



# ANNUAL MEETING & EXPOSITION

**A PROFESSIONAL DEVELOPMENT FORUM**



# CHAPTER LEADERS GUIDE

**11-13 OCTOBER | WASHINGTON, DC**

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## Chapter Leaders Guide V2 - as of 15 July 2021

### 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 2021, 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, 10 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 .56 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 2021 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 .56 cents/mile for your round-trip reimbursement for driving. This would be the maximum that we could reimburse for a flight.

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 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) 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). 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)**.

## ***2021 Taxi/Uber/Lyft/Metro Policy***

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. **AUSA will no longer 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



# HOUSING

**The online terminal for making reservations will be available on 7 July 2021 1200 EDT.**

## ***Chapter Housing Options (Deadline 23 August)***

- **Chapter President Hotel Reservation**

If you are a Chapter President, please complete the online 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 the rooms have been exhausted at the Courtyard by Marriott Washington Downtown/Convention Center, Chapter Presidents/representatives will be assigned rooms at the Grand Hyatt Washington.

Please visit the [2021 Annual Meeting – Chapter Information](#) Page to book your room(s).

- **Chapter Hotel Reservations**

Chapters also have the option to book hotels rooms in the AUSA room block at the [Grand Hyatt Washington](#) or at the [AC Hotel Washington DC Convention Center](#). Due to the limited block of rooms available at the AC Hotel and at the Grand Hyatt Washington, these rooms will only be available on a first come first serve basis.

Please visit the [2021 Annual Meeting – Chapter Information](#) Page to book your room(s).

- **Special Housing Options for Best Chapters**

Best Chapters will be announced after 22 July 2021. 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 Link for requesting these rooms.

Please visit the [2021 Annual Meeting – Chapter Information](#) Page to book your room(s).

## ***Hotel Reservations through CMR***

For Chapter's needing additional housing they can contact Convention Management Resources (CMR) to request a room beginning at noon Eastern Time on July 7<sup>th</sup>.

(<https://meetings.ausa.org/annual/2021/housing.cfm>)

### **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:

**Shelby Parish**  
Senior Meetings Manager  
703-907-2657

## 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. 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 Hayley Rollins at [hrollins@ausa.org](mailto:hrollins@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 with regard to 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. Please contact Hayley Rollins at [rollins@ausa.org](mailto:rollins@ausa.org) for an event request form. There may be meeting space available at some of the hotels within the AUSA block.

Please contact Shelby Parish at [sparish@ausa.org](mailto: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 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/](http://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: 15 July - 5 October 2021.

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 (<https://meetings.ausa.org/annual/2021/index.cfm>). If you have any questions about the registration process you can email your questions to Gwen Bobst at [gbobst@ausa.org](mailto:gbobst@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 8 <sup>th</sup>	0800 – 1700
Saturday, October 9 <sup>th</sup>	0800 – 1700
Sunday, October 10 <sup>th</sup>	0800 – 1800
Monday, October 11 <sup>th</sup>	0700 – 1830
Tuesday, October 12 <sup>th</sup>	0700 – 1730
Wednesday, October 13 <sup>th</sup>	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 (<https://meetings.ause.org/annual/2021/index.cfm>). 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 2021 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 Chapter Support Office (Angelina Flores at [aflores@ause.org](mailto:aflores@ause.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 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 22 September 2021**. 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 22 September 2021**. 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 Gwen Bobst at [gbobst@ausa.org](mailto:gbobst@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](mailto: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.

## **Annual Meeting 2021 “By Invitation” and “Ticketed” Events**

### **SUNDAY, 10 October 2021**

#### **Chapter Presidents Dinner**

Sunday, 10 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 2020 – 30 June 2021) **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 22 September 2021**. Dress is casual. The awards that will be presented at this dinner are TBD.

### **MONDAY, 11 October 2021**

#### **Guard/Reserve Breakfast**

Held on Monday, 11 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 \$55.00 (Members) / \$75.00 (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 Chapter Support NLT 22 September 2021 of the name of the person who will receive the award.**

#### **Cadet Luncheon**

Monday, 11 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 \$60 for members (\$80 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, 11 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). 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 \$60 Member or \$80 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 Chapter Support NLT 22 September 2021 of the name of the person who will receive the award.**

### **Sergeant Major of the Army Luncheon**

Monday, 11 October, October at the Walter E. Washington D.C. Convention Center. This is a “**Ticketed**” event, tickets must be requested in advance. Please contact Gwen Bobst ([gbobst@ausa.org](mailto:gbobst@ausa.org)) for ticket requests for this event.

### **President's Reception**

Monday evening, 11 October, at the Walter E. Washington Convention Center Ballroom. This is a “**Ticketed**” event. Price per ticket is \$65.00 (Members); \$80.00 (Non-members). Dress is Army Service Uniform or business attire. There will not be a receiving line.

