

# UNITED STATES POWER SQUADRONS

## EVENT: 2014 USPS GOVERNING BOARD

**Crystal City**  
**Arlington, VA (2nd DRAFT)**

EVENT DATE: Sunday, 7 SEPTEMBER to Monday, 15 SEPTEMBER 2014

**Today's Date: 24 April 2014**

**Uniform of the Day - Casual**

**7 SEPTEMBER – SUNDAY**

C/C and XO USPS check-in, and also the Chairman and Stf/C's National Meetings Committee check in.
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**Uniform of the Day - Casual**

**8 SEPTEMBER – MONDAY**

R/C NMC	0900 - 1000	Pre-Pre Con w/Hotel Event Manager and NMC		5**
Staff	0000 - 2400	H Q Storage		6 Keys, 2 tables, two chairs
Staff	0700 - 2400	Ship's Store/Storage		5 Keys Lockable room near foyer and activities registration. 12 six foot tables, 2 large trash cans, coat rack, or rolling luggage rack.

**Uniform of the Day – Casual**  
**9 SEPTEMBER – TUESDAY**

Staff	0000 - 2400	H Q Storage		Remain as Monday
Staff	0000 - 2400	Ship's Store/Storage/ Sorting Boxes		Remain as Monday
BOD	0900 - 1700	BOD Meeting		9 Suite
Com	0800 - 1700	Com Nom		Conf. w/10 soft chairs & 2 banquet chairs, 2 keys
Staff NMC	1030 - 1130	Pre Convention Meeting Hotel and NMC		30 Hol Sq
BOD	1200 - 1400	BOD Lunch		Suite
BOD	1900 - 2200	BOD Dinner		15**

**Uniform of the Day – USPS Polo**  
**10 SEPTEMBER - WEDNESDAY**

Staff	0000 - 2400	H Q Storage		Remain as Monday and Tuesday
Staff	0800 - 2400	Ships Store Inventory/Committee Mtg <u>Put in Telephone w/outside line on Wednesday.</u>		Remain as Monday and Tuesday
Open	0800 - 1630	Activities Registration		3 Tables 6 Chairs Must be Outside of lockable room near escalator and foyer
Pre-registration required	0800 - 0900 Sign in  0900 - 1600 Seminar	USPS Leadership LD101  Formerly USPS DAO/SAO Training  <b>USPS PROJECTOR</b>		35 people (five rounds of 7). Ten extra chairs around wall. One 6' table w/4chairs at rear of room. One 6' table w/3 chairs outside of room. Podium, bar stool, 8' screen.
Open	0800 - 1700	<b>Educational Department Leadership Meeting</b>		<b>40, U shaped, 6' Table at side of room w/ 2 chairs. Table top podium w/mike, power cart and screen. 24 extra chairs around perimeter (12 on each side)..</b>
Open to pre-registered	0800 - 1700	CPR/ First Aid Training, American Red Cross		<b>24, Ten eight-foot tables, Room large enough to also work off of the floor. Table in front. 2 Chairs. Electric cord only.</b>
Com	0800 - 1700	Com Nom		Conf-w/10 soft chairs & 2 banquet chairs, 2 keys
BOD/Adv	0830 - 1700	BOD and Advisors Meeting		20 Hollow Square. 1 key, electric power extension,

**Uniform of the Day – USPS Polo**  
**10 SEPTEMBER – WEDNESDAY (Cont'd)**

BOD/Adv	1200 - 1300	BOD and Advisors Lunch		20 Hol Sq
Comm.	1300 - 1630	Planning		Conf. 12 - 2 Keys
Comm.	1200 - 1400	Social Activities Committee Meeting		
Open	1300 - 1600	Marketing Meeting/ PR Committee Projector		30 Hol Sq. Podium, Power table
Set	1200 - 2400	5 Display Tables		

**Set up 5 Table Tops on Wednesday in foyer for:**

**NMC 1 w/Elec. Pat Jarmon    3 Tables Remain in place through Saturday noon**

**1<sup>st</sup> Timers and Membership    1 Table. Remain in place through Saturday noon**

**Uniform of the Day – USPS Polo  
Evening – To be Announced  
11 SEPTEMBER – THURSDAY**

Staff	0000 - 2400	H Q Storage		Same as Wednesday
Open	0745 - 1600	Ships Store Open for sales		Same as Wednesday, 12 Tables and same phone line since Wednesday.
Open	0700 - 1630	Activities Registration		3 tables – Front Skirted w/ 6 chairs
Open	0800 - 1630	Voter Registration/ Ensign		2 tables – front Skirted w/ 4 chairs
Open	0800 - 1700	Table Exhibits		15 - 6' tables-Front Skirted W/ 2 Chairs

