

2013 AUSA

ANNUAL MEETING AND EXPOSITION

A Professional Development Forum



HOTEL RESERVATIONS AND MEETING SPACE

21-23 OCTOBER 2013

Walter E. Washington Convention Center, Washington, D.C.

www.ausa.org

SCHEDULE

Following is the program structure for the Annual Meeting, all events and speakers are subject to change.

MONDAY, 21 OCTOBER	
0700 – 0900	Sergeant Major of the Army Conference
0730 – 0900	Army National Guard/Army Reserve Leadership Breakfast
0900 – 1700	Exhibits Open: Halls A, B, C, D & E
0930 – 1115	Opening Ceremony, Keynote Speaker: Secretary of the Army
1230 – 1430	Corporate Member Luncheon
1230 – 1430	ROTC Luncheon
1230 – 1430	Sergeant Major of the Army Awards Luncheon (CSMs, GOs, NCOs & Soldiers of the Year)
1300 – 1700	AUSA Book Program Author Presentations
1300 – 1600	AUSA Military Family Forum I
1400 – 1600	ILW Contemporary Military Forums
1400 – 1600	Retiree Seminar
1730 – 1830	International Military VIP Reception
1830 – 2015	President's Reception Honoring: The Secretary of the Army, The Chief of Staff of the Army, The Sergeant Major of the Army
TUESDAY, 22 OCTOBER	
0730 – 0930	Congressional Staffers Breakfast
0800 – 0900	International Military VIP and Industry Networking Breakfast
0800 – 1100	Chapter Presidents and Delegates Workshop
0830 – 1100	SMA Professional Development Forum
0900 – 1700	Exhibits Open: Halls A, B, C, D & E
0900 – 1100	Warrant Officer Professional Development Seminar
0900 – 1130	AUSA Military Family Forum II
1000 – 1200	ILW Contemporary Military Forums
1000 – 1130	Director, Army National Guard Seminar
1130 – 1215	Dwight David Eisenhower Reception Exhibit Halls A, B, C, D & E
1230 – 1430	Dwight David Eisenhower Luncheon Speaker: Chief of Staff of the Army
1400 – 1700	AUSA Military Family Forum III

1430 – 1600	Chief, Army Reserve Seminar
1430 – 1630	ILW Contemporary Military Forums
1500 – 1700	CSM Army National Guard Breakout Session
1500 – 1700	CSM Army Reserve Breakout Session
WEDNESDAY, 23 OCTOBER	
0700 – 1000	AUSA Region Breakfast Meetings
0900 – 1100	Pre-Retirement/Survivor Benefit Plan Briefing
0900 – 1200	AUSA Military Family Forum IV
0900 – 1700	Exhibits Open: Halls A, B, C, D & E
0930 – 1130	Institute of Land Warfare Paper Presentations
0930 – 1130	ILW Contemporary Military Forums
0930 – 1130	Army Civilian Professional Development Seminar
0930 – 1300	Outstanding Soldiers Tour of Arlington National Cemetery and Washington, D.C.
1130 – 1330	Sustaining Member Reception and Luncheon
1200 – 1400	Department of the Army Civilian Luncheon
1430 – 1600	ILW Contemporary Military Forums
1800 – 1930	George Catlett Marshall Memorial Reception and Dinner



HOUSING INFORMATION

Please make your room reservations at our official conference hotels, where we have negotiated contracts on your behalf to give you the best value and price. By doing so, you help ensure our ability to continue to offer affordable housing at future meetings.

