

March 30, 2019

ANNEX C: SERVICE SUPPORT TO OPORD 3-2019 NATIONAL HEADQUARTERS USV-JSC

Reference: Commanders Conference 2019 at the Clarion Hotel by the Airport. 3835 McCoy Road, Orlando, FL. Phone 1-407-845-0900.

Time Zone: Eastern Daylight Savings Time

1. GENERAL:

The USV-JSC 4th Regional Command will be the host for this event. Members of the 4th Region will provide logistical and administrative support to the USV-JSC Headquarters staff.

2. HOTEL:

- a. The conference will be held at the Clarion Hotel by the Airport in Orlando, Florida.
- b. A block of 12 rooms are reserved.
- c. The room rate is \$69 plus taxes for a room with two queen sized beds. Each member needs to make their own room reservation. The number for reservations is 1-407-845-0900.
- d. The Dinner charge is \$50 per person. A check should be written to CAPT Frank Contreras (mailing address is on USV-JSC website Events page). This check needs to be received by CAPT Frank Contreras no later than August 10th, 2019. The cost for the lunch on 24 Aug 19 will be \$10, beverages included. Menu: Choose between: Grilled Chicken or Cheeseburger & French Fries, choose between Can Soda or Ice Tea, OR a non-meat Veggie Burger is available upon request. A check should be written to Major John Pham. This check needs to be received by Major John Pham no later than August 10th, 2019.
- e. Code is USV for reservations.
- f. Check in time is 1500.
- g. The National Headquarters will pay for two gallons of coffee and sweet rolls.
- h. Water will be provided by the hotel.
- i. The meeting room is the Vibes Room.
- j. The banquet will be held in the Saint Vincent Room.
- k. The hotel will provide a riser for the head table at the banquet with enough room to seat 8 people.

3. TRANSPORTATION

- a. Orlando International Airport MCO is located 2 miles from the Clarion Hotel.
- b. There is a free hotel shuttle from the airport to the hotel, tel # 1-407-845-0900.

- c. The shuttle runs every hour from 0515 until 0015.
4. REGISTRATION:
 - a. Registration will take place starting at 0730 on 24 August near the Vibes room.
 - b. The USV-JSC 4th Region will provide 2 personnel to conduct registrations.
 - c. The hotel will provide a table and 2 chairs for the registration table.
 - d. The USV-JSC 4th Region will coordinate with the hotel to secure these tables and chairs.
 - e. The USV-JSC Headquarters J-1 will provide guidance on the registration process to the 4th Region.
 5. EQUIPMENT:
 - a. A/V equipment, a large screen, and power point projector will be provided by BG Vien from the 4th Region.
 - b. A United States Flag, pole and stand will be provided by the 4th Region.
 - c. General officer flags for a one star, two star and three star will be posted.
 - d. Five service flags will be posted.
 - e. USV-JSC flag will be posted
 - f. BG Vien from the 4th Region will provide 11 poles and stands.
 - g. Two rifles will be supplied by the 4th Region, BG Vien.
 - h. A Soldiers Cross and bell will be provided by the 4th Region BG Vien.
 6. MEDICAL:
 - a. In case of a medical emergency, call 911.
 - b. Any member with a significant medical concern should inform the USV-JSC MRC Commander BG David Schirle (MD) cell : 206-658-5572
 7. MISCELLANEOUS:
 - a. Lunches will be served at the Vibes Room.
 - b. Any special request for logistics needs to be approved by the USV-JSC Headquarters J-8 CAPT Contreras.

LTG BAUMANN
National Commander

Authentication

COL RIDGE
J-1