**These tables stay till noon Saturday**

<b>101<sup>th</sup> Ann (Jacksonville) Governing Board – 2014 (Washington D.C.)</b>	<b>1 Table w/Pwr. (Remain from Wed.)</b>
<b>San Diego Visitors Bur Boat Insurance</b>	<b>1Table (Remain from Wed.) 1 Table (Remain from Wed.)</b>
<b>S E R A T</b>	<b>1 Table</b>
<b>Cooperative Charting</b>	<b>2 Tables – 1 with (Pwr)</b>
<b>NOAA USACE</b>	
<b>Member Benefits</b>	<b>1 Table</b>
<b>First Timers/Membership</b>	<b>1 table</b>
<b>Public Relations</b>	<b>2 Tables</b>
<b>Safety</b>	<b>1 Table</b>

<b>Committee</b>	<b>0730 - 1100</b>	BOC Regional Directors and ARD Meeting		80 theater over lunch time, one 6ft head table, power cart and screen. <b>Wi-Fi</b>
<b>Open</b>	<b>1100 - 1200</b>			
D/C & D XO	0800 – 1200 <b>1400 - 1630</b>	D/C and DXO Meeting  <b>USPS PROJECTOR</b>		9 tables of 8, head table 3 chairs. Podium w/mike, two wired microphones, screen and projector cart. Six extra chairs alongside. Two tables in rear and one table outside door two chairs

**Uniform of the Day – USPS Polo  
Evening – To be Announced  
11 SEPTEMBER – THURSDAY (Cont'd)**

Pre-registration required  Must have completed LD 101	0800 - 0900 Sign in  0900 - 1600 Seminar	USPS Leadership LD102  Formerly USPS DXO/SXO Training  <b>USPS PROJECTOR</b>		35 people (five rounds of 7). Ten extra chairs around wall. One 6' table w/4chairs at rear of room. One 6' table w/3 chairs outside of room. Podium, bar stool, 8' screen.
Open Committee	0800 - 1000 1000 - 1100	Co-op Charting Open Co-op Charting Committee <b>Committee Projector</b>		<b>60 - 6 Rounds of 10, Head table for 6. Mic Wi-Fi. Power table Power? Screen?</b>
Comm.	0800 - 1700	Com Nom		Conf-w/10 soft chairs & 2 banquet chairs, 2keys
<b>Committee</b>	0800 - 1200	Information Technology		Conf. 12
Open	0800 - 1200	Heritage and Protocol Committee		Hol Sq 20, Elec.
<b>Comm.</b>	0800 - 1200	Educational Dept. <b>Educational Leadership</b>  <b>Ed Dept. Projector</b>		<b>40 U shaped, 6' Table at side of room w/ 2 chairs. Table top podium w/mike, power cart and screen. 24 extra chairs around perimeter (12 on each side).</b>
Comm.	0800 - 1200  1330 - 1700	DEO and ADEO Meeting & <b>Educational Leadership</b>  <b>USPS PROJECTOR</b>		64, 8 rounds of 8, Standing podium, w/Mike, screen. Power cart, Mike in aisle. Wi-Fi. Head table plus three 6'tables and 20 extra chairs. <b>Extra standing or wireless microphone.</b>

**Uniform of the Day – USPS Polo  
Evening – To be Announced  
11 SEPTEMBER – THURSDAY (Cont'd)**

Comm.	0800 - 0930	Safety Committee		50 Theater, Table, podium. Committees first hour, remain set for open meeting. . Screen, Power cart, 2 Head Tables, 8 chairs alongside of room.
Open	0930 - 1100	Open Safety  Comm. Projector		
Open	0800 - 1200	Admin Department Open  USPS PROJECTOR		100 Theater, 8' Table, Podium, Microphone, Screen, power cart.  Remain set as A.M.
Comm.	0830 - 1630	Planning Committee Mtg.		Conf. 12 - 2 keys
Comm. Open	0830 - 1100 1100 - 1200	Rules		Conf. 16
Comm.	0900 - 1700	Law Com		10 Conf Electric Cord only.
Comm.	0900 – 1100	Area Monitors		
Comm.	0900 – 1200	Budget/Finance		Conf 15
Open Comm.	0900 – 1100 1100 – 1200	Educational Fund Trustees		Conf 20
Open	1000 – 1200	National Meetings		Hol Sq 30
Open	1000 – 1200	National Weather Service by NOAA ???	???????	Same set as above
Open	1000 - 1200	Communications Committee Open Meeting		30 Hollow Sq Power Cart
Pre-register	1230 - 1400	Administrative Department Lunch		8 Rounds of 8
Pre-register	1230 - 1430	Secretaries Department Lunch		6 Rounds of 8
D/C & DXO	1200 - 1230	D/C and DXO Reception		Outside room
Pre-register	1230 - 1400	D/C and DXO Lunch		10 Rounds of 8
Pre-register	1230 - 1400	Educational Dept. Lunch		
Comm.	1300 - 1700	Finance		Conf 15
Comm.	1300 – 1700	Budget	Suite	