AUSA Hotels	Address	Distance from Convention Center	Rates Starting at
Best Western Georgetown Suites	1121 New Hampshire Avenue NW, Washington, DC 20037	1.5 miles	GOVT RATE
Churchill Hotel	1914 Connecticut Avenue NW, Washington, DC 20009	1.7 miles	\$240
Donovan House	1155 14th Street NW, Washington, DC 20005	7 Blocks	\$290
Doubletree Washington	1515 Rhode Island Avenue NW, Washington, DC 20005	.8 miles	\$244
Embassy Suites Convention Center	900 10th Street NW, Washington, DC 20001	3 Blocks	\$298
Fairfax at Embassy Row	2100 Massachusetts Avenue NW, Washington, DC 20008	1.5 miles	\$300
Four Points by Sheraton Downtown	1201 K Street NW, Washington, DC 20005	4 Blocks	\$297
Grand Hyatt Washington	1000 H Street NW, Washington, DC 20001	1 Block	\$328
Hampton Inn	901 6th Street NW, Washington, DC 20001	2 blocks	\$305
Hotel Helix	1430 Rhode Island Avenue NW, Washington, DC 20009	.8 miles	\$285
Hotel Rouge	1315 16th Street NW, Washington, DC 20036	1 mile	\$285
Hyatt Regency Capitol Hill	400 New Jersey Avenue NW, Washington, DC 20001	10 Blocks	\$299
JW Marriott	1331 Pennsylvania Avenue, Washington, DC 20004	9 Blocks	\$328
Marriott at Metro Center	775 12th Street NW, Washington, DC 20005	5 Blocks	\$306
Melrose Hotel	2340 Pennsylvania Avenue, Washington, DC 20037	2 miles	\$244
Morrison Clark Hotel	1015 L Street NW, Washington, DC 20001	2 blocks	\$308
The Normandy Hotel	2118 Wyoming Avenue NW, Washington, DC 20008	2 miles	\$274
Phoenix Park Hotel	520 N. Capitol St, NW, Washington, DC 20001	1.1 Miles	\$244
Renaissance Washington	999 9th Street NW, Washington, DC 20001	1 Block	\$315
The Madison Hotel	1177 15th Street NW, Washington, DC 20005	7 blocks	\$318
The Mayflower, a Renaissance Hotel	1127 Connecticut Avenue NW, Washington, DC 20036	9 Blocks	\$322
W Washington DC	515 15th Street N.W, Washington, DC 20004	1.1 Miles	\$349
Washington Court Hotel	525 New Jersey Avenue NW, Washington, DC 20001	10 Blocks	\$272
Washington Plaza Hotel	10 Thomas Circle NW, Washington, DC 20005	7 blocks	\$291

Please note rates do not include 14.5% occupancy tax.

* Limited Per Diem rates available

IMPORTANT INSTRUCTIONS

On-Line: Housing will be open for chapters only beginning 1 May 2013. Housing will open for all other attendees on 15 May 2013. To make your housing reservation on-line, 24 hours-a-day, 7 days-a week, go to www.ausa.org and follow the link to housing. You may also revisit the site and make necessary cancellations, date and name changes.

Confirmations: Reservations booked online will be confirmed immediately. Reservations requested via fax, mail or email will be processed within three (3) business days of receipt of your request.

Changes and Cancellations: Any and all changes (pending hotel availability) to existing reservations must be made through Travel Planners, Inc. until three (3) days prior to arrival. After this time, you must contact your hotel directly. Cancellations to existing reservations must be made by and in accordance with the hotel cancellation policy as outlined in your reservation confirmation email. Be sure to confirm your departure date upon check-in as some hotels may charge an early departure fee.

HOUSING INFORMATION CONTINUED



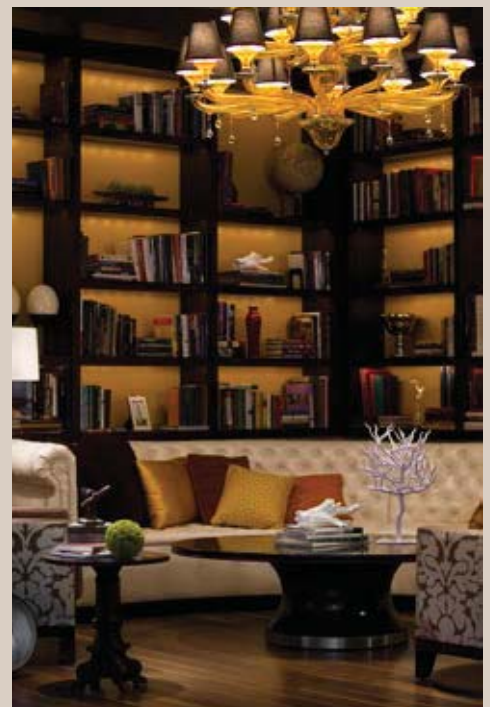
Hotel Preference: Please be aware that your first choice for a hotel may not be available. Please include all four (4) choices on the housing form when you send it in. Every effort will be made to honor your request. Submission of form does not guarantee placement. Forms received by fax, mail or email will be processed on 1 May for Chapters, and 15 May for all other attendees.

