

UNITED STATES POWER SQUADRONS

2015 USPS GOVERNING BOARD

Manchester Grand Hyatt
San Diego, CA (Draft 3)

EVENT DATE: Sunday, 23 August to Sunday,
30 August 2015

Today's Date: **15 May 2015**

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

24 AUGUST – MONDAY – Uniform of the Day – Casual				
MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
R/C NMC	0900 - 1000	Pre-Pre Con w/Hotel Event Manager and NMC		5**
Staff	0000 - 2400	H Q Storage		
Staff	0700 - 2400	Ship's Store/Storage 1500-2500 Sq Ft Shipment comes into this room then split with HQ Storage		Lockable room near foyer and activities registration. 12 X 8' tables or 96 feet of tables, 2large trash cans, coat rack, or rolling luggage rack.

25 AUGUST – TUESDAY – Uniform of the Day – Casual				
MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Staff	0000 - 2400	H Q Storage		Remain as Monday
Staff	0000 - 2400	Ship's Store/Storage/ Sorting Boxes -1500-2500 Sq Ft		Remain as Monday Put Skirts on tables
BOD	0900 - 1700	BOD Meeting		12 Suite
Committee	0800 - 1700	COM NOM		Conf w/10 soft chairs 2 Keys
Staff NMC	1030 - 1130	Pre-Convention Meeting Hotel and NMC	"Pending"	30 Ho1Sq
BOD	1200 - 1400	BOD Lunch		12
BOD	1900 - 2200	BOD Dinner		15

26 AUGUST – WEDNESDAY – Uniform of the Day - Casual

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Staff	0000 - 2400	H Q Storage		Remain as Monday and Tuesday
Staff	0800 - 2400	Ships Store 1500-2500 Sq Ft Inventory/Committee Mtg. <u>Put in Telephone w/outside line on Wednesday to test with bank – not used till Thursday</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 Internet or Wi-Fi
Open to pre-registered	0800 - 1700	CPR/ First Aid Training, American Heart Association <i>Needs a large room so trainees can also work from the floor</i>		24 people – 10 – 8 foot tables, 2 tables front w/2 chairs, Power cord only
Committee	0800 - 1700	Com Nom		Conf-w/10 soft chairs & 2 banquet chairs, 2keys
BOD/Adv	0830 - 1700	BOD and Advisors Meeting USPS PROJECTOR		30 U-Shape. 1 key, power cord only, 1 table w/3 chairs on side of room
BOD/Adv	1200 - 1300	BOD and Advisors Lunch		26 HoISq
Committee	1300 - 1400	National Social Activities Committee		
Committee	1300 - 1630	Planning		Conf Square for 15 – No A/V - 2 Keys
Committee	1300 - 1700	Education R/Cs		Conf Square for 20 – No A/V
Open Committee	1400 - 1600 1600 - 1700	Educational Fund Trustees		Conf closed Square for 12 No A/V
Committee	1600 - 1700	Aides meeting	C/C Suite	
Invitational	1830 - 2200	P/C/C Dinner		35 – tables of 8

**Set up 5 Table Tops on Wednesday in foyer for:
NMC. Pat Jarmon/NSAC 3 Tables Remain in place through Saturday noon
1st Timers 1 Table. Remain in place through Saturday noon**

27 AUGUST – THURSDAY – Uniform of the Day – USPS Polo

Evening –

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Staff	0000 - 2400	H Q Storage		Same as Wednesday
Open	0700 - 1630	Activities Registration		3 tables – Front Skirted w/ 6 chairs Internet or Wi-Fi
Committee	0700 - 1000	Budget/Finance		Classroom for 35, 2 tables up front – No A/V
Committee	1000 - 1200	Area Monitors	NMC Suite	
Open	0745 - 1600	Ships Store Open for sales		Same as Wednesday, 12 Tables and same phone line since Wednesday.
Open	0800 - 1630	Voter Registration/ Ensign		2 tables – front Skirted w/ 4 chairs
Open	1300 - 1700	Table Exhibits		18 – 6' tables-Front Skirted W/ 2 Chairs

These tables stay till noon Saturday

102th Ann (Orlando, FL) Governing Board – 2016	1Table w/Pwr. (Remain from Wed.)
Visitors Bur	1Table (Remain from Wed.)
Boat Insurance	1 Table (Remain from Wed.)
Boating Virtual Trainer	1 Table
Cooperative Charting	1 Table
NOAA - USACE	2 Tables – 1 with (Pwr)
First Timers	1 table
Member Benefits	1 Table
Safety	1 Table
Sea – Tow	1 Table
S E R A T	1Table
Public Relations	2 Tables

