Chapter Support Distributes Award Notifications/RSVP Form
19 August	Last day for chapters to supply a rooming list to the Housing Bureau. Last day for chapters to reserve rooms. (Chapter Presidents/ Representatives)
End of August	VIP Invitations are emailed
19 September	Last day for chapter Ticket Request Forms with full payment to Chapter Support. 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 Chapter Support.
22 September	Chapters notify Chapter Support of award recipients.
24 September	Housing reservations close for all. 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.
Date TBD October	Region Presidents will provide breakfast guarantees

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

The process for ordering tickets for the chapter has changed from last year. Please refer to the page [2022 ANNUAL MEETING CHAPTER INFORMATION PAGE](#) to get the latest information about ticket orders.



10-12 OCTOBER | WASHINGTON, DC | WWW.AUSA.ORG/AM

CHAPTER TICKET REQUEST FORM

CHAPTER NAME: DATE:

CHAPTER POINT OF CONTACT:

CHAPTER POSITION:

BILLING ADDRESS:

E-MAIL: PHONE:

TICKET ORDER

	QUANTITY	PRICE PER TICKET	TOTAL TICKETS PRICE
SUNDAY, 9 OCTOBER			
Chapter Presidents Training <i>(National Museum of the United States Army)</i> ¹	<input type="text"/>	BY INVITATION	CLICK HERE TO FILL OUT THE REQUIRED WAIVER FORM
Chapter Presidents Dinner ²	<input type="text"/>	BY INVITATION	
MONDAY, 10 OCTOBER			
Guard and Reserve Breakfast	<input type="text"/>	\$55	\$ 0.00
Opening Ceremony [†]		NO TICKET REQUIRED	
Army Cadet Luncheon ³	<input type="text"/>	COMPLIMENTARY	
Sergeant Major of the Army Luncheon ⁴	<input type="text"/>	COMPLIMENTARY	
President's Reception	<input type="text"/>	\$65	\$ 0.00
Guard and Reserve Reception	<input type="text"/>	\$55	\$ 0.00
TUESDAY, 11 OCTOBER			
Dwight D. Eisenhower Luncheon <i>(Individual seats)</i>	<input type="text"/>	\$80	\$ 0.00
Dwight D. Eisenhower Luncheon <i>(Table - 8 seats)</i>	<input type="text"/>	\$640	\$ 0.00
WEDNESDAY, 12 OCTOBER			
George C. Marshall Dinner <i>(Individual seats)</i>	<input type="text"/>	\$130	\$ 0.00
George C. Marshall Dinner <i>(Table - 8 seats)</i>	<input type="text"/>	\$1,040	\$ 0.00

PAYMENT TYPE: TOTAL AMOUNT DUE: \$ 0.00

Please make sure to **SAVE** this file after completing your order
and email this form to Chapter Support at chaptersupport@ausa.org.

Ticket Order Cancellation Policy:

Cancellations must be made in writing **by 19 September 2022** for a full refund. After that date, refunds will be made if the table or seat(s) can be resold.

TAB C - On-Line Badge Requests

Please visit the [2022 ANNUAL MEETING CHAPTER INFORMATION PAGE](#) to download the badge request excel file to register your chapter officers and guests.

Any badge requests that does not have the required information provided will not be processed and the individual(s) will have to register individually at the Annual Meeting website or in-person.

1. Download the **badge request file** and save the file to your device
2. Select your CHAPTER from the dropdown menu

Select your chapter from the drop-down menu.											
REQUIRED FIELDS											
CHAPTER	Retired Military?	RANK / PREFIX	FIRST NAME	LAST NAME	CHAPTER POSITION	IF RETIRED MILITARY, SELECT BRANCH	MEMBER #	EMAIL	MOBILE NUMBER (USED FOR NOTIFICATIONS)	Relationship	Address

3. Fill in the required information for each attendee. For non-members, we require you to provide additional information such as relationship to the member and address.

NON-MEMBERS ONLY REQUIRED FIELDS						
<i>Please fill in the address information, if different from member's address</i>						
MOBILE NUMBER (USED FOR NOTIFICATIONS)	Relationship to Member	Address 1	Address 2	City	State	Postal Code

4. Once you're done completing the roster of attendees, save the file, and send the badge list to Chapter Support at chaptersupport@ausa.org

TAB D - Sample Chapter Confirmation Spreadsheet

1	A	B	BADGES			TICKETS										P
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 E - Sample Award Notification/RSVP Form

****AVAILABLE IN AUGUST****

Submit this RSVP form to Chapter Support at chaptersupport@ausa.org no later than 19 September 2022.

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 F - 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, Chapter Support 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						X																													
	ID	Mail Code	Name	RATE CODE	ZIP	CHAP	CHAPDN	CIVLUNI	CIVLUNI	CONGRKFS	CORPLUN	EISLUN	EISLUN	GCMDN	GRBKFS	GRREC	HTRD	HTRL	INTLBKST	INTLREC	DC	PRESREC	ROTCUN	SMALUN	SMALUN	SPOUSELUN	SWOBKFS	TOUR							
3	182188	G27	COL Carl R. Venditto	VIP	06489	1101																													
4	473802	G55A	MajGen Theobaldus 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	BG 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												
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 Chapter Support at chaptersupport@ausa.org so we can merge records.