

08 May 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 4<sup>th</sup> Regional Command will be the host for this event. Members of the 4<sup>th</sup> 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: Cheeseburger & French Fries, choose between Water or Ice Tea. Hotel to deliver lunch bags to meeting room at noon.
- 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, CAPT Contreras to secure podium and microphone from hotel for training session and banquet.
- 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 0510 until 0015.
4. REGISTRATION:
- a. Registration will at the front desk.
  - b. Colonel Ridge to contact hotel regarding the posting of our USV-JSC Saturday meeting and banquet, with time and location, on their hotel Marquee.
5. EQUIPMENT:
- a. A/V equipment, a large screen, and power point projector will be provided by BG Vien from the 4<sup>th</sup> Region.
  - b. A United States Flag, pole and stand will be provided by the 4<sup>th</sup> Region.
  - c. General officer flags for a one star, two star and three star will be posted.
  - d. Five service flags will be posted, CSM Aguilar to provide.
  - e. USV-JSC flag will be posted, CSM Aguilar to provide.
  - f. BG Vien from the 4<sup>th</sup> Region will provide 11 poles and stands.
  - g. Two Ceremonial rifles will be supplied by the 4<sup>th</sup> Region, BG Vien.
  - h. A Soldiers Cross and bell will be provided by the 4<sup>th</sup> Region BG Vien.
  - i. Large USV-JSC Logo/Podium to be provided by CSM Aguilar.
  - j. 5 NCO members for Honor Guard detail from 4<sup>th</sup> Region BG Vien
  - k. POW flag to be supplied by CSM Aguilar.

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 cell: 206-658-5572
6. 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  
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