Military Rates: There are an extremely limited number of rooms available at the military rate within the AUSA hotel block. They can be booked on-line or via the Housing Request Form. However, the rate is only available to U.S. military/ government personnel, who must present government ID upon check-in for the rate to be honored.

Group Room Blocks: Room blocks of ten (10) or more rooms may be requested on-line or via the Group Hotel Reservation Form. You will receive a confirmation email from Travel Planners within five (5) business days. If you do not receive confirmation within five (5) business days, please contact Travel Planners at 800-221-3531. Groups are required to electronically sign a Group Booking Agreement (GBA), acknowledging terms and conditions, within two (2) business days of date of issue.

Reservations must be guaranteed by major credit card (American Express, Visa, Master Card and Discover) or a check drawn on a U.S. bank, made payable to Travel Planners, Inc. You may provide one (1) credit card number for all reservations within your block or you may provide separate, individual credit card numbers for each reservation within your block. If your guarantee is not received within five (5) days of receipt of confirmation, your rooms are subject to cancellation. Rooms without names are subject to cancellation.

President's Club: Chapters qualify for the President's Club by attaining their membership goal in ten out of the twelve months of operational year, ending 30 June 2013. Chapters that have qualified for the President's Club will be able to reserve up to five rooms at the Renaissance Hotel or the Grand Hyatt Hotel. A form for reserving these rooms will be sent to all Presidents' Club Chapters by Regional Activities at the end of the operational year, 30 June 2013.



MEETING SPACE, FUNCTION ROOMS, OFFICES, & OPS CENTERS

There is no length-of-show meeting space for operation centers or offices available at the Walter E. Washington Convention Center.

There is limited meeting space available for date and time specific events (such as lunch, scheduled conferences, receptions, etc.) Please complete the enclosed and return to AUSA. For any questions concerning such meeting space, please contact:

Ms. Christine Gutermuth, CMP
Meetings Manager, AUSA
2425 Wilson Boulevard
Arlington, VA 22201
Direct (703)907-2687
Fax (703)243-2589
cgutermuth@ausa.org

The Renaissance Hotel has meeting rooms available for office space, meeting space or events, please contact:

Ms. Sarah Kessler
Event Manager
Renaissance Hotel
999 9th Street NW
Washington, DC 20001
Direct (202)682-3421
sarah.kessler@renaissancehotels.com

The Grand Hyatt also has suites and meeting space available. Please book suites through the room reservation process. Meeting space can be booked by contacting:

Mr. Loren Schields
Senior Convention Services Manager
Grand Hyatt Washington
1000 H Street NW
Washington, DC 20001
Direct (202)637-4923
loren.schiels@hyatt.com

Length-of-show space for AUSA Chapter operations centers is available at the Washington DC Renaissance Hotel in the form of two connecting rooms (corner suite with king sleeping room attached) available at the rate of \$630 per night plus tax; the combined space is approximately 500 square feet. A fee of \$700.00 will be charged to remove furniture from the suite. For requests please contact:

Ms. Meredith Minai
Meetings Coordinator, AUSA
2425 Wilson Boulevard
Arlington VA, 22201
Direct (703)907-2672
Fax (703)243-2589
mminai@ausa.org





Event Request Form

21-23 October 2013
Walter E. Washington Convention Center
Washington, DC

2013 AUSA Annual
Meeting & Exposition

Event Name: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Name of Event P.O.C.: _____ Title: _____

Company Name: _____

Address: _____ State: _____ Zip: _____

Phone #: () _____ Email: _____

Total # of Expected Guests: _____ Do you want your event posted on the AUSA Annual Meeting Mobile App? ☐ Yes ☐ No

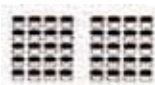


WALTER E. WASHINGTON
CONVENTION CENTER

ROOMSET: Is a floorplan available? Hand-drawn plan accepted. If a floorplan is available, please include it with this form.