**Uniform of the Day – USPS Polo  
 Evening – To be Announced  
 11 SEPTEMBER – THURSDAY (Cont'd)**

Open	1300 - 1700	Govt./Partner Relations		Hol Sq 20
Open	1330 - 1430	Operations Manual		Conf 16
Open	1400 - 1600	USPS Environmental Committee		15 U Shape. 5 extra seats on side
Staff	1400 – 1600	BOC Regional Directors & ARD Meeting. Comm. Projector		30 U Shape. 3 extra chairs on side Screen, power cart, Wi-Fi
Comm.	1500 – 1700	Instructor Development		10 Conf. 5 extra chairs on side
Aides	1600 - 1700	Aides Meeting	Suite	
Open	1830 - 2230	Thursday Night Dinner Party. Entertainment -		280 dinner, stage and performers. Local Entertainment



**Uniform of the Day – USPS Polo w/ Blazer or Blazer w/dress Shirt and tie**  
**12 SEPTEMBER – FRIDAY**

Staff	0000 - 2400	H Q Storage		Same as Thursday
All interested	0600 - 0630	Health Walk w/Squadron Activities		Water station
Open	0730 - 0900	Keynote Breakfast Keynote speaker  <b>USPS PROJECTOR</b>		30 Rounds of 10 table podium, mike, screen, Power. See diagram
Open	0745 - 1600	Ships Store Open for sales		Same as Thursday
Open	0800 - 1600	Activities Registration		3 tables – Front Skirted w/ 6 chairs
Open	0800 - 1600	Voter Registration		2 tables skirted w/3 Chairs
Open	0800 - 1600	Table Exhibits		See Diagram
Pre-registration required  Must have completed LD 101 & LD102 First	0900 - 0930 Sign in  0930 - 1630 Seminar	USPS Leadership LD103  Formerly USPS DC/SC Training  <b>USPS PROJECTOR</b>		35 people (five rounds of 7). Ten extra chairs around wall. One 6' table w/4chairs at rear of room. One 6' table w/3 chairs outside of room. Podium, bar stool, 8' screen.
Comm.	0900 - 1700	Com Nom		Conf. w/10 soft chairs & 2 banquet chairs, 2 keys
Comm.	<b>0900 - 1600</b>	Planning		Conf. <b>12</b> - 2 keys
Open	0915 - 1700  0915 - 1045 1045 - 1215 1400 - 1530 1530 - 1700	Educational Department Committee Meetings (A)   <b>Ed Dept. Projector</b>		1 round of 10, and small round cocktail table, small screen. Six (6) extra Chairs around outside walls.
Open	0915 - 1700  0915 - 1045 1045 - 1215 1400 - 1530 1530 - 1700	Educational Department Committee Meetings (B)   <b>Ed Dept. Projector</b>		1 round of 10, and small round cocktail table, small screen. Six (6) extra Chairs around outside walls.

**Uniform of the Day – USPS Polo w/ Blazer or Blazer w/dress Shirt and tie  
12 SEPTEMBER – FRIDAY (Cont'd)**

Open	0915 - 1700  0915 - 1045 1045 - 1215 1400 - 1530 1530 - 1700	Educational Department Committee Meetings ( C )    <b>Ed Dept. Projector</b>		1 round of 10, and small round cocktail table, small screen. Six (6) extra Chairs around outside walls.
Open	0930 – 1045	Seminar #1a <b>WEB/OTHER PC TOOLS</b> <b>Kristi Anderson</b>  <b>USPS PROJECTOR all day</b>		150 Theater, Table and table top podium w/mike, screen, and power cart.  Same All Day
Open	0930 - 1045	Seminar #1b <b>DELTA MARINIER</b> <b>Larry Bowling</b> <b>NTSB/ Govt. PR</b>  <b>USPS PROJECTOR all day</b>		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	0930 - 1045	Seminar #1c <b>ON THE WATER TRAINING</b> <b>Scott McDonald</b>  <b>USPS PROJECTOR all day</b>		150 Theater, Table and table top podium w/mike, screen, power cart  Same All Day
Open	0930 - 1045	Seminar #1d <b>SQUARDON EMERGENCY RESPONSE ASSIST TEAM</b> <b>Jim Strothers</b>  <b>USPS PROJECTOR all day</b>		150 Theater, Table and table top podium w/mike, screen, and power cart.  Same All Day
Open	1100 - 1215	Seminar #2a <b>MEMBERS BENNETS</b> <b>Kristi Anderson</b>  <b>USPS PROJECTOR all day</b>		150 Theater 150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	1100 - 1215	Seminar #2b    <b>USPS PROJECTOR all day</b>		150 Theater 150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day