## **TUESDAY, 12 October 2021**

### **Warrant Officer Breakfast**

Tuesday morning, 12 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 \$40.00 (Members); \$60 (Non-members).

### **Dwight D. Eisenhower Luncheon**

Tuesday, 12 October, at the Walter E. Washington Convention Center Ballroom. This is a “**Ticketed**” event. Individual seats are \$80.00 (members); \$100.00 (Non-members). Dress is Duty uniform or business attire.

## **WEDNESDAY, 13 October 2021**

### **National Partner Luncheon**

Wednesday, 13 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, 13 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 \$65.00 (Members); \$85.00 (Non-members) and full tables, \$680.00. 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 Chapter Support NLT 22 September 2021 of the name of the person who will receive the award.**

### **George Catlett Marshall Reception & Dinner**

Wednesday, 13 October, at the Walter E. Washington Convention Center Ballroom. This is a “**Ticketed**” event. Individual seats are \$130.00 (Members); \$155.00 (Non-members). Dress is 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](mailto:mhaaland@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 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 22 September 2021. 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	DATE	AWARD	NOTES
Chapter Presidents Dinner	Sunday, 10 Oct	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	1, 2
Guard and Reserve Breakfast	Monday, 11 Oct	<ul style="list-style-type: none"> <li>• Greatest Reserve Component Increase</li> </ul>	1
Opening Ceremony	Monday, 11 Oct	<ul style="list-style-type: none"> <li>• Best Chapter</li> <li>• Best Overseas Chapter</li> <li>• Largest Chapter at end of Operating Year</li> </ul>	1, 4, 5
		<ul style="list-style-type: none"> <li>• Largest AC Division</li> <li>• Largest ARNG Division</li> <li>• Best USAR RSC</li> </ul>	1, 5, 6
Cadet Luncheon	Monday, 11 Oct	<ul style="list-style-type: none"> <li>• Best Community Enhancement Activities</li> <li>• Largest Company</li> <li>• Most Active Company</li> </ul>	
Community Partner Luncheon	Monday, 11 Oct	<ul style="list-style-type: none"> <li>• Greatest Percent Increase in Community Partner Membership</li> <li>• Excellence in Community Partner Growth</li> </ul>	
Region Breakfasts	Wednesday, 13 Oct	<ul style="list-style-type: none"> <li>• Superior Chapter</li> <li>• Eagle Chapter</li> <li>• Largest Chapter*</li> <li>• Merit Chapter</li> <li>• Special Awards</li> <li>• Family Programs</li> <li>• Greatest % Increase in Membership</li> <li>• Greatest % Increase in Retired Soldier Membership</li> </ul>	*3, 7



		<ul style="list-style-type: none"> <li>• Best Support of Reserve Components</li> <li>• Excellence in Reserve Component Growth</li> <li>• Best General Membership Meetings</li> <li>• Take the Hill</li> <li>• Member Communications</li> <li>• Community Partner Support</li> <li>• Education &amp; Programs Streamer</li> <li>• Army Birthday</li> <li>• ROTC Support</li> <li>• USAREC Support</li> <li>• Army History Streamer</li> <li>• Vietnam Commemorative Partner</li> <li>• Volunteer Development</li> <li>• Soldier for Life</li> <li>• Department of the Army Civilian Support</li> <li>• Regional Awards</li> <li>• Young Professionals</li> </ul>	
DA Civilian Luncheon	Wednesday, 13 Oct	<ul style="list-style-type: none"> <li>• AUSA Exceptional Service Award (one per Region)</li> <li>• Greatest % Increase in Govt. Civilian Membership.</li> <li>• Greatest Govt. Civilian Employee Membership</li> </ul>	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 2020- 30 June 2021
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 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, 10 Oct 1300	<b>Required</b>	
Chapter Presidents Dinner*	Sunday, 10 Oct; 1900	Yes	<b>Required</b> (Optional Guest)
Guard and Reserve Breakfast	Monday, 11 Oct; 0730	Optional	YES (if Chapter is receiving an award)
Opening Ceremony	Monday, 11 Oct; 0930**	YES	YES
Cadet Luncheon	Monday, 11 Oct; 1230	Optional	NO
Community Partner Luncheon	Monday, 11 Oct; 1230	Optional	YES
President's Reception	Monday, 11 Oct; 1830	YES	YES
Chapter President's & Delegates Workshop	Tuesday, 12 Oct; 0800	YES	<b>Required</b>
Eisenhower Luncheon	Tuesday, 12 Oct; 1230	YES	Optional
Region Breakfasts	Wednesday, 13 Oct; 0700	YES	YES
DA Civilian Luncheon	Wednesday, 13 Oct; 1200	YES	YES
GA George C. Marshall Reception & Dinner	Wednesday, 13 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 complimentary events (Chapter Presidents Dinner, Community Partner Luncheon, DA Civilian Luncheon).**