Please complete the following: (CIRCLE ALL THAT APPLY)

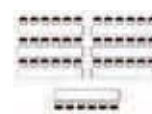
BASIC ROOM SET-UP:



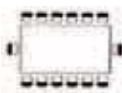
THEATER for _____ (#) /



BANQUET/6' Rounds for _____ (#) /



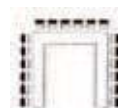
CLASSROOM for _____ (#) /



CONFERENCE for _____ (#) /



HOLLOW SQUARE for _____ (#) /



U-SHAPE for _____ (#) /

RECEPTION for _____ (#) OTHER: _____ for _____ (#)

STAGE(s): Dimensions: _____ (Standard Stage Height is 24", standard risers are 6'x8')

HEADTABLE for _____ (#)

PODIUM (Lectern) _____

PERIMETER SEATING: # of Chairs _____

REGISTRATION TABLES: # Outside + _____ / # Inside _____ (**Note:** Reg tables come standard w/ 2 chairs unless otherwise specified.)

LITERATURE TABLES: # _____ (Lit. Tables are inside room w/ NO CHAIRS unless otherwise specified)

EASEL One per Room unless otherwise specified. All signage in & around Meeting Rooms will be floor supported, as the rooms do NOT support hanging signs. Per Washington Convention Center Authority, you may not tape signs to walls.

OTHER: _____

AUSA will assign a room number to your event and send a confirmation and information packet containing contact information for requesting Catering, Audio-Visual, Telephone/Internet, Equipment Rental, Freight/Collateral Shipping and Signage.

Please return form to AUSA, Fax 703-243-2589 or email cgutermuth@ausa.org
All requests must be received by COB on Monday, 30 September 2013.

Business to Business Suites at the 2013 AUSA Annual Meeting & Exposition

AUSA is pleased to offer Business to Business Suites located on the exhibit floor for the 2013 AUSA Annual Meeting. Business to Business Suites are a new and innovative option to traditional exhibit space offering semi-private conference, meeting, and theatre space steps away from your main exhibit. They can also meet the Business to Business requirements for those companies that choose not to exhibit.

Benefits:

- Comfortable, private meeting space in the exhibit hall
- Extended hours for meetings, breakfast, and receptions
- Shared office resources
- Flexible rental packages based on your space requirements

All Standard Business to Business Suites include:

- Grey panel structure
- Telephone and electrical connections
- Your company's custom graphics displayed on a light box adjacent to your suite entrance
- Custom wall to wall plush carpet and padding
- Upgraded specialty furniture
- Special access for you and your guests from 0700 – 2030 daily
- Shared receptionist, fax machine and copier

Pricing:

A 5.75% sales tax will be applied to your final invoice.
If your company is tax exempt, please supply a tax exempt certificate for the District of Columbia

10x20	Business to Business Suite	\$19,955.00
20x20	Business to Business Suite	\$40,352.00
20x30	Business to Business Suite	\$60,638.00
20x40	Business to Business Suite	\$74,550.00

Additional Suite equipment and amenities are available and will be quoted upon request.

**Please note that catering, audio-visual services, and support personnel are available through separate vendors at additional cost. Electrical and Communication labor will be billed through GES after the close of the event.*

All Business to Business Suites will be located in Exhibit Hall A at the Walter E. Washington Convention Center. All prices quoted are for three full show days for rental. Single and half day rentals may be available at reduced rates depending on demand and availability. Custom Suite sizes and options will be available based on your individual needs.