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**12 SEPTEMBER – FRIDAY (Cont'd)**

Open	1100 - 1215	Seminar #2c Boating Skills Virtual Trainer Linder Herndon/Bob Palmer  USPS PROJECTOR all day		150 Theater 150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	1100 - 1215	Seminar #2d  LD COM  USPS PROJECTOR all day		150 Theater 150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Pre- register	1230 - 1400	Executive Dept. Lunch		30 Hol Sq
Comm.	1330 - 1600	Planning		Conf. 10, two keys
Open	1400 - 1515	Seminar #3a DR2000 John Bradley  USPS PROJECTOR all day		150 Theater style. Table and table top podium, Screen, projector cart. Same All Day
Open	1400 - 1515	Seminar #3b DISTRICT/SQUADRON OFFICERS & GENERAL MEMBERS Admin. Department  USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	1400 - 1515	Seminar #3c EDUCATIONAL TOPIC Ed Dept.  USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	1400 - 1515	Seminar #3d   USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	1530 - 1645	Seminar # 4a SAILANGLE Randy White  USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day

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**12 SEPTEMBER – FRIDAY (Cont'd)**

Open	1530 - 1645	Seminar #4b  USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	1530 - 1645	Seminar # 4c  USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	1530 - 1645	Seminar #4d  USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
First Time Attendees	1600 - 1730	First Timers Reception		80 People, 4 rounds of 8, 4 high boy, 4 shirted refreshment tables and large trash barrel.
Open	1730 - 1815	Jewish Services		20 Theater, 6' Table W/white skirt next to lectern, water service
Invitational	1830 - 2200	P/C/C Dinner		
	0800 - 1200	Table EXHIBITS		

**Uniform of the Day**

**Daytime: Uniform F**

**Evening: Uniform A W/Bow Tie, Blazer w/tie or appropriate attire, Ladies, Cocktail Dress**

**13 SEPTEMBER – SATURDAY**

Staff	0000 - 2400	HQ Storage		Same as Thursday
Open	0745 - 1000 1100 - 1500	Ships Store Open for Sale until 1000, then Packing for return to HQ (out by 1500)		Same as Thursday
Open	0800 - 1100	Activities Registration		Same Set Up
Open	0800 - 1200	Voter Registration		6ft Table w/2chairs
Open	0900 - 1200	Governing Board		Note: See Lay-Out diagram. 800 people, Hang Large Flag Large fast fold screen, large Mixer to Ballroom sound system, 2 podiums w/mic. Standing floor mic. Power along wall Possible tower spot on podium
Open	1100 - 1400	Social Reception & Luncheon (Reception in Foyer)		Rounds of 8 for 120 people –Bar Podium w/mic, Microphone stand w/wireless Mic. 6ft table in front.
Open	1200 - 1230 1230 - 1400	Members Reception Members Luncheon		300 Flow - Cash Bars 300 ** Rds of 10 Small riser, podium or standing mic.
Open	1400 - 1630	Governing Board Reconvenes		Same as above
Open	1700 - 1800	Catholic Services		75 Theater, 6' table with white skirt next to lectern. Water service

**Uniform of the Day**

**Daytime: Uniform F**

**Evening: Uniform A W/Bow Tie, Blazer w/tie or appropriate attire, Ladies, Cocktail Dress**

**13 SEPTEMBER – SATURDAY (Cont'd)**

Open	1700 - 1745	Jewish Services		20 Theater, 6' Table W/white skirt next to lectern, water service
Open	1700 - 1800	Protestant Services		25 Theater, 6' table up-front with skirt, no podium, , no water service
Open	1830 - 1930	General Reception		400 Flow ** Foyer
Open	1930 - 2300	General/Banquet		400 guests, tables rounds of 8 (there will be about 10 tables of 8 we will designate which when we arrive.) Small riser, Local Entertainment

**Uniform of the Day - Casual**  
**14 SEPTEMBER – SUNDAY**

Open Ticket Required	1100 - 1330	Lunch Cruise on Potomac	Off site	Buses leave Hotel 1000 to Dock
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**Uniform of the Day - Casual**  
**15 September – Monday**

NMC	0800 - 0900	Bill Review with Hotel  HQ Storage should be in Shipping department for Monday shipping	TBA	
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Note: H T = Head Table Rds. = Round Tables C/C = Chief Commander Com = Committee  
 \* = Spread out as working room \*\* = Estimated meals, subject to change A = Addition  
 D = Deletion Da = Date M = Meeting Name Change; Rev= Misc. Revision  
 R = Room Change S = Setup Change T = Time Change UOD-Uniform of the Day

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