## TAB A - 2021 Annual Meeting Milestones & Suspense Dates

Date	Milestone/Chapter Suspense
Opens 1 May	Applications for Hooah Tents. See ATM website: <a href="http://www.armytenmiler.com/race-org/hooah-tent">www.armytenmiler.com/race-org/hooah-tent</a>
1 May	DAC award Nominations due to Region Presidents
3 June	DAC Award Nominations due to Steve Canonico at <a href="mailto:scanonico@ausa.org">scanonico@ausa.org</a> at AUSA National 2021 AUSA Individual Awards Due to National
14 June	Army Ten-Miler Priority Registration opens at 7 am Eastern Time <a href="http://www.armytenmiler.com">www.armytenmiler.com</a> 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)
7 July	Housing opens! Chapters can begin reserving rooms by going online or call the number listed
15 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
23 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
22 September	Chapters notify Chapter Support of award recipients.
22 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.
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 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.

ALL chapter ticket order requests need to be ordered using the fillable PDF form found on the [2021 Annual Meeting – Chapter Information](#).

Please make sure to **SAVE** the file after completing your order and email the completed chapter ticket request form to Chapter Support at [chaptersupport@ausa.org](mailto:chaptersupport@ausa.org)



### 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
<b>SUNDAY, 10 OCTOBER</b>			
Chapter Presidents Training *		NO TICKET REQUIRED	
Chapter Presidents Dinner *		BY INVITATION	
<b>MONDAY, 11 OCTOBER</b>			
Guard and Reserve Breakfast <sup>2</sup>		\$55	\$ 0.00
Opening Ceremony *		NO TICKET REQUIRED	
Community Partner Luncheon		COMPLIMENTARY	
Army Cadet Luncheon <sup>3</sup>		COMPLIMENTARY	
Sergeant Major of the Army Luncheon <sup>4</sup>		COMPLIMENTARY	
President's Reception		\$65	\$ 0.00
<b>TUESDAY, 12 OCTOBER</b>			
Chapter Presidents & Delegates Workshop *		NO TICKET REQUIRED	
Dwight D. Eisenhower Luncheon (Individual seats)		\$80	\$ 0.00
Dwight D. Eisenhower Luncheon (Table - 10 seats)		\$800	\$ 0.00
<b>WEDNESDAY, 13 OCTOBER</b>			
Army Civilian Luncheon <sup>5</sup> (First 3 complimentary)		COMPLIMENTARY	
Army Civilian Luncheon <sup>5</sup> (Individual seats)		\$65	\$ 0.00
George C. Marshall Dinner (Individual seats)		\$130	\$ 0.00
George C. Marshall Dinner (Table - 10 seats)		\$1,300	\$ 0.00
PAYMENT TYPE: _____	TOTAL AMOUNT DUE:		<b>\$ 0.00</b>



### PAYMENT INFORMATION

Please make sure to **SAVE** this file after completing your order and email this form to: Chapter Support at [chaptersupport@ausa.org](mailto:chaptersupport@ausa.org).

#### PAY BY CREDIT CARD

If paying by credit card, a payment link will then be sent to the e-mail address provided above.

#### PAY BY CHECK

Please include a copy of the ticket form and/or invoice when mailing check.

Payable to:  
ASSOCIATION OF THE UNITED STATES ARMY

Mail to:  
AUSA  
ATTN: Chapter Support  
2425 Wilson Blvd.  
Arlington, VA 22201

**Ticket Deadline**  
Completed Chapter Ticket Request forms and full payment must be submitted to AUSA Chapter Support NLT 22 September 2021. Ticket requests are filled on a first come, first served basis. Table assignments will NOT BE HELD OR MADE without payment.

**Ticket Refunds**  
To receive refunds for ticket purchases, cancellations must be made in e-mail writing and must be received by Chapter Support NLT 22 September 2021. Cancellations made after that date will be refunded ONLY IF TICKET(S) ARE RESOLD.

#### NOTES

<sup>1</sup> No physical tickets will be provided for this event; the count is to help determine seating requirements.

<sup>2</sup> The notification of which awards (if any) the chapter will receive at this event will indicate the number of tickets available. Chapters will be notified shortly after the award announcements of the maximum number of tickets available for this event and orders should include tickets for state presidents.

<sup>3</sup> Chapters receiving an award at this event are eligible for two complimentary tickets.

<sup>4</sup> This event is limited to Senior ROTC/ Military Academy cadets, Professors of Military Science and Cadre. Order only if the chapter is sponsoring cadets. Ticket requests will be reviewed by Chapter Support Team.