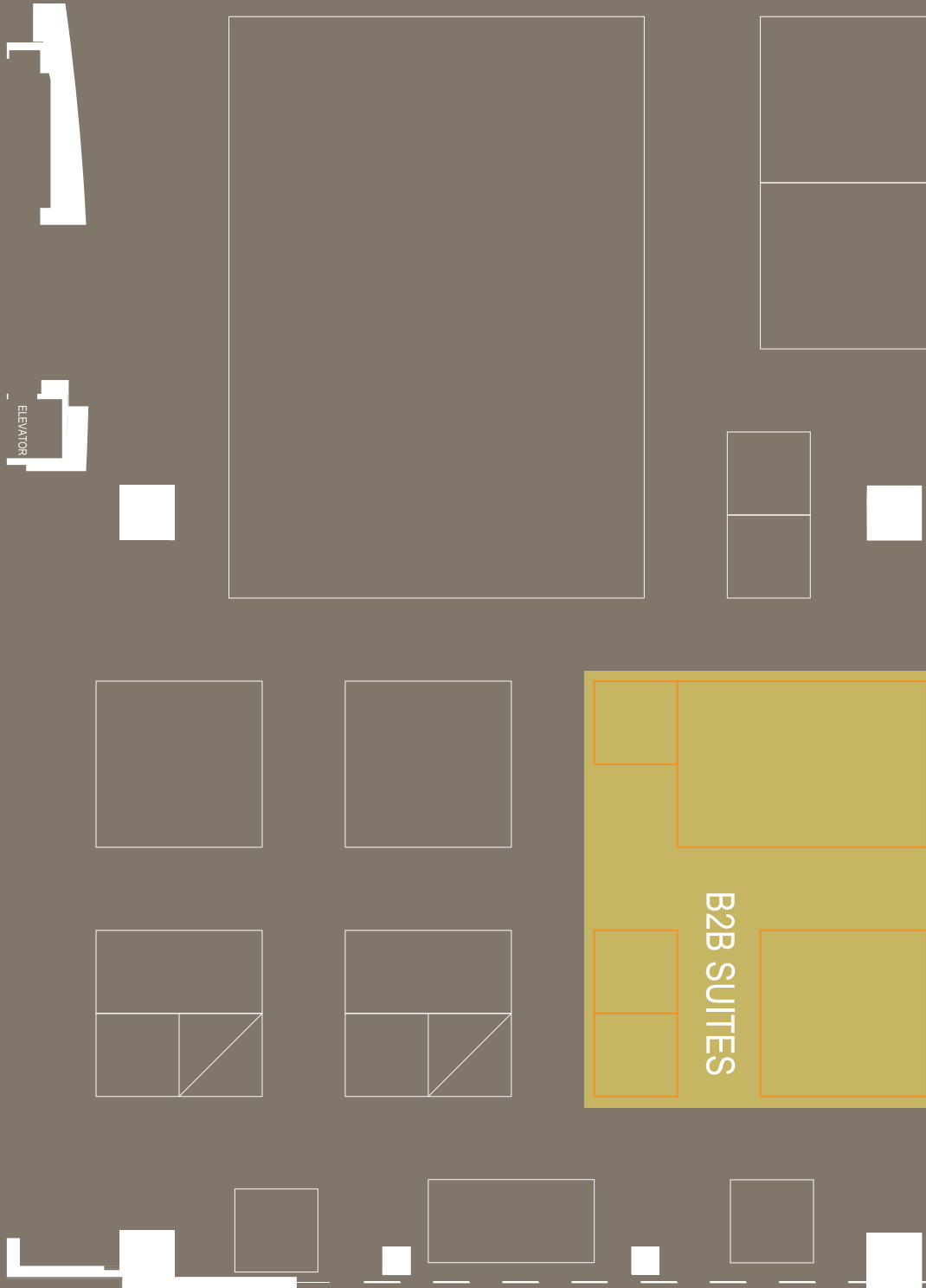


AUSA

Annual Meeting & Exposition

A Professional Development Forum

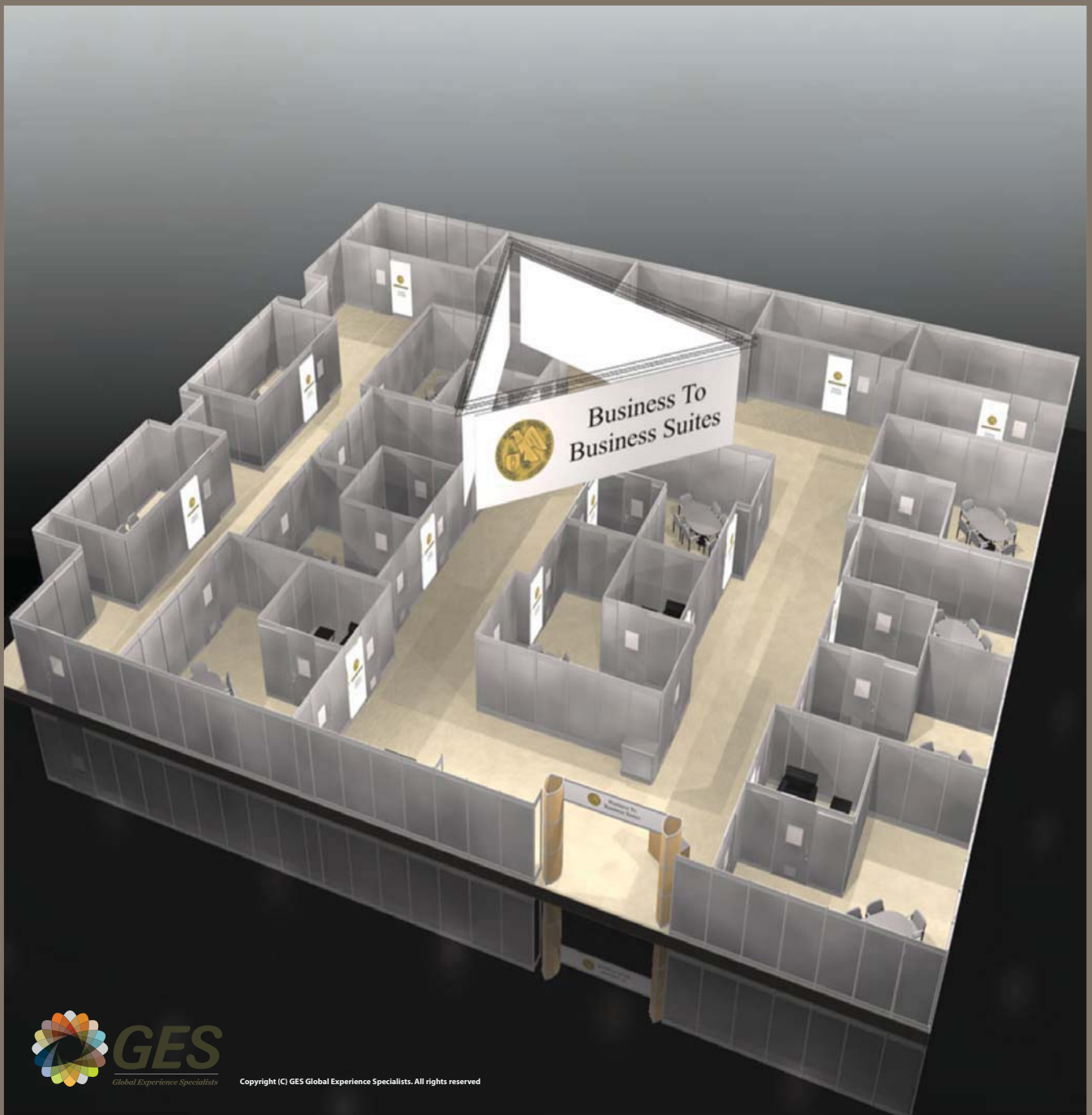
Hall A



AUSA

Annual Meeting & Exposition

A Professional Development Forum



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AUSA Business to Business Suites



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20'x30' suite



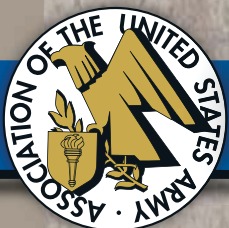
10'x20' suite



20'x20' suite



20'x30' suite



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Business to Business Suite Reservation Form

Space is limited! Reserve your suite now! Please fill out the following reservation form and return to Global Experience Specialists (GES). Once we have received this request you will be contacted by a member of our team. Space reservations are on a first-come, first-served basis. A completed space contract is required to guarantee your space.

All requests for space must be returned to GES no later than Friday, 12 July 2013.

Please indicate your desired Business to Business Suite size.

_____ 10 x 20 _____ 20x20 _____ 20x30 _____ 20x40

Duration of time needed : _____ Full Days _____ Half Days

Company Name: _____

Contact: _____

Phone Number: _____

E-mail address: _____

Questions on these suites? E-mail GES at sdunne@ges.com.

Or call Steve Dunne 407/370-3865

**Return this form via fax to:
GES 702/638-6677**



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Association of the United States Army
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Arlington, VA 22201
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Fax: (703) 243-2589
www.ause.org