THURSDAY 27 AUGUST CONT'D

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
D/C & D XO	0730 - 1200 1400 - 1600	D/C and DXO Meeting USPS PROJECTOR		72 - 9 tables of 8,. Podium w/mic plus 1 wireless mic. Pwr. cart. Two tables in rear and one table outside door w/2 chairs each
Committee Open	0800 - 1000 1000 - 1200	Co-op Charting Co-op Charting Meeting COMMITTEE PROJECTOR		40 - 4 Rounds of 10, Screen, A/V Cart, No Mic, 10 extra chairs in the back of Room
Committee	0800 - 1700	Com Nom		Conf-w/10 soft chairs & 2 banquet chairs, 2 keys
Committee	0800 - 1000	Information Technology		12 – Pwr cord only – U Shape set-up
Open	0800 - 1000	Communications Committee		U-Shape for 30, Pwr cord and Wi-Fi
Open	1000 - 1200	Heritage and Protocol		Same as above
Committee	0800 - 1200	Educational Dept. Educational Leadership ED DEPT PROJECTOR		40 – U Shape – 6' table on side of room w/2 chairs, Table top podium w/mic, Screen, PWR Cart, 12 extra chairs
Committee	0800 - 1200 1330 - 1700	DEO and ADEO Meeting & Educational Leadership ED DEPT PROJECTOR		64, 8 rounds of 8, – Screen, Pwr cart, Standing podium w/mic, mic in aisle, WIFI, Head table plus 3 6'tables and 20 extra chairs
Open	0800 - 1000 1000 - 1200	Admin Department Open MEMCOM Open Meeting USPS PROJECTOR		Theater for 60, head table, Screen, Pwr cart, stand-alone podium w/mic
Committee Open Committee	0830 - 1000 1000 - 1200 1300 - 1630	Planning Committee Mtg. OPEN Planning Meeting Planning Committee Meeting		Conf Square for 20 – No A/V– 2 keys
Committee	0900 - 1700	Law Com		Conf Square for 10 Electric Cord only.
Open	1000 - 1200	National Meetings		30 HoISq

THURSDAY 27 AUGUST CONT'D				
MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Open	1000 - 1200	National Weather Service by NOAA		NMC Chair coordinating
Pre-register	1230 - 1400	Administrative Department Lunch		56, 7 Rounds of 8 Podium w/mic
Pre-register	1230 - 1430	Secretaries Department Lunch		56, 7 Rounds of 8
D/C & DXO	1200 - 1230	D/C and DXO Reception		Add 2 high boys in bar area
Pre-register	1230 - 1400	D/C and DXO Lunch		64, 8 Rounds of 8 No special needs
Pre-register	1230 - 1400	Educational Dept. Lunch		64, 8 Rounds of 8 –
Committee	1300 - 1600	Rules		Conf closed Sq for 16 No A/V
Open	1300 - 1630	Public Relations		Conf Closed Sq for 25 – Pwr only 10 extra chairs on side
Committee	1300 - 1700	Finance	NMC Suite	5
Committee	1000 - 1330	BUDGET	SEC/TRES Suite	10
Open	1300 - 1700	Govt./Partner Relations USPS PROJECTOR		U Shape for 30, Screen and Power Cart - Projector
Open	1400 - 1600	USPS Environmental Committee		Conf closed Square for 12 – No A/V
Open	1830 - 2200	Thursday Night Dinner Cruise on the San Diego Bay		

28 AUGUST - FRIDAY

Uniform of the Day – USPS Polo w/ Blazer or Blazer w/dress Shirt and tie

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Staff	0000 - 2400	H Q Storage		Same as Thursday
All interested	0600 - 0630	Health Walkw/Squadron Activities	Lobby	Water station at front door
Open	0730 - 0900	Keynote Breakfast Keynote speaker USPS PROJECTOR		33 Rounds of 8 – Large Screen, Lapel Mic, Stand-alone podium w/mic
Open	0900 - 1600	Ships Store Open for sales		Same as Thursday
Open	0700 - 1600	Activities Registration		3 tables Front skirted w/6 chairs & Wi-Fi