<sup>5</sup> Order only if the chapter is requesting tickets for NCOs & Soldiers. Ticket requests will be reviewed by NCOs & Soldiers Programs Directorate.

<sup>6</sup> Chapters will receive 3 complimentary tickets plus 2 additional complimentary tickets if the Regional DAC of the Year Award winner is from their chapter.

**Questions?**  
Contact Chapter Support at [chaptersupport@ausa.org](mailto:chaptersupport@ausa.org)

## Ticket Order Cancellation Policy:

Cancellations must be made in writing **by 22 September 2021** 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 [2021 Annual Meeting – Chapter Information](#) page to download the **2021AM-BLANK CHAPTER BADGE REQUEST** excel file to register your chapter officers and guests.

### **NEW FOR 2021**

The DC Department of Health requires AUSA to collect and retain names and basic contact information (email address, mobile phone number and preferred texting address) for each attendee and event worker, should they need to perform contact tracing. All official and exhibitor-appointed contractors must collect and retain this information for their personnel as well. This information will be retained for at least three months after the event.

**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 **2021AM-BLANK CHAPTER BADGE REQUEST** and save the file to your device
2. Select your CHAPTER from the dropdown menu

	A	B	C	D	E	F	G	H	I	J	K
1		Select your chapter from the drop-down menu.									
2		<b>REQUIRED FIELDS</b>									
3		CHAPTER	Retired Military?	RANK / PREFIX	FIRST NAME	LAST NAME	CHAPTER POSITION	IF RETIRED MILITARY, SELECT BRANCH	MEMBER #	EMAIL	MOBILE NUMBER (USED FOR NOTIFICATIONS)
4											
5											
6											
7											
8											

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.

	K	L	M	N	O	P	Q
	your ch drop-dov	<b>NON-MEMBERS ONLY REQUIRED FIELDS</b>					
		<i>Please fill in the address information, if different from member's address</i>					
	ER	MOBILE NUMBER (USED FOR NOTIFICATIONS)	Relationship to Member	Address 1	Address 2	City	State

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](mailto:chaptersupport@ausa.org)

## TAB D - Sample Chapter Confirmation Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1			BADGES			TICKETS										OPENING CEREMONY
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	
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

**\*\*Submit this RSVP form to Gwen Bobst at [gbobst@ausa.org](mailto:gbobst@ausa.org) no later than 22 September 2021.**

2019 ANNUAL MEETING CHAPTER AWARDS NOTIFICATION LETTER			
CHAPTER # - CHAPTER NAME			
CHAPTER PRESIDENT			
<b>Sunday, October 13, 2019</b>			
1800 - 2300 Chapter Presidents Dinner Marriott Marquis Level M2, Salon 1-5	Best Chapter Greatest % Increase in Membership Chapter of Excellence	Award(s)	Award Recipient(s)* Tickets Available: 2    Tickets Requested: <input type="text"/>
			Guest: <input type="text"/>
<b>Monday, October 14, 2019</b>			
0730 - 0900 MGS Robert G. Moorhead Guard Reserve Breakfast Convention Center Room 146 ABC	Greatest % Increase in Reserve Component Members	Award(s)	Award Recipient(s)*
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	Greatest % Increase in Community Partners Excellence in Community Partner Growth		
<b>Wednesday, October 16, 2019</b>			
0700 - 0930 Region Breakfast Marriott Marquis Level M2	Superior Chapter Meet Chapter Chapter of Distinction DAR 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 ARCC Support Army History Army Birthday Professional Development Department of the Army Civilian Support Soldier for Life Volunteer Development Support to USAREC	Award(s)	Award Recipient(s)* <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 1st/European Salon 6 2nd Salon 5 3rd Salons 9-10 4th Salons 3-4 5th/6th/7th Salons 1-2 Pacific Salons 7-8			
1200 - 1400 Department of the Army Civilian Luncheon Marriott Marquis Level M2, Salon 5	Greatest % Increase in Government Civilian Membership		DAC of the Year: DAC of the Year Guest:

\*Chapter President or Representative  
Please provides 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 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	ID	Mail Code	Name	RATE CODE	ZIP	CHAP	X	CHAPDIN	CWLUNI	CWLUNI	CONGBKST	CORPLUN	EISLUN	EISLUN	GCMUN	GRBKST	GRREC	HTRD	HTRL	INTLBKST	INTLREC	OC	PRESREC	ROTCLUN	SMALUN	SHALUN	SPOUSELUN	SWOBKST	TOUR
3	182188	G27	COL Carl R. Venditto	VIP	06489	1101										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					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 Gwen Bobst at [gbobst@ausa.org](mailto:gbobst@ausa.org) so we can merge records.