FRIDAY28 AUGUST CONT'D

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Open	0900 - 1600	Voter Registration		2 tables skirted w/3 Chairs
Open	0800 - 1600	Table Exhibits		See Diagram
Committee Open	0900 - 1030 1030 - 1200	Safety Committee Open Safety COMMITTEE PROJECTOR		Theater Style for 25 – Screen, A/V Cart – Head-table with 6 chairs
Open	0900 - 1700	LD101 USPS PROJECTOR		5 rounds of 7, A/V cart, Pwr cord w/Pwr strip, 8 foot screen, 2 hand held mics, one on stand central to audience, Table w/3 chairs outside of door, Table in back of room, 10 extra chairs along wall
Open	0900 - 1700	LD102 USPS PROJECTOR		5 rounds of 7, A/V cart, Pwr cord w/Pwr strip, 8 foot screen, 2 hand held mics, one on stand central to audience, Table w/3 chairs outside of door, Table in back of room, 10 extra chairs along wall
Committee	0900 - 1700	Com Nom		Conf. w/10 soft chairs & 2 banquet chairs, 2 keys
Committee	0900 - 1600	Planning		Conf square for 15, no A/V– 2 keys
Committee	0900 - 1200	BOC Regional Committee Meeting, includes RD/ARD		80 – Theater, head table, table top podium w/mic, Screen, Pwr cart, WIFI
Open	1400 - 1600	BOC Open Meeting COMMITTEE PROJECTOR		
Open	0900 - 1600	Squadron Strategy for Success - Public Relations USPS PROJECTOR		Circle of 8 rounds for 70 – Screen, Pwr cart, 1 mic
Open	0915 - 1700 0915 - 1045 1045 - 1215 1400 - 1530 1530 - 1700	Educational Department Committee Meetings (A) Offshore Navigation Inland Coastal Navigation Publishing Electro-Mechanical Systems COMMITTEE PROJECTOR		1 round of 10, Sm cocktail table, Sm screen, 6 extra chairs on side, Pwr cord

FRIDAY28 AUGUST CONT'D

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Open	0915 - 1700 0915 - 1045 1045 - 1215 1400 - 1530 1530 - 1700	Educational Department Committee Meetings (B) Marine Environment Instructor Development Boat Handling Closed Meeting Boat US COMMITTEE PROJECTOR		Same as above
Open	0915 - 1700 0915 - 1045 1045 - 1215 1400 - 1530 1530 - 1700	Educational Department Committee Meetings (C) Educational Outreach Closed – US Sailing Basic Public Education Brunswick Program COMMITTEE PROJECTOR		Same as above
Open	0915 - 1045	Seminar #1a MARKETING USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	0915 - 1045	Seminar #1b Boat Accident Risk Research Project USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	0915 - 1045	Seminar #1c DB2000 USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart Same All Day
Open	0915 - 1045	Seminar #1d USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	1100 - 1215	Seminar #2a MEMBERSHIP USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	1100 - 1215	Seminar #2b STARGAZING USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day

FRIDAY28 AUGUST CONT'D

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Open	1100 - 1215	Seminar #2c MEMBER BENEFITS USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Open	1100 - 1215	Seminar #2d USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
Pre-register	1230 - 1400	Executive Dept. Lunch		48, 6 Tables of 8 –
Open	1400 - 1515 1530 - 1700	Seminar #3a & #4a SQUADRON & DISTRICT OFFICERS MEETING USPS PROJECTOR all day		150 Theater style. Table and table top podium, Screen, projector cart. Same All Day
Open	1400 - 1515	Seminar #3b OPERATIONS MANUAL 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 WEBSITE USPS PROJECTOR all day		150 Theater, Table and table top podium w/mike, screen, and power cart. Same All Day
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

FRIDAY 28 AUGUST CONT'D

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
By invitation only	1600 - 1730	First Timers reception	NAO Suite	
Open	1730 - 1745	Jewish Services		20 Theater, 6' Table W/white skirt next to lectern, water service
Committee	2100 - 2200	GB Set up		Set up AV Equipment

29 AUGUST - SATURDAY

Uniform of the Day - Daytime: Uniform F

Evening: Blazer w/tie or appropriate attire, Ladies, appropriate attire

MEETING TYPE	TIME	NAME/DESCRIPTION	ROOM	EQUIPMENT NEEDS
Staff	0000 - 2400	HQ Storage		Same as Thursday
Speakers	0800 - 0900	Go over agenda for meeting		Conf Square for 25 - No A/V
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/2 chairs
	0800 - 1200	Table Exhibits Removed at noon		
Open	0900 - 1200	Governing Board		Note: See Lay-Out diagram. 800 people, Hang Large Flag, banner 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

SATURDAY 29 AUGUST CONT'D

MEETING TYPE	TIME	NAME/DESCRIPTION	ROOM	EQUIPMENT NEEDS
Open	1100 - 1400	Social Reception & Luncheon		13 Rounds of 8 Cash Bar
Dancers	1100 - 1400	Changing Room for Show		
Open	1200 - 1230 1230 - 1400	Members Reception Members Luncheon		300 Flow - Cash Bars 31 Rounds. of 8 Small riser, podium or standing mic.
Open	1400 - 1630	Governing Board Reconvenes		Same as above
	1700 - 1800	Catholic Services		80 Theater, 6' table with white skirt next to lectern. Water service
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		42 rounds of 8 riser for band., Dance Floor

30 AUGUST– Sunday Uniform of the Day - Casual

NMC	0800 - 0900	Bill Review with Hotel HQ Storage should be in Shipping department for Monday shipping		
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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